

Title: Playground Inspection and Maintenance Policy

Resolution: 354-2014, 2025-0025

Revised: February 10, 2025

Special Notes/Cross Reference:

Next Review Date:

POLICY STATEMENT : The Town of Westlock will provide the community with clean and safe play spaces and playground equipment.

PURPOSE: To provide the cleanest and safest play spaces possible, the Town of Westlock shall have a Playground Inspection and Maintenance Policy to ensure that all Town owned Playground Equipment is inspected and maintained on a regular basis.

DEFINITIONS:

CSA - Canadian Standards Association

Compliance Report - a comprehensive report or an Initial Inspection of Playground Equipment performed by a Playground Inspector following CSA Standards and using the guidelines provided in CSA Z614-20 - Children's Playground Equipment and Surfacing standard.

Daily/ Weekly Visual Inspection - a walk-around of the entire play space to check for things such as contamination, debris, vandalism, missing or broken components, life-threatening hazards, etc.

Director of Community Services - Community Services Director of the Town of Westlock or designate.

Play space - an area containing play Equipment, play structure(s), protective surfacing, etc., that is intended for use by children.

Playground Equipment - a play structure anchored to the ground, or having natural stability, and not intended to be moved that is in a play space intended for public use.

Playground Inspector - individuals who have a valid certification as a Playground Inspector.

Playground Maintenance Inspection - a physical check of the entire play space and all Playground Equipment while following a checklist.

Town - the Town of Westlock

GUIDELINES / PROCEDURES / RESPONSIBILITIES:

In order to create and maintain a clean and safe play space environment, the Town shall:

1. Ensure all Playground Equipment complies with CSA standards.
2. Conduct a thorough initial inspection of all newly installed playground equipment to ensure compliance with CSA standards and confirm that it is installed according to the manufacturer's specifications, prior to its opening for public use.
3. Ensure any required maintenance identified in the above-mentioned checks/inspections shall be assessed by the Town's appointed Playground Inspector, prioritized based on the health & safety hazard it poses and shall be addressed in a reasonable timely period.
4. Ensure the Director of Community Services or designate maintains all Playground records for each Playground within the Town including information such as installation, inspections, accident/injury reports and maintenance/repair records for a minimum of twenty (20) years.

INSPECTIONS:

The following inspections shall be performed by the Playground Inspector or designate and filed with the Director of Community Services. See Schedule A for the Playground Equipment Daily/Weekly Inspection Report.

1. Daily Inspection

Every effort will be made to perform a visual inspection daily of all play spaces during the playground operating season from April 1 – October 31.

Outside of the operating season visual inspections will be conducted once per week.

2. Weekly Inspection

A visual inspection shall be conducted on weekly basis of all play spaces, following the appropriate checklist.

3. Monthly Inspection

A detailed inspection of all Playground Equipment shall be performed monthly, following the appropriate checklist.

4. Annual Playground Equipment Compliance Report

An annual comprehensive report of all Playground Equipment shall be carried out by the Playground Inspector. Typically completed in the fall and filed with the Director of Community Services by January 2 of the new year.

The report shall include, but not limited to documentation on:

- Installation and manufacture dates / labels
- daily, weekly and monthly inspections
- maintenance and repairs records

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- accident and injury reports

- 5. External Audit by Contracted Playground Inspector:** every 3rd calendar year, the Town will contract an external audit to be conducted on all Town owned Playgrounds:

List of Town owned Playgrounds as of 2024:

Belvedere Playground	105 Street and 110 Avenue
Eastglen Playground	103A Street and 106 Avenue
Polymanth Playground	107 Street and 108A Avenue
Lions Park	110 Street and 100 Avenue

REPAIRS:

When a defect is reported or observed:

1. It shall be recorded on the appropriate checklist and, based on an assessment of the hazard, the Town of Westlock shall:
 - a. Respond and make the repair
 - b. If the repair cannot be made immediately, take all reasonable steps to bar access to the equipment. Or
 - c. Remove the piece of equipment entirely.
2. Any damaged or worn equipment or components shall be repaired to meet the current CSA standard. (CSA Z614:20)



Len Kramer, Mayor



Simone Wiley, Chief Administrative Officer

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Schedule 'A'

Playground Inspection Schedule:

Playground Inspection Frequency:

Weekly Inspections:

Once per week.

From April 1 to October 31, staff will make every effort to complete daily inspections.

Detailed Monthly Inspections:

Completed as per CSA Recommendations once per month.

Annual Comprehensive Report:

to be submitted by January 31 of the following year to include the previous calendar year's reports and activities.

Playgrounds and Addresses:

Belvedere Playground
East Glen Playground
Polymanth Playground
Lions Park

105th Street and 100th Avenue
103A Street and 108A Avenue
107th Street and 108A Avenue
110th Street and 100th Avenue