

#52. TOWN OF LUNENBURG POLICY

RESPECTING PUBLIC WORKS DEPARTMENT RISK MANAGEMENT

I. Objective:

To ensure regular inspections are carried out by the Public Works Department (“Department”) including all employees working at Hillcrest Cemetery (“Cemetery”) employees and infrastructure is properly maintained by Department employees including streets, sidewalks, parks, parking lots, sewer and water systems. Burials carried out by Cemetery employees shall be as per Town of Lunenburg Policy No. 32 - Hillcrest Burial Procedure Proper risk management strategies will reduce liability exposure by ensuring proper maintenance and safety standards.

II. Purpose:

To eliminate or reduce possible injury and/or property damage to individuals using Town property maintained by the Department or Cemetery employees.

III. Policy Statement:

1. The Town Engineer and/or Public Works Superintendent shall:
 - (a) in the fall of each year cause to have all **hydrants** owned by the Water Utility operated and serviced, as required, to ensure they are operating properly;
 - (b) in the spring of each year cause to have all catchbasins cleaned out and inspected. **Catchbasins** which require repairs and fall within the mandate of this policy shall initially be barricaded over and promptly repaired;
 - (c) in the spring of each year cause to have all **manholes** inspected. Manholes which require repairs and fall within the mandate of this policy shall be initially barricaded and promptly repaired;
 - (d) in the spring of each year cause to have **sidewalks** inspected. Sidewalks shall be rated by a visual inspection and preparing a deficiency rating list. The higher the deficiency rating the higher the repair priority. Repairs will be made when the weather, time and resources permit.

(e) during winter conditions (December to March) streets are to be inspected at least once a month and lists generated to identify the location of the **potholes**. Potholes identified on these lists shall be forwarded to the Town Superintendent and repaired within three (3) working days. If the Department is made aware of any other potholes they shall also be repaired within three (3) working days;

(f) require employees to immediately report any condition which may be a hazard to the public or employees using property maintained by any Town Departments. Action will be taken by the Department(s) to remove the hazard;

(g) implement proper safety procedures and ensure that the Town's Safety Policy is followed by employees;

(h) ensure all public complaints which involve any hazardous situation are investigated immediately and action taken by the Department(s) to remove the hazard.

2. Department and Cemetery employees shall:

(a) ensure they are aware of and follow the Town's Safety Policy;

(b) report any condition they observe that could be a hazard to the public or Town employees;

(c) if any employee is conducting themselves in a manner that may jeopardize the safety of others including themselves, then this conduct should be responded to by the Town Engineer or Superintendent for corrective action; and

(d) ensure that equipment is maintained either in accordance with manufactures' specifications or as outlined on maintenance sheets provided by the Town Engineer or Superintendent.