



TOWN POLICY

ADMINISTRATION POLICY:

Inspection of Town Facilities

DEPARTMENT: Safety

POLICY NUMBER: SA-018

EFFECTIVE DATE: January 14, 2025

SUPERSEDES: Policy #I/20-1

UPDATED: January 14, 2025

UP FOR REVIEW: January 14, 2028

Policy Statement:

WHEREAS the Town of Cardston is always concerned with the safety of its employees and the public that frequent the facilities and open space play areas; and that these facilities and areas are kept in a reasonably safe condition insofar as the Town's financial resources will allow;

THEREFORE BE IT RESOLVED that the Town adopts the following policy regarding safety inspections of recreation and public works facilities:

- 1) Facility Managers or Supervisors and/or operators, or their assigned delegate, shall perform safety inspections within the week prior or the week after the end of the month. The inspection schedule for Town facilities shall be as follows:
 - (a) monthly at each of the following facilities, Cemetery, Civic Center, Ice Rink, Pool,
 - (b) monthly at each of the following facilities during the months that the facility is open, Parks, Playgrounds, Fields, Golf Course Club House, Golf Course Maintenance, Lee Creek Campground, Reunion Centre and Card Home.
 - (c) quarterly at each of the following facilities, Shop, Pound, Water Treatment plant, Water Wastewater Treatment plant, Electrical Dept, Parks Office.
- 2) The safety inspections will be submitted, for review, to the appropriate Manager or Supervisor the same day of the inspection and assignments shall be made to complete or repair areas of concerns. A repair completion date will be set by the Manager or Supervisor to finalize areas of deficiency and upon completion the safety inspection report shall be signed by the individual who set the repair completion date or the Safety Coordinator.
- 3) A copy of the inspection report will be filed in the safety manual in the Safety Coordinator's office or his designated facility safety manual.



This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation. **Page 1 of 2**



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REVISION HISTORY

Date	Description
January 18, 2021	New Policy
January 15, 2022	Add Golf Course facilities to monthly inspections
April 8, 2022	Add Electrical department to quarterly inspections
January 14, 2025	Add Cemetery to monthly, add Lee Creek campground, Reunion centre and Card Home to monthly when open and Parks Office quarterly.

APPROVAL: Jeff Shaw **DATE: January 14, 2025**

Chief Administrative Officer, Jeff Shaw

(signed copy kept in CAO policy binder)

