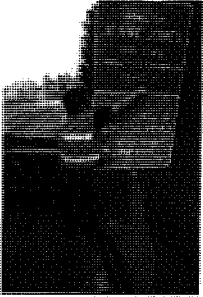


**Road, Signs & Walkway
Hazard Alert Program**

What is the RSW Program and why do we need it?

- Way to develop a **continuous maintenance and record keeping program** of all work, repair, and replacement of roads, signs, boardwalks and walkways
- Why it was started?
 - Provide tools for adjusters to work with to defend claims under Title 59 tort claims act.
 - Especially useful in boardwalk cases & stop sign cases

Why Do We Need a Program?



- Accidents arising from alleged poor surface conditions and poor sign maintenance are a leading cause of liability claims against member municipalities

Public Entity Liability

A Public entity can be held liable for the dangerous Condition of a sidewalk.

- Must have sufficient control or be responsible for maintenance and repair.
- Can be liable for sidewalks in front of a commercial premise if they exercise control (Roman v. Plainfield)
- No liability for the grassy Strip abutting residential property unless you can show public Entity exercises Control over it. (Andrews v. City of Trenton)

No Liability Unless Palpably Unreasonable Conduct Exists

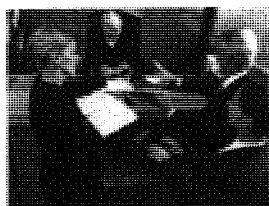
■ A public entity is still not liable unless it can be proven that the action taken, or failure to take action, to protect against the condition is not palpably unreasonable.

Palpably Unreasonable:

- Patently unacceptable under any circumstance
- Manifest and obvious that no prudent person would approve of the public entity's course of action or inaction.

Tools to Defend Liability Claims

A well documented program that provides a means to identify and correct adverse conditions may be our best defense in minimizing or defending these claims



Liability Defenses

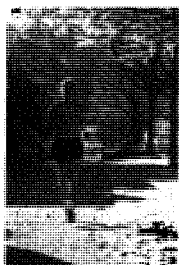
- N.J.S.A. 59:1-1 – Defines the process by which a public entity can be sued AND provides various immunities for public entities, including:
 - Failure to Inspect
 - Failure to Supervise – Recreation Facility
 - Discretionary Activities or Judgment - Public Employees
 - Failure to Adopt or Enforce a Law
 - Actual or Constructive Notice – Dangerous Condition
 - Unimproved Public Property
 - Plan or Design
 - Lack of Resources
 - Weather Conditions

Public Entity Liability

- Can be liable for a dangerous condition of
 - Public Sidewalk
 - Public Sidewalk in front of residence
 - Defective Curbing
- Dangerous condition
 - Must create a substantial risk of injury when property is used with due care.

Side walks

- Plaintiff fell while walking on sidewalk in municipality
- Plaintiff sustained injury to low back and aggravation of knee condition
- She had significant other pre-existing medical conditions



The Good News?

- Municipality had in place an ordinance which required homeowner maintenance of sidewalks.
- Municipality did regular inspections of property and kept records of inspections.
- Homeowner was placed on notice of condition where one was found.
- In this case, no defect was found.

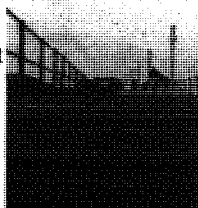


Did It Help?

- Defense Counsel filed for summary judgment, citing ordinance in place and record keeping of municipality.
- SJ was granted as to municipality.
- Total Defense Costs more than \$13,000 and \$0 was paid to The Plaintiff!

Boardwalks

- Plaintiff tripped and fell on the boardwalk
- He alleged a "nail pop" caused him to fall
- He sustained a fracture of his ~~left~~ shoulder, leading to pain and numbness in left wrist and hand
- Surgery was recommended



What Next?

- Plaintiff's attorney demanded inspection records for the boardwalk, as well as a record of all claims filed against the municipality in connection with boardwalk falls
- Fortunately, the municipality enforced a regular inspection of the boardwalk and maintained inspection logs
- The logs indicated no known defects in the vicinity of the fall

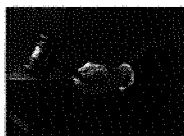
Why Is That Important?

Under Title 59, plaintiff must **prove** that the municipality was on notice of a dangerous condition and failed to correct the condition



Did It Help?

- A motion for summary judgment was filed and granted
- Plaintiff could not prove that there was a dangerous condition that caused his injury
- Cost was more than **\$12,000** to defend,
- \$0 was paid to the plaintiff; claim value was over **\$100,000**



Tree Root Damage

- While walking her dog, plaintiff alleges that she tripped and fell over raised portion of sidewalk
- Plaintiff sustained lacerations to her nose, lip, right hand and a knee injury resulting in two surgeries
- Her out of pocket medical bills were over \$26,000!



So, We Win These, Don't We?

- Plaintiff provided an expert's report documenting a 1 3/4" crack from root displacement, and an uneven expansion joint.
- Defense argued that the city was not on notice of a dangerous condition, and that the alleged condition was not dangerous.
- The court disagreed, and our motion for summary judgment was denied.



How Bad Was It?

- The city did maintain the area, but did not have a regular inspection program
- The city did not maintain inspection logs, or remediation records
- The case ultimately settled for \$120,000, mediation award was \$175,000.



General Liability Claim Statistics

- Slips and falls (same level, stairs, steps and boardwalks)
 - 19 % of claim frequency (2,908 incidents)
 - 27% of cost (\$20,484,118)
- Road Maintenance & Signage (damage from potholes, improper signage, signals, road maintenance/design)
 - 10% of claim frequency (1,497 incidents)
 - 4% of cost (\$3,443,783)

DON

Components of RSW Program

- A system of regular inspections
- Procedures for employees and citizens to report hazards
- Procedures to log all reports and record corrective action
- Procedures to notify other entities of conditions and/or incidents that require attention
- Training for employees to identify hazards

MUNICIPALITY: _____

Roadway Inspection Program and Checklist

PURPOSE: Over a period of time, streets, roads, alleyways, lanes and crosswalks become weathered, damaged and in poor condition. Because of the importance of maintaining municipal owned roadways in a good and safe condition, an ongoing maintenance inspection program is necessary.

In order to assure that the program is effective, it is necessary to determine if streets, roads, alleyways, lanes and crosswalks are:

1. Free of cracks, depressions, potholes, valleys or ruts
2. Free of uplifted or loose manhole or street valve covers

ACTION: It is suggested that the following procedures be considered for adoption.

1. All streets, roads, alleyways, lanes and crosswalks should be inspected a minimum of once a year.
2. A record of each location should be maintained and the

MUNICIPALITY: _____

WALKWAY INSPECTION PROGRAM
Municipal Owned Property

PURPOSE: Over a period of time, sidewalks, crosswalks and paths become weathered, damaged and in poor condition. Because of the importance of maintaining municipal owned sidewalks and paths in a good and safe condition, an ongoing maintenance inspection program is necessary. These include sidewalks, including curbs and crosswalks constructed of concrete, bricks, pavers and exposed aggregate. Paths include walking or bike paths maintained by the municipality constructed of concrete, asphalt, stone, dirt or woodchips.

In order to assure that the program is effective, it is necessary to determine if sidewalks, curbs, crosswalks and paths are:

ACTION: It is suggested that the following procedures be considered for adoption.

1. All sidewalks and paths should be inspected a minimum of once a year.
2. A record of each location should be maintained and the

Municipality: _____

Sign Maintenance Program

PURPOSE: Over a period of time, traffic control signs & devices become weathered, vandalized or damaged. Because of the importance of maintaining these traffic control signs and devices in good visual and operational condition, an ongoing maintenance program is necessary.

In order to assure that the program is effective, it is necessary to determine if the signs and devices are:

1. Properly hung and secured
2. Visible and unobstructed

ACTION: It is suggested that the following procedures be considered for adoption.
All signs should be inspected a minimum of once a year. Sign include but are not limited to:

1. Stop Signs
2. Yield Signs

MEL

Finance and Decision Library

- Municipal Investment Information
- Municipal Debt, Cash, Reserves and Investments
- Municipal Financials Reporting Plan as a Process
- Municipal Financials, Accounting, Financial Policies and Procedures
- Municipal Public Accounts Information
- Municipal Risk Assessment

Legal Resources

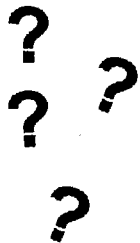
- Citizenship Ordinances
- Police, Enforcement and Security Ordinances
- Local Ordinances on Ethics, Appearance, Appearance, Transportation, Official Use, Disability, Emergency, and Technical Standards, Provisions
- Municipal Values, Core and Shared Policy

Decisions

- Ordinance 2009-0001: Ordinance relating to public utility services, transportation
- Ordinance 2009-0002: Ordinance relating to public utility services
- Ordinance 2009-0003: Ordinance relating to public utility services
- Ordinance 2009-0004: Ordinance relating to public utility services

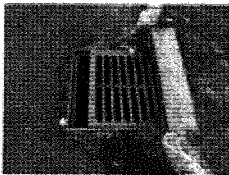
A System of Regular Inspections

- How often should you inspect?
- What should you inspect?
- What is reasonable?



Roadway Hazards

- Potholes & sink holes
- Significant cracks
- Recessed or protruding pipe caps
- Raised / loose / missing manhole covers

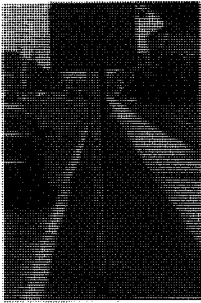


Roadway Hazards

- Uneven road surfaces
- Blocked storm drains
- Poor illumination
- Visual Obstructions
- Debris



Roadway Hazards



WALKWAY HAZARDS

- Uneven or lifted walkways
- Damaged walkways
- Improperly installed utility devices

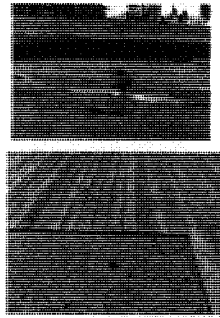


What do we see here?



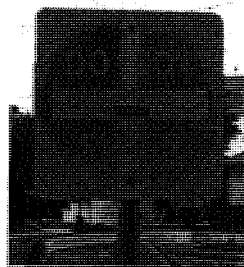
BOARD WALKS

- 'Popped' nails
- Uneven boards
- Broken boards
- Cross-overs
- ADA access points
- ADA access surfaces



Signs and Road Markings

- Scheduled inspection, cleaning, repair or replacement.
- Signs must be clean and legible at all times.
- Damaged or missing signs should be replaced immediately.
- Grounds under and around the signs must be maintained.



Federal Road Sign Standards Update

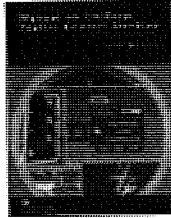
- Upper and lower case lettering on street names and guide signs
- Letter Height
- Retro-Reflectivity of signs

January 22, 2012 - Plan to Comply was Required

New MUTCD Language

Section 2A.09 Maintaining Minimum Retro-reflectivity

- "Standard:
Public agencies or officials having jurisdiction shall use an assessment or management method that is designed to maintain sign retro-reflectivity at or above the minimum levels in Table 2A-3"



New MUTCD Language

"...One or more of the following assessment or management methods should be used..."

Assessment Methods

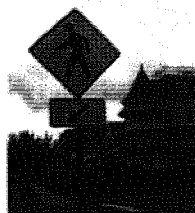
- Visual Night time Inspection
- Use of a retro-reflectometer



New MUTCD Language

Management Methods

- Expected Sign Life
- Blanket Replacement
- Control Signs
- Future Method Based on Engineering Study
- Combination of any



Requirements

By January 22, 2012

- Adopt a plan to meet new requirements

By January 2015

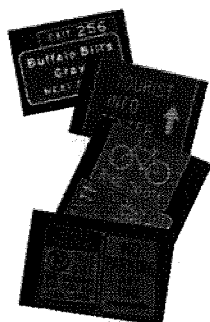
- Replace identified regulatory and warning signs and post-mounted signs to meet the standard

By January 2018

- Overhead and street name signs must meet the standard

Exempt Signs

- Parking, Standing, Stopping
- Walking, Hitchhiking
- Adopt-A-Highway
- Blue or Brown Backgrounds
- Exclusive Use of Bikes or Pedestrians



Signs must still meet other requirements in MUTCD (inspections, retro-reflective, etc.)
www.fhwa.dot.gov/retro

Train Employees on What to Look for During An Inspection

- Train employees on what to look for during inspections
- Enlist everyone's help
- Encourage all employees to report damage, vandalism, or theft at the first opportunity using the Road, Signage and Walkway Condition Report



**ROADWAY, SIGN & WALKWAY PROGRAM
TOOL BOX TALK**

Date Presented: _____ Department: _____ Presenter: _____

A discussion of (Municipality's) ROADWAY, SIGN, AND WALKWAY PROGRAM

The design and maintenance of streets and roads represents one of our community's greatest challenges. Accidents arising from alleged poor surface conditions and poor sign maintenance are a leading cause of liability claims against member municipalities. These claims typically represent 18% of our claim frequency and 15% of our award costs. The (Your JIF) JIF requests that all municipalities establish a RS&W program and has provided sample forms. We receive credit for the program in the annual Safety Incentive Program.

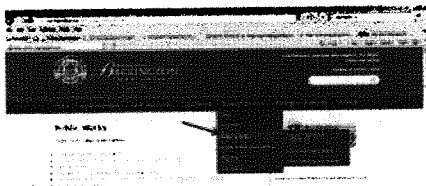
Our Roadway, Sign, and Walkway program has been established as an inspection, reporting and referral system. The records developed as part of the inspection program serve as a notification and work order system to assure that observations are reported.

**Procedures for Employees and
Citizens to Report Hazards**

- Call in logs –transferred to work orders
 - Record it right on the Work Order pad
 - Written reports?
- How to keep track of observations?
 - Boardwalk inspections - notebook
 - Keeps a log book - includes date noted and date when finished.

**Procedures for Employees and
Citizens to Report Hazards**

- Make it easy for employees to record observations
- Use your website if possible



Procedures to Log All Reports & Record Corrective Action

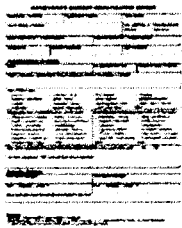
- To show you have identified and responded to issues
- Access or Excel spreadsheet
- What makes good defense records?
 - Authentic
 - Not recorded "after the fact"
 - Computer records vs. hand written records?
 - Sortable by hazard type, location

Procedure to Notify Other Agencies

- Referral to Proper Authority - keep a paper trail – not just a phone message
- *"This report has been forwarded to you because it appears that your agency owns or controls the location of the incident or condition. Please investigate and address this condition or incident."*



Make Sure RSW is Part of Your Accident Review Process



- Review Liability claims as part of accident review committee
- What can be done to prevent reoccurrence
- Train employees in what to look for
- Be sure your Claims Coordinator understands Title 59 Immunities.

Alternatives to Replacement of Side Walks

Florence Township Began a unique program where the sidewalks were inspected, mapped and categorized by severity.

Those sidewalks that were severely affected would be replaced.

For sidewalks where the change in elevation was not as severe, a contractor was hired to mill down the difference in elevation, at a cost much less than replacement, which saved the Township much needed budget dollars.

In Summary

- Implement a formal program for inspection, maintenance, repair and replacement of roadways, signage, crosswalks, boardwalks, bicycle facilities, and walkways.
- Review incidents at safety committee meetings.
- Appoint a Coordinator of the RSW program.
- Keep accurate documentation.
- Encourage all municipal employees to report any damage, vandalism or theft at the first opportunity

Questions?

MUNICIPALITY: _____

WALKWAY INSPECTION PROGRAM

Municipal Owned Property

PURPOSE: Over a period of time, sidewalks, crosswalks and paths become weathered, damaged and in poor condition. Because of the importance of maintaining municipal owned sidewalks and paths in a good and safe condition, an ongoing maintenance inspection program is necessary. These include sidewalks, including curbs and crosswalks constructed of concrete, bricks, pavers and exposed aggregate. Paths include walking or bike paths maintained by the municipality constructed of concrete, asphalt, stone, dirt or woodchips.

In order to assure that the program is effective, it is necessary to determine if sidewalks, curbs, crosswalks and paths are:

1. Free of cracks, depressions, potholes or holes
2. No trips hazards are present such as sign posts, grate covers or clean outs
3. Areas drain well and do not accumulate water
4. Surface is smooth and level

ACTION: It is suggested that the following procedures be considered for adoption.

1. All sidewalks and paths should be inspected a minimum of once a year.
2. A record of each location should be maintained and the condition recorded as noted.
3. Any sidewalk, curb, crosswalk or path that is damaged, cracked or missing should be repaired or replaced immediately.
4. Any sidewalk or path that is obstructed by any physical obstruction, such as a sign post; raised manhole or clean out, that obstruction should be immediately abated
5. Any path that is constructed of stones, gravel or dirt that has a depression or trip hazard shall be leveled.
6. If immediate repairs cannot be made, proper barricades, construction tape and other means should be used to block the area from use.

SIDEWALK INSPECTION CHECKLIST

LOCATION: _____ ADDRESS: _____

TYPE OF SURFACE: (concrete, bricks, pavers) _____

SURVEYED BY: _____

DATE: _____ TIME: _____ AM/PM

HAZARDS TO CHECK	OK	N/A	NEED REPAIR	COMMENTS
Good drainage, away from entrances and walkways				
No door stops or projections sticking up out of sidewalk				
Walking surface free of depressions, cracks, holes, raised edges and drop offs				
Manhole covers, drain clean outs, water lids are flush with sidewalk and have secure lids				
Surface finish is rough, not painted or polished				
Standard warning signs are used where needed				
Signs or poles do not block walks or vision				
Curb and sidewalk joints are even				
Hand and guard rails at level changes & secure				
Good visual contrast at sidewalk ends, curbs and level changes				
Curbs free of holes, raised edges				
Handicap ramps & driveway aprons free of cracks, holes or raised edges				
Down spouts and rain gutters do not cause wet or icy walks				
Corrective Action Needed	Referred To:			

MUNICIPALITY: _____

ROADWAY INSPECTION PROGRAM

PURPOSE: Over a period of time, streets, roads, alleyways, lanes and crosswalks become weathered, damaged and in poor condition. Because of the importance of maintaining municipal owned roadways in a good and safe condition, an ongoing maintenance inspection program is necessary.

In order to assure that the program is effective, it is necessary to determine if streets, roads, alleyways, lanes and crosswalks are:

1. Free of cracks, depressions, potholes, valleys or ruts
2. Free of uplifted or loose manhole or street valve covers or castings
3. Crosswalks are free of trip hazards and designated lines are not faded
3. Areas drain well and do not accumulate water
4. Surface is smooth and level
5. Storm Water inlets & drains are not loose or damaged and are not clogged with leaves or debris.

ACTION: It is suggested that the following procedures be considered for adoption.

1. All streets, roads, alleyways, lanes and crosswalks should be inspected a minimum of once a year.
2. A record of each location should be maintained and the condition recorded as noted.
3. Any streets, roads, alleyways, lanes and crosswalks where a condition listed above is noted, immediate repairs should be made or planned.
4. If immediate repairs cannot be made, proper barricades, construction tape and other means should be used to block the area from use.

ROADWAY INSPECTION CHECKLIST

SECTOR/ROUTE: _____ STREET: _____

STREETS – FROM: _____ TO: _____

TYPE OF SURFACE: (concrete, asphalt, bricks, pavers) _____

SURVEYED BY: _____

DATE: _____ TIME: _____ AM/PM

HAZARDS TO CHECK	OK	N/A	NEED REPAIR	COMMENTS
Roadway surface free of depressions, cracks, holes, raised edges and drop offs				
Area drains well and does not accumulate water				
Storm Water inlets are secure				
Storm Water inlets are clear from debris; face of inlet and inside				
Crosswalks are free of trip hazards and designated lines are not faded				
CORRECTIVE ACTION NEEDED			REFERRED TO:	

Table I-2. Target Compliance Dates Established by the FHWA

2009 MUTCD Section Number(s)	2009 MUTCD Section Title	Specific Provision	Compliance Date
2A.08	Maintaining Minimum Retro reflectivity	Implementation and continued use of an assessment or management method that is designed to maintain regulatory and warning sign retro reflectivity at or above the established minimum levels (see Paragraph 2)	2 years from the effective date of this revision of the 2009 MUTCD*
2A.19	Lateral Offset	Crashworthiness of sign supports on roads with posted speed limit of 50 mph or higher (see Paragraph 2)	January 17, 2013 (date established in the 2000 MUTCD)
2B.40	ONE WAY signs (R6-1, R6-2)	New requirements in the 2009 MUTCD for the number and locations of ONE WAY signs (see Paragraphs 4, 9, and 10)	December 31, 2019
2C.06 through 2C.14	Horizontal Alignment Warning Signs	Revised requirements in the 2009 MUTCD regarding the use of various horizontal alignment signs (see table 2C-5)	December 31, 2019
2E, 31, 2E, 33, and 2E, 36	Plagues for Left-Hand Exits	New requirement in the 2009 MUTCD to use E1-5aP and E1-5bP plagues for left-hand exits	December 31, 2014
4D, 26	Yellow Change and Red Clearance Intervals	New requirement in the 2009 MUTCD that durations of yellow change and red clearance intervals shall be determined using engineering practices (see Paragraphs 3 and 6)	5 years from the effective date of this revision of the 2009 MUTCD, or when timing adjustments are made to the individual intersection and/or corridor, whichever occurs first
4E, 06	Pedestrian Intervals and Signal Phases	New requirement in the 2009 MUTCD that the pedestrian change interval shall not extend into the red clearance interval and shall be followed by a buffer interval of at least 3 seconds (see Paragraph 4)	5 years from the effective date of this revision of the 2009 MUTCD, or when timing adjustments are made to the individual intersection and/or corridor, whichever occurs first
6D.03**	Worker Safety Considerations	New requirement in the 2009 MUTCD that all workers within the right-of-way shall wear high-visibility apparel (see Paragraphs 4, 6, and 7)	December 31, 2011
6E.02**	High-Visibility Safety Apparel	New requirement in the 2009 MUTCD that all flaggers within the right-of-way shall wear high-visibility apparel	December 31, 2011
7D.04**	Uniform of Adult Crossing Guards	New requirement in the 2009 MUTCD for high-visibility apparel for adult crossing guards	December 31, 2011
8B, 03, 8B, 04	Grade Crossing (Crossbuck) Signs and Supports	Retro reflective strip on Crossbuck sign and support (see Paragraph 7 in Section 8B.03 and Paragraphs 15 and 18 in Section 8B-04)	December 31, 2019
8B.04	Crossbuck Assemblies with YIELD or STOP Signs at Passive Grade Crossings	New requirement in the 2009 MUTCD for the use of STOP or YIELD signs with Crossbuck signs at passive grade crossings	December 31, 2019

*Types of signs other than regulatory or warning are to be added to an agency's management or assessment method as resources allow.

**MUTCD requirement is a result of a legislative mandate.

Note: All compliance dates that were previously published in Table I-2 of the 2009 MUTCD and that do not appear in this revised table have been eliminated.

Municipality: _____

Sign Maintenance Program

PURPOSE: Over a period of time, traffic control signs & devices become weathered, vandalized or damaged. Because of the importance of maintaining these traffic control signs and devices in good visual and operational condition, an ongoing maintenance program is necessary.

In order to assure that the program is effective, it is necessary to determine if the signs and devices are:

1. Properly hung and secured
2. Visible and unobstructed
3. Legible or identifiable condition
4. In operational condition

ACTION: It is suggested that the following procedures be considered for adoption.

1. All signs should be inspected a minimum of once a year. Sign include but are not limited to:
 - a. Stop Signs
 - b. Yield Signs
 - c. Street Name signs
 - d. School Crossing and crosswalk signs
 - e. Speed Limit signs
 - f. Railroad Signs (if applicable) - although signs may not be our jurisdiction, trees maintained by the municipality may be obstructing sign.
2. A record of each sign location should be maintained and the condition of the sign recorded as noted.
3. All signs should be properly hung according to height and location requirements as specified by the New Jersey Department of Transportation regulations.
4. Any sign that is bent, defaced, damaged or missing should be replaced immediately.
5. Any sign that is obstructed by any physical obstruction, i.e. tree branches, that obstruction should be immediately removed.
6. All support members should be in a good sound condition.

Municipality: _____

Sign Inspection Report

Location (Sector, Route or Zone) Inspected: _____

Surveyed by: _____

Date Completed _____

List any signs or signals needing repairs; replacement or that have visibility issues

LOCATION	ROUTE OR ZONE	RECOMMENDATIONS	COMPLETED DURING INSPECTION?

ANY SIGNALS OR TRAFFIC SIGN ISSUES NOT ABATED DURING THE INSPECTION, FILL OUT THE ATTACHED SIGN HAZARD REPORT FORM AND RETURN TO YOUR SUPERVISOR.

Signature: _____

SIGN HAZARD REPORT

Prepared By:	Date: Time:
Location:	Controlling Authority:
Description of Hazard:	
Likelihood of Harm:	
Recommended Corrective Action:	
Temporary Controls Used:	
Follow-Up Action Taken:	
Reported to Controlling Authority	Date:
	Time:
Supervisor:	Signature:

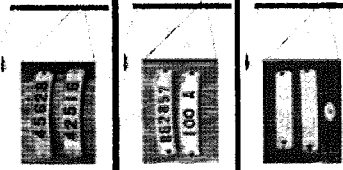
Street Light Outage Report

Utility	Fax Number
Atlantic City Electric	1-800-833-7476
Jersey Central Power & Light	1-877-445-6369
Public Service Electric & Gas	1-877-511-2141

Municipality submitting Report: _____ County: _____

Name of Contact Person: _____ Contact Phone #: _____

Instructions: Street and area lights are an important community safety feature. Streetlights are repaired during the day, when the lights are out, so the location and pole number are very important. Specific information that you can provide regarding the location, address, pole number of the light will help field personnel make repairs. Streetlight repairs may also be delayed during storms or significant weather events. Field personnel and customer service representatives concentrate on restoring electric service as a priority during significant weather events.



Pole #	Street address	Landmarks/ Cross streets	Burned out	Always on	Flickering	Broken	Other

If you are reporting a downed street light pole, exposed electrical wires or any other hazardous situation on our system, please call

Atlantic City Electric at 1-800-833-7476,

PSE&G at 800-436-PSEG (7734);

JCP&L at 1-800-662-3115 immediately

Date & time reported to power company: _____/_____/201____ Time: _____:_____:____ AM PM

Beach, Boardwalk & Bike path - Safety Checklist

Recommend minimum twice a year; pre & post Season

Municipality	Inspection Date:
Name of Inspector:	Title:
Location Surveyed:	

#	Needs work	OK	N/A	Item Write line # & comments on back for each needs work item
---	------------	----	-----	--

Board walks

1.				Are handrails on entrance ramps in good repair
2.				Is there a guardrail on all exposed edges?
3.				Does the guardrail have a top rail between 44-48 inches?
4.				Is there a mid-rail and infill to the deck below?
5.				Is the spacing between boards less than 1/8 th inch?
6.				Are there any cracked or broken boards?
7.				Are bicycle riding times posted? And enforced?
8.				Are benches, handrails and walking surfaces free of splinters?
9.				Are there sufficient waste receptacles?
10.				Are skateboarding and rollerblading prohibited?
11.				Are pets prohibited or rules posted?

Bike paths

12.				Paving surface in good condition free of ruts, holes & broken edges
13.				Clearance from surface to 7" height throughout travel area
14.				Stop signs at road crossings
15.				Bike racks and locking stations at tourist stops?
16.				Rules posted, i.e., Helmets required, speed limits? Skateboards?
17.				Are paths accessible to the handicapped and pedestrians?
18.				Is lighting provided, is it operational
19.				Is vegetation trimmed back at least 5 feet on sides to aid visibility
20.				Are there methods to call for help? Voice or phone boxes?
21.				Are restrooms or rest areas provided? Are they maintained?
22.				Is there a refuse collection system? Trash cans? Are they serviced?

Beaches and lakefronts

23.				Any known hazards in the vicinity are safeguarded & posted?
24.				All waterfront rules & restrictions are posted? i.e. no alcohol
25.				Bather rules & policies are posted?
26.				Beaches are maintained free of recognized hazards? i.e. broken glass
27.				At least one LG stand for every 300 foot of designated bathing area?
28.				600 foot of ¼ inch poly line with brass swivel snap hook?
29.				One Ring Buoy 18 inches in diameter with 75 foot of ¼ inch line?
30.				A paddle rescue board capable of supporting two adults?
31.				A complete spine board with all necessary ties?
32.				A 24 unit approved first aid kit? Inventory verified weekly?

ROADWAY, SIGN & WALKWAY PROGRAM

Date Presented: _____ Department: _____ Presenter: _____

A discussion of (Municipality's) ROADWAY, SIGN, AND WALKWAY PROGRAM

The design and maintenance of streets and roads represents one of our community's greatest challenges. Accidents arising from alleged poor surface conditions and poor sign maintenance are a leading cause of liability claims against member municipalities. These claims typically represent 18% of our claim frequency and 15% of our award costs. The (Your JIF) JIF requests that all municipalities establish a RS&W program and has provided sample forms. We receive credit for the program in the annual Safety Incentive Program.

The best claim is the one that never happened. Our municipality has established a system for identifying hazardous situations and taking appropriate action. Like most other local governments with road maintenance responsibilities we have created a defect-reporting system to alert management to problems with roads, streets, sidewalks, water utilities and the like. (Describe your system) In order to assure that the program is effective, it is necessary to determine if the signs and devices are:

1. Properly hung and secured
2. Visible and unobstructed
3. Legible or identifiable condition
4. In operational condition

Examples of Conditions to be noted:

<ul style="list-style-type: none">• Street lights not working• Traffic signal not operational• Signage is faded• Signage is missing• Potholes or cracks in surface present trip/ fall hazards• Uplifted manhole covers• Uneven road surfaces• Blocked storm drains	<ul style="list-style-type: none">• Designated lines are faded• Sink holes / potholes• Ruts and valleys• Protruding pipe caps• Loose manhole covers• Debris• Poor illumination• Visual obstructions• Improper signage
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Our Roadway, Sign, and Walkway program has been established as an inspection, reporting and referral system. The records developed as part of the inspection program serve as a notification and work order system to assure that observations are reported, corrected and documented. The tracking log serves as a way to record and track observations reported by residents and other citizens, and follow through on corrective action. The program consists of six elements:

1. A system of regular inspections and observations (ex: Sign Inspection & Maintenance Program).
2. Training for employees to identify potential hazards
3. Procedures for employees and citizens to report potential hazards (Condition Report)
4. Procedures to log all reports and record corrective action (Tracking Log)
5. Procedures to notify other entities / authorities of conditions and/or incidents that require attention (Referral Report)
6. Procedures to investigate incidents and accidents

We encourage all municipal employees to report any damage, vandalism or theft at the first opportunity using the Road, Signage and Walkway Condition Report. (Show a copy)

