

**City of Seaside**  
**Standard Operating Procedure #78**  
**Public Playground Safety Program**

**I. PURPOSE**

This program has been developed to protect and preserve the City's unsupervised public playground facilities and to ensure the safety of the users of those facilities.

This program may only be accomplished through a commitment to a public playground safety program, which assures that every attempt be made to eliminate playground hazards, while not totally eliminating the element of risk which is an essential part of any successful children's play and learning environment.

**II. GUIDELINES**

To guarantee the continued success of this program, the following guidelines will be adhered to:

- A. All playground sites will be subject to the playground safety program.
- B. All playground equipment will be installed according to the manufacturer specifications.
- C. Reasonable resources will be dedicated to ensure prudent and timely inspections and repairs of playground equipments, as determined necessary by the playground safety program.
- D. All play equipment shall be inspected, repaired, and maintained by City employees on a regular basis.
- E. All playground inspections will be documented using the City of Seaside's Playground Inspection Form (Attachment A).
- F. All playground equipment purchasers, installers, inspectors, and maintenance employees performing repairs shall be trained in accordance with the City's public playground safety training program, in order to maintain the playground equipment in substantial compliance with the current standard of care.
- G. All new equipment shall be in compliance with current Consumer Products Safety Commission (CPSC) Handbook and American Society for Testing Materials (ASTM) Standards.
- H. When purchasing playground equipment, staff will ensure that the selected vendor and manufacturer carry adequate product liability insurance coverage.
- I. All reported accidents and/or incidents involving playground equipment will be documented on the Accident/Incident Report (Attachment B). The completed Accident/Incident Report will be sent to the Deputy City Manager – Admin Services with a copy to the Maintenance and Utilities Superintendent.

**III. Attachments:**

- A. City of Seaside Playground Inspection Form
- B. City of Seaside Accident/Incident Report Form

## City of Seaside Playground Inspection Form

Site Name/Location: \_\_\_\_\_

Inspector Name: \_\_\_\_\_ Date: \_\_\_\_\_

Repairer Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Use the following codes: 1=Okay; 2=Needs Maintenance; 3=Request for Repair;  
O=Supervisor notified & Work Order Written; X=Corrective Action Completed.**

### USE BACK OF FORM FOR ADDITIONAL COMMENTS

General Inspection Items	Code	Inspection Comments	Repair Comments
Vandalism (Damage, graffiti, glass, etc.)			
Bolts (Uncapped, loose, or missing)			
Hardware (Loose, damaged, or missing)			
Chains (Kinked, twisted, worn, or broken)			
Guardrails (Handrails safe and secure)			
Seats (Cut, worn, cracked, or missing)			
Wood (Rotten, cracked, or missing)			
Support Posts (Loose or exposed footing)			
Footings (Loose, exposed, or cracked)			
Welds (Damaged or decayed)			
Bars & Pipes (Loose or missing)			
S-Hooks or H Clevis (Worn or need replacement)			
Mountings (Loose or need replacement)			
Ladders (Support & Rungs)			
Turn bolts & Turnbuckles (Loose or need replacement)			
Handholds (Loose, missing, or need replacement)			
Fittings (Need grease)			
Panels (Loose, damaged, or need replacement)			
Foot Holds (Loose, damaged, or need replacement)			
Other			

**Report all Vandalism to the Parks Crew Chief ASAP!**

Reviewed by Parks Crew Chief \_\_\_\_\_ Date \_\_\_\_\_

# City of Seaside

## Accident/Incident Report

Name of person completing report: \_\_\_\_\_ Date: \_\_\_\_\_

<b>General Liability Claim</b>			
Bodily Injury <input type="checkbox"/>		Property Damage <input type="checkbox"/>	
<b>Location of Incident</b>			
Date of Accident: _____		Time of Accident: _____	
Location/Address: _____ <small>(name of park, pool community center, facility, etc.)</small>			
Specific Location: _____ <small>(playground, parking lot, gym, etc.)</small>			
<b>Bodily Injury</b>			
Name of Injured Person:		Birth Date:	Sex:
Address:	City:	State:	Zip:
Home Phone:		Business/Daytime Phone:	
Part of body injured:		Nature of injury:	
Brief factual summary of incident: (no speculation or opinions)			
Did injured person make any statements?    Yes    No    If so, what was said?			
Was First Aid Administered?    Yes    No			
By whom: (name and position) _____			
What first aid was given? _____			
Paramedics Services Offered?		Police Called?    Yes    No	
Accepted      Refused		Police                      Dept.	
Paramedics Called?    Yes    No		Officer: _____	
<small>(When in doubt, call for paramedics services.)</small>			

Accident/Incident Report (page 2)

<b>Bodily Injury (continued)</b>			
Parents/Relatives Notified?		Yes	No
By whom: _____		Phone: _____	
Parent/relative name: <input type="checkbox"/>	<input type="checkbox"/>	Phone: _____	
Relationship to injured person?			
<b>Witness Information</b>			
Name: _____		Home Phone: _____	
Phone: _____		Business/Daytime Phone: _____	
Address: _____		City: _____	
State: _____		Zip: _____	
Relationship to injured party:			
<input type="checkbox"/> Relative/friend (specify)			
<input type="checkbox"/> Another program participant or park user			
<input type="checkbox"/> Passer-by			
<input type="checkbox"/> Employee or volunteer			
<input type="checkbox"/> Other (specify)			
Did witness make any statements?		Yes	No
If so, what was said? (Attach more pages if necessary)			
<b>Third Party Property Damage (damage to non-agency property)</b>			
Name of Property Owner:			Sex:
Address:	City:	State:	Zip:
Home Phone:	Business/Daytime Phone:		
Property damaged was:			
Explain how damage occurred (facts only, no opinions):			
Estimated Cost to Repair?		Estimates attached?	Yes No