

Administrative Procedure 551

PLAYGROUND EQUIPMENT

Background

It is imperative that Division playgrounds are maintained in a safe condition.

Procedures

1. Playground equipment will not be installed or replaced without written permission from the Associate Superintendent, Business and Finance.
2. All playground equipment will meet current Canadian Standards Association (CSA) standards.
3. Any company which installs playground equipment will provide the Division with written confirmation that the equipment and installation conform to the current CSA standards and submit proof of Workers' Compensation Board (WCB) coverage.
4. The determination of which equipment meets current CSA standards will be made by personnel appropriately trained and certified.
5. Playground equipment which does not conform to current CSA standards will either be upgraded to meet the standards or removed.
6. Personnel from the Facilities Department will meet with the Principal to establish an appropriate timetable for the upgrading or removal of the equipment.
7. If volunteers are involved with the installation of playground equipment, the Principal will inform the Finance Department prior to the installation. .
 - 7.1 Information required includes:
 - 7.1.1 Start and estimated end date for the project
 - 7.1.2 Estimated value of service (hours) before the project starts
 - 7.1.3 Log of all volunteers and hours worked each day after the project is complete.
 - 7.2 A final accounting of the total cost of a playground is to be provided to the Director of Finance at year-end to ensure proper accounting on the Division's fixed asset schedule.
 - 7.3 If a contractor or subcontractor is hired, the school must confirm the existence of a valid WCB-Alberta account and obtain a letter of clearance from WCB. Otherwise the Division is responsible for WCB coverage and the actual costs incurred for the services are to be reported to the Finance Department following completion of the project.

- 7.4 All Occupational Health and Safety requirements must be followed during the installation of playground equipment.
- 8. Playgrounds and playground equipment will be checked regularly by the Facilities Department.
- 9. Playground equipment will be inspected by a certified independent inspector annually and a written report, describing conditions, filed with the Facilities Department for review and action.

Reference: Section 33,51,52,53,68,197,222 Education Act