

#44. TOWN OF LUNENBURG POLICY

RESPECTING RECREATION DEPARTMENT RISK MANAGEMENT STRATEGY

I. Objective

To ensure periodic inspections are carried out on the Town's recreation facilities (arena, community centre, soccer/softball fields, grounds surrounding tennis court and tot lots, trails, 250<sup>th</sup> Anniversary Park, Jubilee Park).

II. Purpose

To provide as safe an environment as possible for both the public and staff. The patrons which use the facilities should expect to be able to do so without fear of injury or accident due to improper maintenance procedure or ignorance of acceptable safety procedures.

III. Policy Statement

1. The Recreation Director shall:

(a) twice each year (once in October and once in May) cause to have made a video record of the condition of all facilities under his/her jurisdiction. Every room and space of both the arena and community centre shall be included. The condition of the fields, basketball court, backstops, bleachers, soccer goals, tot lots and park area surrounding the tennis courts shall also be included. A records of this video to be kept on file in the Town Manager's Office.

(b) ensure all Department staff are encouraged to be vigilant and report immediately any condition which could be termed a hazard to safe usage of the facilities.

(c) Co-operate with Joint Occupational Health and Safety Committee appointees who conduct safety inspections of the Community Centre facilities.

(d) ensure proper maintenance procedures and check lists for facilities and equipment are in place and adhered to by Department staff.

(e) ensure safety standards and equipment are in place and adhered to by Department staff.

2. The Department's Staff shall:

(a) ensure they are aware of and adhere to all safety practices and procedures required in the performance of their work.

(b) immediately report to the Recreation Director any condition or situation they feel may threaten the safety of either themselves or patrons of the facilities.

(c) if patrons of the Department's facilities are conducting themselves in a manner which jeopardize the safety of others or is using profanity or is exhibiting abusive behaviour or is otherwise creating a disturbance which in the opinion of the arena staff is excessive, the Department's staff request the offending individual to modify their behaviour or leave the premises. If that individual does not comply immediately or become abusive or threatening towards the staff, then the RCMP shall be called to escort the individual from the Community Centre building(s) and/or grounds. A written report on this incident would be submitted by the staff member to the Recreation Director and Coordinator of Special Events, who would then determine what further action should be taken. If it is deemed appropriate that the offending person be barred from the facility for a specific period of time, this would be done using the Protection of Property Act.

(d) ensure all maintenance procedures normally required for facilities and equipment for which they are responsible are carried out on a regular basis and in accordance with checklists provided and/or found in equipment operational manuals.

(e) If staff witness violations involving dangerous driving, speeding, violent behaviour, alcohol or drug consumption on or around the parking lot of the Community Centre or Area, an immediate report shall be made to the RCMP.

## Appendix "E"

### Lunenburg Recreation Department Safety Rules

1. Slip-resistant footwear must be worn at all times when staff is on the ice.
2. When changing Olympia blade ensure edge guard is on the blade.
3. The compressor room is out of bounds to all except authorized personnel.
4. All doors to ice surface shall be kept closed when not in use.
5. Any noticeable or potential hazard, be it person or property, should be dealt with by arena personnel immediately.
6. Hockey sticks and pucks to be used on ice surface only.
7. Sticks of any kind are not permitted on ice during public skating sessions.
8. Strollers, carriages, wagons, etc., are not permitted on ice except during parents and tots skating sessions.
9. First aid room to be kept stocked at all times.
10. When using table saw, saw guard must be used at all times.
11. When using ride on mower, whipper snippers, or table saw personal safety equipment must be worn, e.g, eye protection, hearing protection, proper clothing, chain saw chaps.