

PLAYGROUND INSPECTION SAFETY AUDIT/SURVEY TOOL

Preventing injuries and losses from municipal playgrounds

Instructions: This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Regular playground equipment and area inspections in concert with rapid equipment repair and maintenance should help reduce playground injuries and liability claims resulting from injuries. Part of the inspection process needs to include regular replacement of ground cover materials such as bark, sand, or pea gravel in areas where it has been brushed aside by play activities including areas under swings and around concrete equipment bases. It is also best to stock parts that commonly need repair or replacement such as swing seats to facilitate rapid repair.

This safety auditing tool should be used with equipment inspection and area check off sheets; some samples have been attached to this form. Playground inspection is an important aspect of reducing liability claims from municipal parks; although playground claims have been infrequent, they can be costly. Personnel performing inspections must be properly trained.

Task/Job Part – Proper Training	Yes	No	Corrective action date	NA
New employee general safety orientation				
All new employee training completed with passing scores in a timely manner				
All employee refresher training completed with passing scores in a timely manner				
Other?				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual Harassment Prevention Training				
Other				

Task/Job Part – Inspection Plan & Certifications	Yes	No	Corrective action date	NA
Municipal playground inspection plan in place <ul style="list-style-type: none"> ✓ Personnel responsible and duties ✓ Record keeping format and responsible staff ✓ Training and certifications ✓ Appendix with all forms 				
All certifications, such as Certified Playground Inspector completed and current				
Periodic review of plan and forms				
Other?				

Task/Job Part – Playground Inspection Operations	Yes	No	Corrective action date	NA
Completed all periodic or weekly playground inspection checklists <ul style="list-style-type: none"> ✓ Inventory of playground equipment ✓ Site History & inspection frequency set up dependent on environment and age of equipment ✓ High frequency inspection checklist ✓ Low frequency inspection checklist ✓ General Inspection checklist 				
Completed any notification or corrective action needed to supervisors or other responsible staff				
Completed any necessary maintenance or repairs <ul style="list-style-type: none"> ✓ Routine maintenance completed ✓ Surfacing cover materials properly replaced and maintained ✓ Equipment in need of repair fixed or placed out of service promptly 				
All required inspection, maintenance ,and repair records completed in a timely manner (date, time, action taken, staff name and signature)				
Other?				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of gloves				
Use of eye protection				
Use of coveralls or long sleeved shirt, pants for sun and insect protection				
Use of sturdy work boot, 8” high for ankle protection				
Use of hearing protection as needed				
Use of sun block and or insect repellent				

Task/Job Part – Proper use of incident reporting forms & logs	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				
Other				

Task/Job Part –	Yes	No	Corrective action date	NA

TOTAL SCORE

Signature _____

Print Name _____

Date _____