

CHAPTER 6

HAZARD MANAGEMENT AND INSPECTION REPORTING

6-1. Introduction

All hazards noted on the CDC outdoor play area require prompt corrective action. Children using the play area will not be exposed to known hazards. This chapter describes how to manage hazards and report inspection results.

6-2. Managing hazards

For all hazards noted during inspection or operation of the play area, perform one of the following corrective actions:

a. Immediately Perform a Maintenance Task. Perform the maintenance task needed to correct the hazard. If repair by DEH is required, immediately notify the CDC Director.

(1) Confirm the appropriate maintenance task. Tasks required to correct hazards are listed on the site-adapted maintenance schedules. The maintenance schedules are included in the customized inspection and maintenance manual for that play area.

(2) Ensure quality repairs. Repairs must be made with appropriate tools and recommended parts. Staff must be qualified to complete repairs properly. Improper repairs are hazards themselves,

b. Close the Play Area Element and Prepare a Work Order. When hazards are present, the affected elements within the play area or, if necessary, the entire play area, will be closed to use until hazards can be corrected.

6-3. Using the maintenance schedules to correct hazards

The site-adapted maintenance schedules should be used as a reference by inspectors, the Installation Safety Officer, DPW, and key staff to identify maintenance standards, maintenance tasks needed to correct hazards, and maintenance responsibilities. A sample site-adapted maintenance schedule is provided (fig 2-12).

a. Maintenance Standards. Maintenance standards describe the minimum acceptable condition that will be met for child health and safety.

b. Maintenance Tasks. Maintenance tasks describe the corrective action required to eliminate hazards and meet maintenance standards.

c. Maintenance Responsibilities. The staff responsible for performing each maintenance task is identified on the site-adapted maintenance schedule,

6-4. Site-adapted baseline, periodic, and annual maintenance schedules

Separate site-adapted maintenance schedules address each element within the play area. These maintenance schedules are divided into three sections to correlate with scheduled inspections: baseline, periodic, and annual (fig 2-12).

a. Site-adapted Baseline Maintenance Schedule. The baseline inspection identifies play area elements which do not meet safety requirements or maintenance standards. If any hazard is noted during the baseline inspection, the play area may require redesign, the element may require replacement, or corrective maintenance may be needed. Specific maintenance tasks to correct hazards are not itemized on the site-adapted baseline maintenance schedule. Hazard management will be determined by the Installation Safety Officer, DEH, and key staff,

b. Site-adapted Periodic and Annual Maintenance Schedules. There is a one-to-one correlation between maintenance standards and tasks on the site-adapted maintenance schedules and the questions included on the site-adapted DA Form 731 O-R, Child Development Center (CDC) Play Area Checklist, for periodic and annual inspections. The same numbering system is used for inspection questions on the site-adapted forms and the corresponding maintenance standard and task on the site-adapted maintenance schedule. Use these schedules to correct hazards.

(1) Figure 6-1. Figure 6-1 provides a sample of a completed DA Form 731 O-R for periodic inspection. Hazards were noted during the inspection. Questions four and seven do not meet inspection requirements.

(2) Using a maintenance schedule. By referring to the maintenance standards and tasks numbered four and seven on the site-adapted periodic maintenance schedule (fig 6-2), the required maintenance standard and the task needed to correct hazards can be identified. The staff responsible for performing maintenance tasks are the DPW for number four and the CDC for number seven,

6-5. Site-adapted daily maintenance schedule

The site-adapted daily maintenance schedule addresses maintenance standards, maintenance tasks, and maintenance responsibilities for all elements included in the play area. As is the case with the site-adapted periodic and annual maintenance schedules, there is a one-to-one correlation between maintenance

CHILD DEVELOPMENT CENTER (CDC) PLAY AREA CHECKLIST For use of this form, see TM 5-663; the proponent agency is USACE			Page <u>1</u> of <u>1</u>
<p>INSTRUCTIONS: Use this form for inspections of Child Development Center (CDC) play areas. If any of the inspection questions are answered NO, the appropriate corrective action must be performed. A CDC Play Area Safety Inspection Summary, DA Form 7308-R, must be completed for each play area after every baseline, periodic, or annual inspection.</p>			
1. CDC NAME Ft. Strong CDC		2. PLAY AREA <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age	
3. TYPE OF INSPECTION <input type="checkbox"/> Baseline <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Periodic: (Circle one) <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Bimonthly <input type="checkbox"/> Quarterly		4. DATE OF INSPECTION MAY 28, 1995	
YES	NO	NA	5. INSPECTION QUESTIONS
			1. Fencing and gates
✓			1. Are the fencing and gates free from loose, missing, or broken parts?
✓			2. Are the fencing and gates free from vandalism?
✓			3. Are metal materials free from rust, corrosion or bending of members?
	✓		4. Are metal materials free from rough metal, sharp wires, and sharp edges or corners? SHARP WIRE CENTER FENCE - WEST
✓			5. Is all hardware present, securely attached and without significant wear?
			Note: Wear is indicated by visible elongation, deformation, indentation greater than 2 mm (1/16-inch), rust, corrosion, or stripping.
✓			6. Are fence fabrics intact with all tension wires and connections secure?
	✓		7. Are gates well-lubricated and locking components in working order? GATE SQUEAKS
✓			8. Is the distance between fence and gate materials and the ground surface less than 75 mm (3 inches)?
6. INSPECTORS' SIGNATURES			
a.	<i>Ann Johns</i>		b.
c.	<i>George Perry</i>		d.
e.			f.
g.			h.

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Figure 6-1: Sample of a completed DA Form 7310-R illustrating an actual periodic inspection.

2. FENCING AND GATES

MAINTENANCE STANDARDS		MAINTENANCE TASKS	
BASELINE:			
Fencing and gates will comply with baseline inspection criteria.		Repair deficiencies noted upon inspection or replace as needed.	CDC/DPW
PERIODIC:			
1. Fence and gate materials will be free from loose, missing, or broken parts.		Repair or replace loose, missing, or broken components.	DPW
2. Fence and gate materials will be free from vandalism.		Repair or replace vandalized components.	DPW
3. Metal materials will be free from rust, corrosion and bending of members.		Repair or replace damaged materials.	DPW
4. Metal materials will be free from rough metal, sharp wire, and sharp edges or corners.		Refinish or replace parts. Eliminate sharp wires, edges or corners.	DPW
5. All hardware will be present, securely attached, and without significant wear . (Wear is indicated by visible elongation, deformation, indentation greater than 2 mm (1/16 inch), rust, corrosion, or stripping.)		Tighten hardware or replace parts.	DPW
6. Fence fabric will be intact and all tension wires and connections will be secure.		Tighten or repair fence fabric or tension wires.	DPW
7. Gates will be well-lubricated with locking components in good working order.		Lubricate hinges, locks, and latches.	CDC
8. Fences and gates will be free from openings greater than 75 mm (3 inches) between the structure and the ground surface.		Fill gaps to eliminate openings under fences or gates greater than 75 mm (3 inches).	DPW

Figure 6-2: Sample of a completed appendix E maintenance schedule.

there is a one-to-one correlation between maintenance standards and tasks on the site-adapted maintenance schedule and the items included on the site-adapted daily visual inspection list. The same numbering system is used for inspection items on the site-adapted daily visual inspection list and the corresponding maintenance standard and task on the site-adapted daily maintenance schedule. Use these schedules to correct hazards. A sample site-adapted daily maintenance schedule is provided (fig 2-12).

6-6. Closing the play area or elements within the play area

When repairs cannot be made immediately, hazards will be closed to use until repairs are completed. The best method for preventing exposure to a hazard will depend on the hazard's location. Appropriate ways of closing hazardous elements within the play area must be decided on a case-by-case basis by the CDC Director and other key staff. Clear communication with both CDC staff and children about hazards is essential. Some suggestions for closing elements within the play area area as follows:

- a. *Closing an Element Within the Play Area.* If the hazard is located on one play element, all or part of the element can be roped off using construction tape.
- b. *Removing Broken or Worn Items.* Broken or worn items can sometimes be removed until repairs are made, e.g., a broken tricycle can be removed from the play area or a swing with rusted chains can be removed from the swing structure until new chains are obtained.
- c. *Closing the Entire Play Area.* If the entire play area must be closed, children must not be allowed to enter the play area. Make arrangements to allow these children to use another age appropriate play area during outdoor play.
- d. *Communicating About Hazards.* All CDC staff must be informed about hazards, procedures being used to restrict use, and the anticipated timeline for repairs. CDC staff must inform the children about their expected behavior. Consistently enforce use restrictions.

6-7. Reporting inspection results

The Child Development Center (CDC) Play Area Safety Inspection Summary, DA Form 7308-R, will be used to report play area inspection results, including hazards noted and corrective actions. This form is also used to verify that baseline, periodic, and annual inspections have been completed. A copy of this form is inserted inside the back cover of this manual. It will be locally reproduced.

a. *Baseline, Periodic, and Annual Inspections.* One copy of DA Form 7308-R will be completed for each

play area after every inspection whether or not any hazards were noted.

b. *Daily Visual Inspections.* Separate procedures apply for reporting no hazards and for reporting hazards:

(1) *Reporting no hazards.* When no hazards are noted during daily visual inspections, the daily visual inspection log will be initialed. Completing DA Form 7308-R is not required.

(2) *Reporting hazards.* If there are any hazards that CDC staff cannot immediately correct, CDC staff will notify the CDC Director and will complete DA Form 7308-R.

6-8. Completing the Child Development Center (CDC) Play Area Safety Inspection Summary, DA Form 7308-R

A sample of a completed Child Development Center Play Area Safety Inspection Summary, DA Form 7308-R, is included (fig 6-3). This form was filled out based on the sample completed site-adapted checklist provided (fig 6-1). Instructions for completing DA Form 7308-R are as follows:

- a. *CDC Name.* Fill in the name of the CDC in Block 1.
- b. *Play Area.* Check the play area name in Block 2.
- c. *Type of Inspection.* Check the type of inspection performed in Block 3.
- d. *Date of Inspection.* Indicate the date in Block 4.
- e. *Total Inspection Time.* Indicate the total number of minutes required to complete the play area inspection in Block 5.
- f. *Inspector.* Fill in the name(s) of the individuals conducting the inspection in Block 6.
- g. *Inspection Summary.* Block 7 of DA Form 7308-R is used to indicate whether or not hazards were found during inspection.
 - (1) *Recording no hazards.* If no hazards were found, check Box 7a.
 - (2) *Recording hazards.* If hazards were noted, check Box 7b. which states "The following hazards were noted and corrective actions taken." Each hazard and corrective action must then be described on the spaces provided in Columns 7c. and 7d.
 - (3) *Hazard(s) identified.* List each hazard identified during inspection in Column 7c. Note the location of the hazard as precisely as possible (e.g., "Sharp wire at the top of fence at center of West section").
 - (4) *Corrective actions.* For each hazard noted, either an immediate corrective maintenance task will be performed, or the area will be closed and a work order submitted. Corrective actions will be recorded in Column 7d.

CHILD DEVELOPMENT CENTER (CDC) PLAY AREA SAFETY INSPECTION SUMMARY			
For use of this form, see TM 5-663; the proponent agency is USACE			
1. CDC NAME FT. STRONG CDC		2. PLAY AREA <input type="checkbox"/> Infant <input type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age	
3. TYPE OF INSPECTION <input type="checkbox"/> Baseline <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Annual <input type="checkbox"/> Daily Visual		4. DATE OF INSPECTION MAY 28, 1995	5. TOTAL INSPECTION TIME (in minutes) 60
3. INSPECTORS ARTH JOHNS, GARY GREY, PAUL STRONG, JANET PURYEAR			
7. INSPECTION SUMMARY <input type="checkbox"/> a. NO HAZARDS FOUND <input checked="" type="checkbox"/> b. THE FOLLOWING HAZARDS WERE NOTED AND FOLLOW-UP ACTIONS TAKEN:			
c. HAZARD(S) IDENTIFIED (Describe hazard and location)	d. CORRECTIVE ACTIONS		
	MAINTENANCE TASK PERFORMED (Describe)	AREA CLOSED (Enter date)	WORK ORDER SUBMITTED (Enter date)
1. SHARP WIRE TOP OF FENCE - CENTER WEST		5/28/95	5/28/95
2. GATE NEEDS LUBRICATION	Hinges Lubricated		
NOTE: Maintenance tasks required to correct deficiencies are contained in TM 5-663, CDC Play Area Inspection and Maintenance Program.			
3. I verify that I have completed the above inspection and noted all hazards and follow-up actions.			
a. SIGNATURE OF INSPECTOR <i>Arth Johns</i>		b. SIGNATURE OF CDC DIRECTOR <i>Paul Strong</i>	

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Figure 6-3: Sample of a completed DA Form 7308-R.

(a) *Maintenance task performed.* If the necessary maintenance task is performed, it will be described in this column.

(b) *Area closed.* If the area is closed, enter the date.

(c) *Work order submitted.* If the area is closed, a work order will be submitted. Enter the date submitted.

h. *Signature of Inspector.* The individual who completes DA Form 7308-R will sign in the space provided in Block 8a.

i. *Signature of CDC Director.* The CDC Director will be notified of all hazards and corrective actions. The

Director will sign in the space provided in Block 8b to verify that inspection results have been reviewed.

6-9. Managing multiple play area hazards

In some cases, many hazards may be identified during an inspection. This may be the case following a baseline inspection when a play area has not been maintained to meet child safety requirements. When many hazards are identified and cannot be immediately corrected, key staff will prepare a prioritized list of hazards for DPW. DPW will then develop a timeline for repairs and maintenance. Hazardous elements will be closed to use.