

1. Assign an In-House Safety Team

Schedule a safety audit by an independent outside professional.

If you have a choice, control you own custodial staff.

Step up training programs of your dependent student labor.

AN EMERGENCY PLAN Ground Maintenance Services

EMERGENCY PHONE NUMBERS

Ambulance:

Physicians:

Security:

Supervisor's Office:

LIST YOUR ATHLETIC AREAS AND DIRECTORS TO THOSE AREAS FOR EMERGENCY ASSISTANCE:

Include which gate or door that is to be used and the name of the individual who will meet the paramedics.
Activate emergency medical system (EMS) for all emergencies including:

- Possible back or neck injury
- Possible heat stress
- Open fracture or displaced closed fracture
- If an athlete stops breathing or has no pulse
- If a player loses consciousness

SPECIAL TIPS

- a) Have a designated person to call the ambulance and physician
- b) Make sure there will be a phone available and necessary keys to get into an office
- c) Have the person calling give a good description of the situation
- d) Have the person calling stay on the phone until EMS hangs up
- e) Make sure to have parents' home and work number
- f) Have insurance information on each athlete if parent is available
- g) Post instructions by the designated phone
- h) Activate campus Security, make them aware of the situation

STEPS TO AVOID LOSS TO YOUR ORGANIZATION AND FORMULATE PROTECTION AGAINST LIABILITY

1. Develop “standards of reasonable care” for your facilities and ensure the standards are maintained.
2. Maintain accurate records of maintenance to facilities.
3. Perform required maintenance at regular intervals.
4. Conduct safety audits within the facilities to evaluate mechanical and employee safety procedures.
5. Hire qualified staff and train staff as required.
6. Develop safety and emergency plans and practice the plans continually.
7. Post rules and regulations (cautions) where possible. Educate the public re: use of facility.
8. Use waiver forms to alert participants to any conditions and enlist their agreement to certain responsibilities.
9. Develop and institute an accident reporting system.
10. Develop and institute health and safety committees.
11. Hold supervisors accountable for accident or injuries.
12. Adopt a corporate policy in regard to loss prevention.
13. Post emergency phone numbers, procedures and hospital locations in permanent places at work sites.
14. Train supervisors and employees in first aid, CPR and other life-support procedures.
15. Offer incentive programs for employees who demonstrate good safety records.
16. Institute a voluntary or mandatory physical fitness program.
17. Inform employees of loss due to injury/illness.
18. Incorporate safety considerations into specifications of equipment purchases.
19. Ensure the availability and use of proper safety equipment.

Athletic Field Accident Report Form

Date of Accident

Time of Accident

Exact Location of Accident

Date of Report

Time Of Report

Name & Signature of Person Completing Report

Name of Victim

Age

Birth Date

Sex M F

Phone Number of Victim

Name & Phone Number Of Nearest Relative

List the Name, Address, and Phone Number of any Witness or Co-Workers Who Were Present

Describe in detail the events that led to the accident. Be specific in the report to state exactly where the accident occurred on the field and how it took place.

What is the exact nature of the injury?

If medical assistance was provided, list persons giving first aid (paramedics, co-worker, supervisor, etc.)

Describe the condition of the facilities and the surrounding area at the time of the accident. Note weather conditions, approximate number of spectators in the bleachers, type of supervision, nature of the work schedule.

IMPORTANT: This information has been prepared to assist the local department. Do not release to any person except a official or designated claim representative or an investing police officer.

Use the reverse side for comments and additional interviews.

PRO-ACTIVE LIABILITY DEFENSE

The climate in all areas of today's society is to try and beat that system. Whether it's a parking ticket, a library fine or a nuisance lawsuit, Joe Q. Public wants his just due.

In the athletic arena, whether it be college, high school, or recreation, parents today are claiming negligence and filing suit in greater numbers than ever before. The days of a bad hop, an uneven playing surface or an old piece of playground equipment are over. If a lawyer feels there's a quick dollar to be captured he's encouraging the plaintiff to file papers and claim negligence.

Anyone can be suited anytime, by anyone, over anything, but winning a decision is a different scenario. Let's create a strong case of **pro-active** defense mechanisms to protect ourselves and our organizations against the petty and frivolous lawsuits.

Pro-active means to solve injury lawsuits:

1. Instruct your staff and/or team that we must use good common sense in every action which takes place under your realm or responsibility. Error on the side of safety!
 - K Avoid hitting in batting cage alone
 - K Avoid being in the weight room alone
 - K Avoid long distance runs alone

2. Instruct your staff and/or team in the primary steps in case of a serious or catastrophic accident.
 - Do not move the injured person unless additional life threatening danger persists. Then and only then move the person only far enough to stay away from additional danger.
 - Immediately assume extreme injury. Call 911 on your cellular phone. With your C.P.R. training and first aid background keep the airway open and the individual breathing until second aid appears.
 - Place volunteers in a proper alignment to aid and direct the rescue vehicle immediately to the sight of the injured victim. Your-emergency entrance must be unlocked, void of obstructions in its path and able to reach the victim while on the playing surface.
 - To enhance emergency room access, make sure all medical and insurance forms are up to date and carried with the ambulance. The parents must be contacted and instructed on the action taken for their child.
 - Have individuals who witness the accident fill out a visual report so there is an unbiased reporting as to what happened. This key point is one of the more important defense steps that a department or team has.
 - Take pictures of the accident scene. Whether the picture is favorable or unfavorable, this is prudent and valuable in proving your case.
 - Make every attempt to visit and console the injured person. This is a time when "bedside manner" plays an important part in the family's feeling surrounding the accident and/or long term problems.
 - Review you accident procedure and correct the weaknesses.

By having a first-aid certificate, a team trainer available, a cellular phone on site, an emergency procedure in place, and follow-up reporting documented, doesn't necessarily mean you are out of the lawsuit woods. But you shown to the court that serious problems have been discussed and thought out and that your policies and procedures were in place.

You or your department/school may still get suited and even lose when you have done everything correctly. The most important feature of this whole exercise is that maybe you might have just saved a life or saved a life-threatening situation because you were ahead of the liability wave.

Although you lost in court, you won on the field. Congratulations.

Softball & Baseball Field Maintenance Safety Audit

Site	Field #s	Date
Inspector	Weather Conditions	

Softball and baseball fields should be thoroughly audited prior to the activity season. Frequent in-season inspections for each of the following areas will depend on the use of the facility. Although it is designed to be used for a comprehensive audit, this form can also be used for an in-season or post-season inspection. Routine maintenance schedules can be made from the information noted on the audit form.

Check each box "no" if repairs are **NOT** necessary. If the answer to any question is "yes", write a comment about each problem area in the "comments" space provided at the end of each section. All boxes checked "yes" should be scheduled for repair and dated after the repair is made. This form should only be used once, on the date listed at the top.

Checked	SKINNED AREAS	Repair Date
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Soil</i> - too loose to provide good running traction	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Soil</i> - surface is not loose enough around sliding zones for safe sliding.	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Soil</i> - too abrasive (rocks, etc.) for safe sliding	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Soil</i> - too compacted to provide good drainage	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Running paths/Sliding zones</i> - has become worn near bases	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Batter's box / Home plate area</i> - has become worn and needs to be reconditioned	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Pitcher's mound</i> - has become worn and needs to be reconditioned	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Infield area</i> - has low spots, holes, or is not level and should be dragged/re-graded	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Soil buildup</i> - There is a hazardous lip between the skinned area and the turf	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Skinned areas</i> - have unsafe wet spots and/or puddles	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Warning track</i> - There is no track or it is less than 10 feet wide	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Warning track</i> - Is overgrown with vegetation and/or uneven in grade	
Yes ' No ' <input checked="" type="checkbox"/>	√ <i>Foul areas</i> - Are uneven in grade / need reconditioning	

Comments:

Checked	PLAYING SURFACE	Repair Date
Yes ' No '	√ <i>Maintenance equipment</i> - Such as rakes, hoses, etc. have been left on the field	
Yes ' No '	√ <i>Litter and unsafe debris</i> - Is scattered around the field and player/spectators area	
Yes ' No '	√ <i>Waste containers</i> - Supply and location inadequate	
Yes ' No '	√ <i>Sprinkler heads, drainage grates, valve boxes, etc.</i> - In the field are above grade or have sharp edges or unsafe protrusions	
Yes ' No '	√ <i>Accidents</i> - There have been reports from/about players running into surrounding objects such as fencing, light posts, bleachers, etc.	
Yes ' No '	√ <i>Field design</i> - Our facility does comply with industry recommended field design specifications	
Yes ' No '	√ <i>Home plate/Field layout</i> - Has been insafely altered. Home plate has been moved back toward the backstop.	
Comments:		

Checked	BASES AND ANCHORING	Repair Date
Yes ' No '	√ <i>Base coverings</i> - have unsafe rips or gouges	
Yes ' No '	√ <i>Base framework or hardware</i> - is loose or damaged	
Yes ' No '	√ <i>Base ground stake</i> - is unsafely protruding above the surface grade	
Yes ' No '	√ <i>Base ground stake</i> - is out of alignment or not level with the surface	
Yes ' No '	√ <i>Base ground stake</i> - is not firmly secured in its concrete footing	
Yes ' No '	√ <i>Base ground stake</i> - and it's footing are not installed according to the manufacturer's requirements	
Yes ' No '	√ <i>Bases</i> - do not seat properly with the ground elevation or they are seated loosely	
Yes ' No '	√ <i>Concrete footings</i> - have rounded edges and may twist out of place in the ground	
Yes ' No '	√ <i>Home plate</i> - surface it not level with the surrounding surface or is not secured safely into the ground	
Yes ' No '	√ <i>Home plate</i> - surface is worn or irregular	
Yes ' No '	√ <i>Pitcher's rubber</i> - is not level with the surrounding surface or is not secured safely into the ground	
Yes ' No '	√ <i>Pitcher's rubber</i> - is showing unsafe wear or gouges	
Comments:		

Checked	FENCING	Repair Date
Yes ' No '	√ <i>Fence posts</i> - are loose or improperly set in the ground	
Yes ' No '	√ <i>Fence posts</i> - are on the inside of the playing area	
Yes ' No '	√ <i>Dome caps</i> - all dome caps are not in place	
Yes ' No '	√ <i>Concrete footings</i> - are exposed above ground	
Yes ' No '	√ <i>Fencing</i> - is not securely attached to the fence posts with loose or broken ties	
Yes ' No '	√ <i>Gaps</i> - There are unsafe gaps under the fence	
Yes ' No '	√ <i>Bottom of the fence</i> - There is no bottom tension wire or railing to secure the bottom of the fence	
Yes ' No '	√ <i>Chain link</i> - Wire ends are exposed along the top	
Yes ' No '	√ <i>Protrusions</i> - There are damaged portions of fencing that are loose, sharp, or unsafe	
Yes ' No '	√ <i>Gates</i> - are hard to open/close. Hinge or latch problems	
Yes ' No '	√ <i>Backstop</i> - There are unsafe gaps or netting with worn out boards or fence	
Yes ' No '	√ <i>Backstop</i> - does not meet industry specifications	
Yes ' No '	√ <i>Outfield fence</i> - Permanent fence has on illuminated top rail border	
Yes ' No '	√ <i>Outfield fence</i> - Temporary fence is not collapsible. Farm-type T-posts have been used to support fence	

Comments:

Checked	DUG OUTS	Repair date
Yes ' No '	√ <i>Fencing</i> - do not extend to the end of the dugout area	
Yes ' No '	√ <i>Benches</i> - are worn and in disrepair	
Yes ' No '	√ <i>Equipment</i> - Storage system is sharp, worn, and unsafe	

Comments:

Checked	TURF	Repair Date
Yes ' No '	√ <i>Bare spots</i> - Hard soil surface exposed	
Yes ' No '	√ <i>Soil sub-surface</i> - is roughly graded making it an unsafe running surface	
Yes ' No '	√ <i>Soil sub-surface</i> - is too wet or drains poorly making an unsafe running surface	
Yes ' No '	√ <i>Texture, density, or height</i> - Turf is not uniform making an unsafe running surface	
Yes ' No '	√ <i>Irrigation</i> - Irrigation system comes on during games	
Yes ' No '	√ <i>Thatch</i> - Excessive thatch is causing turf to be lumpy and unsafe to run on	
Yes ' No '	√ <i>Vegetation</i> - There are weeds with thorns, bristles, or burrs in the turf	
Yes ' No '	√ <i>Gopher/woodchuck</i> - There are animal mounds and holes in the turf area	
Yes ' No '	√ <i>Tire ruts</i> - There are hazardous tire ruts in the turf	

Comments:

Checked		LIGHTING	Repair Date
Yes	' No	√ <i>Lighting system</i> - was not designed, installed, and inspected by properly trained engineer or technicians	
Yes	' No	√ <i>Light bulbs</i> - There are burned out lights	
Yes	' No	√ <i>Beam direction</i> - The light are out of adjustment	
Yes	' No	√ <i>Grid pattern</i> - Lighting on the field is uneven or irregular	
Yes	' No	√ <i>Brightness/Intensity</i> - The lighting foot-candles do not meet industry recommended specifications	
Yes	' No	√ <i>Utility poles</i> - There is no padding for the light poles, concrete bases, or bolts	

Comments:

Checked		BLEACHERS	Repair Date
Yes	' No	√ <i>Nuts and bolts</i> - on the bleachers are loose or missing or protruding	
Yes	' No	√ <i>Guard railing</i> - Side and back protective railing do not meet NFPA standards	
Yes	' No	√ <i>End caps</i> - planks or railing end caps are loose or missing	
Yes	' No	√ <i>Walking surface</i> - width does not meet NFPA standards	
Yes	' No	√ <i>Steps</i> - do not meet NFPA standards	
Yes	' No	√ <i>Wooden planks</i> - are worn out or splintered	
Yes	' No	√ <i>Bleacher units</i> - There are gaps between adjacent units	
Yes	' No	√ <i>Bleacher units</i> - Adjacent units do not match in size	
Yes	' No	√ <i>Other</i> - There are hazardous protrusions, edges, or pinch points, etc.	

Comments:

Checked		GENERAL SAFETY	Repair Date
Yes	' No	√ <i>Foul lines</i> - skinned foul lines have become rutted	
Yes	' No	√ <i>Chalking material</i> - use is irritating to the eyes	
Yes	' No	√ <i>Signage</i> - There are no warning signs posted informing players or spectators of the rules or hazardous conditions	
Yes	' No	√ <i>Comforts</i> - There are no public telephones available for emergency situations	
Yes	' No	√ <i>Comforts</i> - There are no clean restrooms for convenience	
Yes	' No	√ <i>Concessions</i> - Facility is not checked for safety	
Yes	' No	√ <i>Construction areas</i> - Areas that are hazardous or under repair have not been blocked off or identified	
Yes	' No	√ <i>Communications</i> - between the maintenance staff and the facility users	
Yes	' No	√ <i>PPE</i> - Personal protective equipment was not distributed to all employees based upon the task at hand	
Yes	' No	√ <i>Orientation</i> - Employees did not receive safety orientation for job tasks and the operation of power equipment.	

Comments: