

PLAYGROUND INSTALLATION & MAINTENANCE

Date Issued: January 7, 2019

Mandated by: Administration

Current Revision: January 7, 2019

Cross Reference:

- Playground Installation & Maintenance Procedure GEN-039-A

Next Review: January 30, 2021

Responsibility: Director, Public Works

1. PURPOSE

To maintain safe Playgrounds and Playground Equipment within the City through the utilization of a management program.

2. POLICY

- 2.1) The City of Fort Saskatchewan will endeavor, as financial resources allow, to provide the community with safe Playgrounds and Playground Equipment.
- 2.2) The City will strive to keep Playgrounds and Playground Equipment in good condition and in working order by providing regular service and maintenance to all City owned and maintained Playgrounds and Playground Equipment.
- 2.3) The City, through a Reciprocal Use Agreement, inspects and maintains Playground Equipment on school properties.

3. DEFINITIONS

- 3.1) CSA – Canadian Standards Association.
- 3.2) City – The City of Fort Saskatchewan.
- 3.3) *Reciprocal Use Agreement* – The formal land-use and maintenance agreement between the City, the Elk Island Public and the Elk Island Catholic School Divisions.

- 3.4) *Playground* – An outdoor area containing a physical structure, in a retained shock-absorbing base (such as sand, Playground Mulch, Pour-In-Place, etc.), designed for the purpose of unstructured play.
- 3.5) *Playground Equipment* – A play structure, anchored to the ground and not intended to be moved, used in playgrounds, for the purpose of unstructured play.
- 3.6) *Playground Mulch* – An alternative, shock-absorbing playground base that uses certified, virgin hardwood mulch, tested to ensure compliance with applicable impact-absorption standards.
- 3.7) *Pour in Place* – An alternative shock-absorbing Playground base that features a granulated rubber top surface, bound together by a high-strength, weather-resistant urethane. The top surface is troweled over a resilient rubber base mat, providing shock absorption in the system.

4. EXCEPTIONS

- 4.1) This Policy does not include the Precision Hearing Peek-Caboose Play Station located at the Dow Centennial Centre.
- 4.2) This Policy refers to both Public and Catholic School Divisions, subject to the terms and conditions of the Reciprocal Use Agreements. However, the City does not fund or build school division Playgrounds.

5. GUIDING PRINCIPLES

- 5.1) An Administrative Procedure assigning labor, equipment and materials to the Playground Maintenance & Repair Program may be created to support this Policy.
- 5.2) The Administrative Procedure shall be followed to ensure that all Playgrounds and Playground Equipment are inspected on a regular basis. Any Playgrounds or Playground equipment that pose a health or safety risk to the public are assessed, prioritized and rectified within an acceptable timeframe.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Public Works is authorized to establish procedures for the implementation of this Policy which are consistent with the governing principles.



City Manager

PLAYGROUND INSTALLATION & MAINTENANCE

Date Issued: February 15, 2019

Responsibility: Director, Public Works

Current Revision: February 15, 2019

Cross Reference:

- Playground Installation & Maintenance Policy GEN-039-A
- Parks Safe Work Practice & Procedure for Playground Installation & Maintenance

1. PURPOSE

To provide a strategic framework for the installation, inspection, maintenance and life cycle management of all City owned and maintained playgrounds (including both Public and Catholic School Board playgrounds) in accordance with the Reciprocal Use Agreement. The City will install playgrounds and playground equipment in accordance with The City's Engineering Standards, meeting the appropriate CSA requirements. Upon installation or acceptance, the City will inventory the playground equipment into the Parks Asset Management System. The City will follow a service level interval for the inspection and maintenance for all City owned and maintained playgrounds.

2. DEFINITIONS

- 2.1) *City* – The City of Fort Saskatchewan.
- 2.2) *Reciprocal Use Agreement* – The formal land-use and maintenance agreement between the City, the Elk Island Public and the Elk Island Catholic School Divisions.
- 2.3) *Playground* – An outdoor area containing a physical structure, in a retained shock-absorbing base (such as sand, Playground Mulch, Pour-In-Place, etc.), designed for the purpose of unstructured play.
- 2.4) *Playground Equipment* – A play structure, anchored to the ground and not intended to be moved, used in playgrounds, for the purposed of unstructured play.
- 2.5) *Playground Mulch* – An alternative, shock-absorbing playground base that uses certified, virgin hardwood mulch, tested to ensure compliance with applicable impact-absorption standards.

3. PROCEDURE

3.1) Installation:

- a) Where possible, public input is taken into consideration for all proposed new City playgrounds. New playgrounds, not built by the City (such as ones built by school or charity groups or by a Developer under the Development Agreement) will be required to provide the City with a comprehensive playground audit once installed, before being approved and turned over to the City.

3.2) Inventory:

- a) Upon installation, once the Final Approval Certificate has been granted by the City and the playground audit has been passed and approved, the City will inventory all new playground equipment into the Parks Asset Management System. The information shall include a date of installation or acceptance, the type of asset, the location of the asset, a photo of the asset along with being assigned a unique identification number and GPS coordinates.

3.3) Inspection:

- a) The City will inspect all playgrounds and playground equipment in accordance with the Service Level Frequency Chart (see below) and in accordance with the Safe Work Practice and Procedure.
- b) If a section of playground equipment is found to be vandalized:
 - i) The Operator will take a photo of the vandalism and complete a vandalism report. The photo should be printed and attached to the Report, and given to the Parks Foreman.
 - ii) The Parks Foreman will forward the report to Corporate Services and Municipal Enforcement.
 - iii) The Operator should take corrective action upon discovery if he/she has the ability to.
 - iv) If the Operator is unable to take corrective action, the area should first be made safe for the public, followed by creating an internal service request and submitting it to the Parks Foreman so further work can be planned, scheduled and executed.

Service Level Frequency Chart

Type of Inspection	Process Description	Frequency	Responsibility
Routine Inspection	Playgrounds and playground equipment are inspected for obvious hazards and minor maintenance tasks such as (but not limited to) litter picking, line trimming and raking are performed.	Weekly (from May 1 to August 31)	Labourer I or II
Routine Inspection	Playgrounds and playground equipment are inspected in depth for hazards such as (but not limited to) cracks, broken or damaged equipment, stability, drainage, condition of foundation, condition of site amenities (benches, waste and recycling receptacles, pathways, fences, etc.) and depth of shock absorbing material.	Monthly	Operator I (certified Playground Inspector)
Scheduled Inspection	Playgrounds and playground equipment are inspected by a certified external playground auditor and a detailed report containing deficiencies (Class A, B or C) and life expectancy is generated. Non-compliance items may include head and neck entrapments, entanglements, protrusions, crush and shear points, poor play space layout, non-compliant manufacturing, poorly maintained surfacing, broken, worn or damaged components and/or worn, rough or damaged retaining border.	Every 3 years	Certified external playground auditor (CPSI)
Reactive Inspection	Inspect playgrounds and playground equipment for hazards noted in the City's Fort Report Service Tracker.	As RQS is received	Operator I
New Playground Installation	New playgrounds must be inspected to ensure compliance with applicable CSA standards and that the structure was built according to manufacturer's specifications.	Upon installation	Certified external playground auditor (CPSI) AND Operator I (certified Playground Inspector)

3.4) Service and Maintenance:

- a) If a section of playground equipment is found to be otherwise defective or damaged, the Operator will first attempt to correct the deficiency. If the deficiency is unable to be immediately corrected, the Operator will make the deficiency as safe as possible to the public by means of taking a structure out of service or cordoning off the area from the public with flagging, pylons, barricades or other materials. The Operator will note the work required on the Monthly Playground Inspection Record. Once completed, the records will be given to the Parks Foreman. The Parks Foreman will be responsible for planning, scheduling and executing all repair requests that are submitted through the Monthly Playground Inspections.

3.5) Lifecycle Management:

- a) Every 3 years, a comprehensive playground audit is performed. One of the functions of the comprehensive audit is to determine the lifecycle of a playground. Replacement is recommended based on age, compliance and relevance of the structure. New materials, features and user requirements are always changing.

3.6) Records Management:

- a) The City keeps detailed inspection, service and maintenance and comprehensive audit records for all City-owned and/or maintained playgrounds. The effectiveness of the Playground Installation and Maintenance Program will be reviewed annually through creating a Program Summary, which will include data from HisTree, Fort Report Service Tracker requests, playground audit reports and budget expenditures.

4. SUCCESS INDICATORS

- 4.1) All City owned and maintained playgrounds are being inspected, maintained and replaced in accordance with the City's service level intervals to avoid public injuries or complaints.

5. LEGISLATION

- 5.1) The City of Fort Saskatchewan will adhere to all pertinent legislation while providing maintenance to City Playgrounds.

5.2) Legislative context to include:

- a) Alberta Occupational Health & Safety Legislation
- b) Alberta Traffic Safety Act
- c) Alberta Environmental Protection and Enhancement Act
- d) Alberta Wildlife Act
- e) City of Fort Saskatchewan Bylaws

6. SUPPORTING DOCUMENTS

- 6.1) The City of Fort Saskatchewan will adhere to all pertinent supporting documentation while providing service and maintenance to City-owned and maintained playgrounds.

6.2) Supporting documents to include:

- a) CAN/CSA-Z614-14 – Children's Play spaces and Equipment
- b) Development Agreement

- c) The City of Fort Saskatchewan Engineering Standards
- d) The City of Fort Saskatchewan Health and Safety Policy
- e) Playground Maintenance and Repair Policy
- f) Job Hazard Assessments (JHAs)
- g) Safe Work Practices and Procedures (SWP&Ps)
- h) Inventory Lists
- i) Supplier Information
- j) Maps
- k) Photos

7. REFERENCES/LINKS

- Alberta Occupational Health and Safety Act, Regulation and Code - <http://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html>
- Alberta Traffic Safety Act - <http://www.qp.alberta.ca/documents/Acts/t06.pdf>
- Alberta Environmental Protection and Enhancement Act - <http://www.qp.alberta.ca/documents/acts/e12.pdf>
- Alberta Wildlife Act - <http://www.qp.alberta.ca/documents/Acts/W10.pdf>
- City of Fort Saskatchewan Health and Safety Policy - <http://www.fortsask.ca/Home/ShowDocument?id=3673>
- City of Fort Saskatchewan Parkland Bylaw 1952 – <http://www.fortsask.ca/city-government/bylaws/parkland>
- City of Fort Saskatchewan Community Standards Bylaw C16-12 - <http://www.fortsask.ca/home/showdocument?id=3417>
- City of Fort Saskatchewan Traffic Bylaw C4-09 - <http://www.fortsask.ca/home/showdocument?id=3427>