

Town of Colma Public Works Department Sidewalk Maintenance Program

I. Introduction

The Town of Colma maintains approximately fourteen miles of sidewalk, curb and gutter. Due to the magnitude of this task, not all sidewalks, curbs or gutters can be maintained equally or repaired simultaneously. This program outlines a strategy to monitor, identify and correct potential hazardous conditions to help ensure safe and accessible pedestrian travel throughout the Town for the benefit of all residents.

For the purposes of this program, *sidewalks* are defined as that portion of the public right-of-way which is primarily devoted to pedestrian use. *Pedestrians* are defined as anyone using the sidewalk network, including individuals walking, using a wheelchair or other mobility device, and pushing a stroller or cart.

II. Purpose

The purpose for the Sidewalk Maintenance Program is to provide a basis for consistent implementation and adherence to policies and procedures which reflect industry's best practices for the repair, replacement, and maintenance of the Town's pedestrian paths of travel, paved or unpaved. This will assure that these and newly developed best practices continue to be observed in the Town of Colma despite changes in management and staff. The policy also addresses the training and assignment of staff to assure those knowledgeable in recognizing and mitigating potential sidewalk safety hazards, perform and document routine maintenance and conduct inspections consistent with ADAAG, California Division of the Architect AC Title 24, USDOT (see Section V below) and the CA streets and highway code 5100.

III. Scope

This Policy applies to all sidewalks located within the Town of Colma. This includes El Camino Real which is the property of the state; however the Town is responsible for routine maintenance per an agreement between Cal Trans and the Town.

IV. Responsibility

- The Deputy Public Works Director is responsible for administering this program.
- The Public Works Supervisor assures the policy is implemented, monitored and updated.
- Maintenance Technicians performs inspections and report/document hazards.
- Maintenance Technicians and contractors perform routine maintenance.
- The Risk Manager and ADA Coordinator are responsible to assure hazard mitigated or other prescribed protective action resulting from inspection is completed.

V. Standards and Guidelines

- U.S. Access Board's Americans with Disabilities Act Accessibility Guidelines (ADAAG) and Their Relevance to Sidewalk Maintenance
- United States Department of Transportation Policy Statement on Bicycle and Pedestrian Accommodation – Regulations and Recommendations
- 2011 California Division of State Architect Access Compliance Reference Manual and Title 24 CCR Division II Exterior Facilities
- Cal Streets and Highway Codes

VI. Inspection and Maintenance Goals

A. Inspection Goals

- Document sidewalk structure and condition
- Schedule sidewalk maintenance work
- Reduce safety hazards, barriers to accessibility and liability

B. Inspection Criteria

Town sidewalks are inspected and measured against the ADAAG, California Department of Transportation Guidelines, and Title 24 requirements.

C. Inspection Frequency

Sidewalks are visually inspected by Public Works staff during their day to day routine maintenance. A thorough inspection is conducted and documented on an annual basis when Maintenance Technicians walk all Town sidewalks using the standards identified in section VIII. See Attachment A for sidewalk inspection form.

D. Inspectors

Appropriately trained Maintenance Technicians perform inspections and report hazards using the guidelines outlined in ADAAG and California Department of Transportation Guidelines.

VII. Hazard Mitigation

Correction or mitigation of sidewalk hazards for the safety of residents and visitors are prioritized and completed based on degree of risk and budget as determined by the Deputy Public Works Director, Public Works Supervisor, Risk Manager and/or ADA Coordinator. If hazards cannot be mitigated immediately, steps are taken to prevent access to the damaged area or warn of the hazard by marking, signage or other appropriate means.

Sidewalk hazards are evaluated by the Public Works Supervisor and are determined to be a hazard to people or property before it can be removed. It is the responsibility of

the Public Works Supervisor to assure action has been taken to address known hazardous conditions.

Hazards that may create the need for mitigation are broken and raised pavement greater than 1/2", slopes with potential to tip wheelchairs (cross slopes exceeding 2%) and related mobility devices, vegetation that intrudes into the walkway, holes around trees, signs, poles, stands or benches that obstruct or narrow the path of travel, gaps, cracks and sunken sidewalks.

Access to the potentially hazardous areas are marked with paint and, if an imminent hazard is present, the area is restricted (caution taper, traffic cones, barricades) to protect people and property until the hazard is removed. Photos are taken to record preventive measures put in place until repair is completed.

VIII. Sidewalk Maintenance

The Town will use the following criteria to maintain sidewalks:

Sidewalk Condition	Town Action
A. Sidewalk vertical displacement less than 1/2"	None taken
B. Sidewalk vertical displacement between 1/2" and 1 1/2"	Sidewalk is ground smooth (commercial areas only), sidewalk ramping is performed or pavers are removed and adjusted to match concrete sidewalk.
C. Sidewalk vertical displacement greater than 1 1/2"	Sidewalk is removed and temporarily ramped with asphalt concrete or pavers are removed and adjusted to match concrete sidewalk. This location is then added to the Town's list for removal and replacement with the Annual Sidewalk Maintenance Project.
D. Sidewalk cracked, creating an uneven and lifted surface	Sidewalk is removed and replaced with Annual Sidewalk Maintenance Project

Uplifted or damaged curb and gutter is also repaired, however it is not a priority. The Town's first priority is to address potential tripping hazards in the pedestrian walkway areas and barriers to access on main path of travel. Ponding water in the gutter pan only becomes a priority when the water affects the stability and integrity of the adjacent asphalt pavement section as water in the pavement sub grade deteriorates the service life of our Town streets.

IX. Recordkeeping

All inspections and maintenance performed on Town Sidewalks are recorded on an inspection form (Attachment A) and then reviewed for hazard mitigation.

Records are reviewed by the Risk Manager and retained per the Town's records retention policy.

X. Incident Investigation

Any incident involving a claim of injury or damage due to a Town sidewalk is reviewed by the Risk Manager and Public Works Supervisor to determine the likely cause of the incident and determine appropriate action to reduce likelihood of reoccurrence. Incident review is documented using an Incident Form found in Attachment B.

ATTACHMENT A

**Town of Colma – Public Works Department
Sidewalk Inspection Form**

Today's Date & Time: _____ AM/PM

Inspection Date & Time: _____ AM/PM

Inspector: _____

Location: _____

Description of Sidewalk Condition: _____

Photos Taken? ____ Yes ____ No

Photos Attached? ____ Yes ____ No

Corrective Action is scheduled for: _____

Corrective Action Taken: _____

Date Corrective Action Taken: _____

Work was performed by: _____

Photos Taken? ____ Yes ____ No

Photos Attached? ____ Yes ____ No

Supervisor Signature: _____



Confidential

Appendix VIII

TOWN OF COLMA ACCIDENT/INCIDENT INVESTIGATION REPORT

Auto Accident Personal Injury Near Miss Hazardous Condition

Today's Date and Time: AM / PM

Date and Time of Accident/Incident: AM / PM

Location:

Employee(s) Involved Title(s) Dept DOH Months in Current Position

Employee(s) Injured Describe Injury and Body Part Involved Required Medical Treatment Employee Provided w/DWC-1

Non-Employee(s) Involved Address Phone # Insurance Information

Non-Employee(s) Injured Describe Injury and Body Part Involved Required Medical Treatment

Accident/Incident Description:

(Area provided on reverse side for drawing of accident/incident, if applicable) Attach any interview notes, photographs, related materials just as manufacturer's operating instructions, training records, etc.

What event led up to or contributed to this accident/incident? Why did this accident/incident happen?

(Weather, road conditions, condition of work area, lack of familiarity with task, equipment, etc, inattentiveness)

<u>Equipment Being Used at Time of Accident/Incident?</u>	<u>In Proper Working Order</u>	<u>Date Inspected/ Last Used</u>
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Town Equipment/Property Damaged: _____

Non-Town Equipment/Property Damaged: _____

Describe with as much detail as possible, what the employee was doing at the time of accident/incident.

Does this task require use of personal protective equipment (PPE)? _____

Was the employee using the personal protective equipment (PPE)? _____

Is there a relationship between the severity of the injury and using the PPE? If so, explain. _____

Does this task require specialized training or certification? _____

Does the employee have the specialized training or certification required? _____

Have similar accidents/incidents occurred? _____ If yes, list dates and brief descriptions.

What immediate corrective actions taken, when and by whom? _____

What long-term actions are needed, by whom, target dates for completion/implementation? _____

What post-loss actions should be take? _____

(Contact non-employee(s), submit workers' compensation claim and/or liability claim, subrogation.)

<u>Person(s) Accountable for Corrective Action</u>	<u>Target Completion Date</u>	<u>Actual Completion Date</u>
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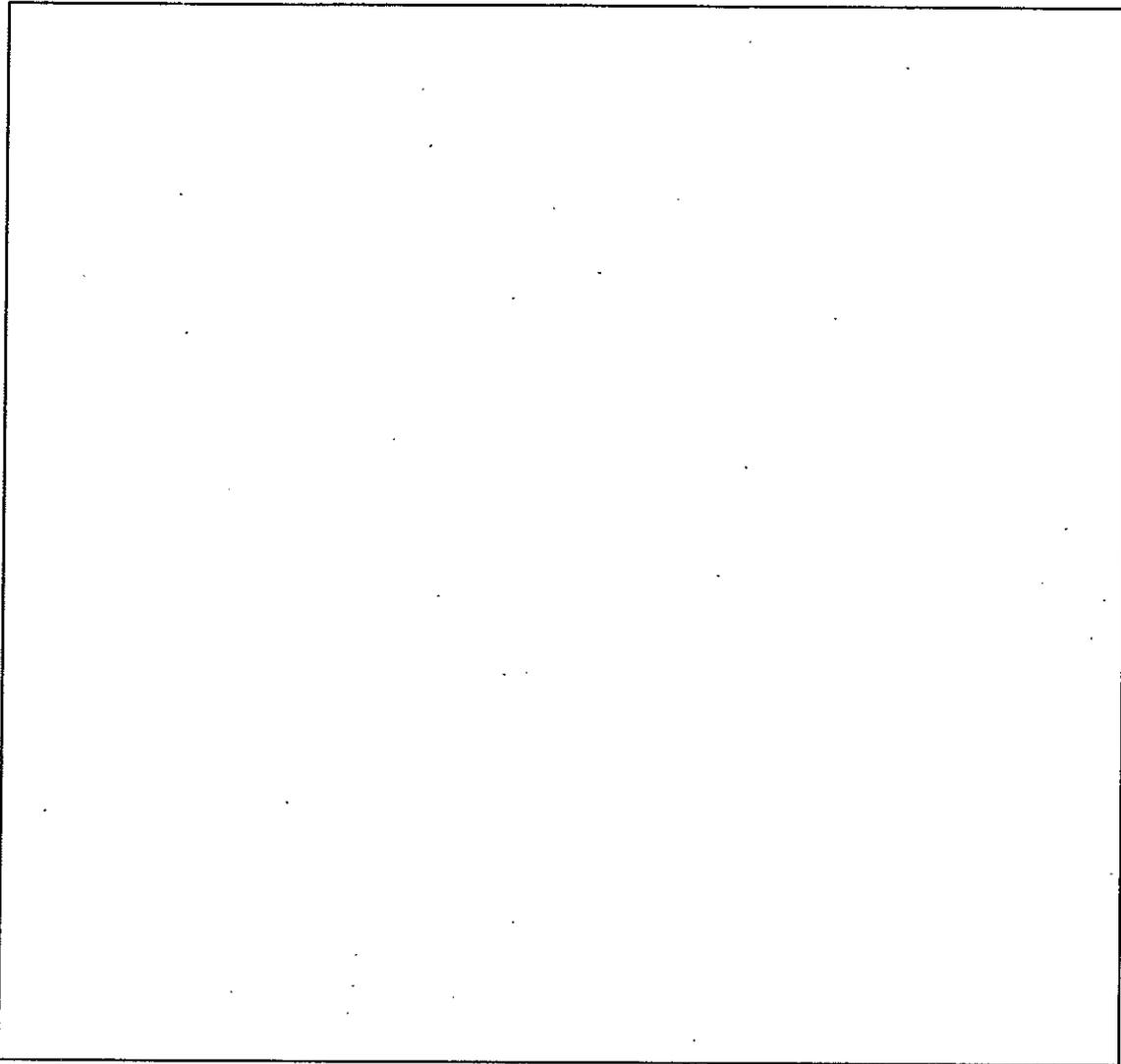
Investigation Completed By:	Print Name	Signature	Date and Time
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Responsible Manager:	Print Name	Signature	Date and Time
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N

W

E



S

Use the above box to draw the intersection or area of the incident. Include drawings of people, cars (etc.) when appropriate. Number figures if necessary for clarity.