

THE CORPORATION OF THE VILLAGE OF WARFIELD

POLICY TITLE: **Step / Inspections**

POLICY #0346

POLICY STATEMENT:

It is the policy of Council to inspect the Village Office to Arnold Lauriente Way stairs and the Schofield Highway to Laurier Drive stairs for safety conditions and defects on a regularly scheduled basis.

BACKGROUND STATEMENT

As the courts throughout Canada increasingly assign liability to owners of public facilities, and as the Village deems it to be in the best interest of the public and taxpayers alike to minimize liability exposure, Council has been placing an even greater emphasis on accident prevention and risk management.

POLICY GOAL:

It is the goal of this policy to ensure that Village owned steps are inspected, maintained and repaired to ensure public safety.

POLICY OBJECTIVES:

1. To ensure that the Village Office to Arnold Lauriente Way stairs and the Schofield Highway to Laurier Drive stairs are inspected weekly or more frequently as Village staff deem conditions may require from November 1st through to April 15th in each calendar year..
2. To inspect the Village Office to Arnold Laurent Way Stairs steps bi-weekly from April 16th through to October 31st in each calendar year.
3. To ensure the inspection results and consequent actions taken are entered in a permanent record.
4. To repair / correct any defects or hazards as soon as possible. Where a defect or hazard cannot be repaired forthwith, reasonable steps will be taken to bar access.
5. To inspect as soon as possible any defects or hazards reported outside of the regularly scheduled inspections, and to rectify as soon as possible.
6. To record the conditions on Schedule A - the "Step Maintenance Form"

Initially approved at meeting #29-06 of September 13, 2006

Scheduled to be reviewed on September 12, 2007

**CORPORATION OF THE VILLAGE OF WARFIELD
STEP MAINTENANCE LOG
Schedule "A"**

COMPLETED BY: _____

DATE: _____

DATE INSPECTED	WEATHER	CONDITIONS FOUND	ACTION TAKEN	DATE

EXTRAORDINARY CONDITIONS NOTED	DATE / TIME

1. Area required shoveling only
2. Area required shoveling & sanding
3. Area inspected appeared OK
4. Area extremely slippery – notified Public Works Foreman
5. Repairs to steps required

SIGNED