



Conduct operational inspection of park facilities

AHCPGD305A

By the end of this topic, you should be able to:

- Prepare for operational inspection
- Undertake operational inspection
- Finalise the park inspection

- Parks cater to a range of public recreational facilities
- Facilities may include the following:

Playgrounds	Playground soft fall	Pathways	Play equipment	Furniture and structures
Fences	Barbeques	Steps and stairs	Bollards	Tree and grass protection devices
Bins	Signs	Toilets	Shelter buildings and structures	Paved, turf and/or grassed recreational areas

- The purpose of a park facilities inspection is to provide information for effective maintenance and repair work
 - Particularly in relation to end use of the facilities and equipment and the safety of others, namely members of the public
- Inspections allow facilities to be evaluated and issues identified, rated and reported

- To prepare for inspections, you should undertake the following:
 - Consult with your supervisor to interpret site plans
 - Identify the park site, facilities, equipment and services
 - Measure distances, as required
 - Calculate areas: $L \times W$ (m^2 or km^2)
 - Consult with your supervisor to develop/interpret inspection checklists
 - Clarify requirements and terminology

Preparing for inspections

- An example checklist is shown to the right
- General inclusions are:
 - Location, date, inspector details
 - Fencing condition
 - Signage clarity
 - Surfaces (e.g. even)
 - Wet-areas (e.g. non-slip)

PARK SAFETY AND MAINTENANCE CHECKLIST

GENERAL				
Park name				
Location				
Inspector				
Date				
ITEMS TO BE CHECKED				
A. Parking	OK	N/A	Deficiency noted	Date corrected
1. Even concrete/asphalt surface	☐	☐		
2. Adequate lighting (if open at night)	☐	☐		
B. Signage	OK	N/A	Deficiency noted	Date corrected
1. Park name identification sign	☐	☐		
2. Operation hours/rules posted clearly	☐	☐		
C. Walkways	OK	N/A	Deficiency noted	Date corrected
1. Even walking surface, free of debris	☐	☐		
2. Ground level flush with walking surface	☐	☐		
D. Fencing	OK	N/A	Deficiency noted	Date corrected
1. Good condition, no openings	☐	☐		
2. Top/bottom of fence has no protruding, sharp edges	☐	☐		
3. Playground separated from traffic lane by fencing	☐	☐		
E. Restrooms	OK	N/A	Deficiency noted	Date corrected
1. Faucets/dispensers in good condition	☐	☐		
2. Floors dry/free of debris	☐	☐		
3. Door latch hardware in good condition	☐	☐		

F. Playground	OK	N/A	Deficiency noted	Date corrected
1. Placement of equipment in accordance with standards	☐	☐		
2. Age-appropriate signage present	☐	☐		
3. Ground cover well maintained	☐	☐		
4. Equipment in good condition, well-maintained	☐	☐		
5. Entrapment hazards on equipment	☐	☐		
G. Other park features	OK	N/A	Deficiency noted	Date corrected
1. Picnic tables in good condition, no splinters or broken hardware	☐	☐		
2. Water fountains in good condition, no broken hardware	☐	☐		
3. Rubbish bins placed throughout park	☐	☐		
4. Barbecue grills in good condition	☐	☐		
5. Landscaping well maintained	☐	☐		
6. Sprinkler system in good condition	☐	☐		

NOTES (E.G. ADDITIONAL CONCERNS, RECOMMENDATIONS)

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- Checklists may include a rating system for facilities
 - For example:

Wear Rating

Rating	Description	Action
1	Very Good Condition	Only normal maintenance required
2	Minor Defects Only	Minor repairs required of a cosmetic nature
3	Significant Maintenance Required	Significant maintenance required to return to acceptable level (10%-20% of the equipment)
4	Requires Renewal	Significant renewal/upgrade required (20%-40% of the equipment)
5	Equipment Unserviceable	Over 50% of the equipment requires replacement

- To prepare for inspections, you should consider potential hazards that you may encounter.
- For example:

Health and safety hazards	Environmental hazards
• Access and exit • Chemicals, dusts or fumes • Electrical • Heat • Lighting • Manual handling • Noise/vibration • People • Work at heights	• Disturbance to animals and plants (including cultural/heritage sites) • Inefficient use of fuel, water or electricity • Land and waterway contamination • Noise/vibration • Potential for fire • Potential spread of weeds/pests • Release of emissions to air • Removal of vegetation • Use of pesticides/insecticides

- To prepare for inspections, you should undertake the following:
 - **Select tools and equipment**
 - Inspection tools: Tape measure, protractor, shovel, depth probe, callipers
 - Personal Protective Equipment (PPE): Gloves, wide brimmed hat, work boots, eye protection, long sleeve shirt and long pants
 - **Carry out pre-operational checks on your tools and equipment, following manufacturer's specifications and enterprise work procedures**
 - Calibrate tools/equipment as necessary
 - If you encounter any issues, follow the STTR method: Stop, Tag, Report, Record
 - Stop using the equipment
 - Tag the faulty equipment
 - Report the faulty equipment to your supervisor
 - Record the details of the fault

- To prepare for inspections, you should be familiar with applicable laws and documentation
 - Enterprise presentation standards
 - Acts [e.g. *Work Health and Safety Act 2011 (Qld)*]
 - Regulations [e.g. *Work Health and Safety Regulation 2011 (Qld)*]
 - Codes of Practice, for example:
 - *How to manage work health and safety risks Code of Practice 2011*, which explains the requirements of the legislation (e.g. how to identify hazards/risks).
 - Building Code of Australia which explains the requirements for certain building types (e.g. disabled toilets being constructed if toilets are part of park facilities)
 - Australian Standards, such as:
 - AS/NZS 4422:1996 – Playground surfacing: Specifications, requirements and test method
 - AS/NZS 4486.1:1997 – Playgrounds and playground equipment: Development, installation, inspection, maintenance and operation
 - AS4685:2004 – Playground equipment and surfacing

- The following should be checked during the inspection:
 - Presentation and condition of facilities and amenities
 - These should be provided with a rating
 - Facilities, equipment and services are following recommended use
 - Manufacturer's specifications should be followed
 - Maintenance schedules are being followed
 - Public toilets should be kept in a clean, tidy and hygienic state through planned and reactive maintenance activities

- The following should be checked during the inspection:
 - Risks and impacts from site facilities
 - Safety (e.g. visitors may be harmed by precarious access, damaged facilities/equipment/services, or exposure to dangerous materials/objects)
 - Safety parameters should be put in place
 - Temporary measures may be put in place until any issues can be rectified
 - Assess risks that are present
 - Environmental (e.g. sewage and litter have impacts on the surrounding environment)

Workplace risk assessment

- Risk is measured in terms of the seriousness of the possible **consequences** of the hazard and the **likelihood** that those consequences will occur, as in the matrix shown below:

Likelihood

- 1: Very Likely
- 2: Likely
- 3: Possible
- 4: Unlikely
- 5: Very Unlikely

Consequences

- A: Death or Permanent Disability
- B: Serious Injury
- C: Lost Time Injury
- D: Casualty Treatment
- E: First Aid

Matrix	A	B	C	D	E
1	E	E	H	H	M
2	E	H	H	M	M
3	H	H	M	M	L
4	H	M	M	L	L
5	M	M	L	L	L

Workplace risk assessment

- Your workplace may have guidelines on how to implement risk controls
 - For example:

Risk Rating	Control Type	Control Mechanism	Response Times
Low	Permanent	Consider whether action needs to be taken	3 Months (if parts & resources available)
Medium	Temporary	Programme if permanent repair not possible immediately	30 Days
Medium	Permanent	Programme if permanent repair not possible immediately	3 months
Make Safe	Temporary	Make safe /isolate to prevent access to damaged components	1 day
High	Temporary	Effect immediate Temporary Repair (programme for permanent repair)	within 7 Days (if parts & resources available)
High	Permanent	Effect immediate Permanent Repair	within 7 Days (if parts & resources available)
Extreme	Temporary	Immediate Action - DO NOT leave site until security of damaged component(s) is established.	Immediate
Extreme	Permanent	Consider removal of defective Component(s) or significant enhancement	7 Days

- During inspections you will likely be working with and around other people, including colleagues and members of the public
 - When receiving instructions:
 - Apply active listening
 - Question and ask for clarification, as necessary
 - Be sure to act in a positive and professional manner
 - Be mindful of people's varying backgrounds and abilities

Conducting inspections

- During inspections you will likely be working with and around other people, including colleagues and members of the public.
 - Report issues within a timely fashion to your supervisor or Work Health and Safety Officer (WHSO)
 - Complete incident records and hazard report forms/registers, as necessary
 - Those requiring urgent action (e.g. extreme risks) should be reported immediately to prevent injuries to others
 - Clearly, concisely and accurately record findings on appropriate paperwork
 - Complete inspection checklists and inspection reports, providing details of:
 - Hazardous conditions (actual or potential)
 - Short-term risk controls that have been implemented
 - Recommendations for non-conformities to ensure legal compliance (e.g. maintenance, repairs, replacements)