

Parking Lot Safety

Parking lots can present risk of personal injuries and property damage for organizations. They must be effectively designed and maintained with proper safety controls in place to prevent injuries and mitigate losses.

The following guidelines will help to maintain a high level of safety:

- **Lighting:** Make sure parking lots are adequately illuminated. Overhead lights should be positioned to sufficiently illuminate all parking spaces and pedestrian walkways. Burnt-out light bulbs should be immediately reported and replaced.
- **Keep things tidy:** Keep bushes trimmed and eliminate blind spots that create security issues.
- **Security:** Post signs and implement video surveillance systems.
- **Keep the parking lot clean:** Trash and other debris should be picked up on a regular basis. Make parking lot inspections part of daily maintenance activities.
- **Reduce the risk of falls:** Inspect gutters, sprinklers and water systems around parking lots and pedestrian walkways. Run gutter systems and downspouts away from pedestrian walkways and parking lots. Redirect walkway water to avoid potential slip hazards.
- **Repair potholes and deteriorated pavement:** Conduct regularly scheduled parking lot audits and identify areas where repair is needed.
- **Improve visibility:** Install parabolic mirrors around blind corners of buildings or other obstacles.
- **Plan for snow:** Have a procedure for removing and treating ice and snow from parking lots and pedestrian walkway during winter months. Also, implement a "shoe policy" for these times of the year to assure the use of proper anti-slip soled shoes or devices.
- **Repaint parking lot lines and markings:** Do on a scheduled basis. Ensure appropriate ADA compliant spaces are provided in adequate numbers.
- **Maintain pedestrian walkways:** Sidewalks, ramps, and other pedestrian walkways should be properly maintained and designed in a safe manner.
- **Document all accidents and incidents:** Report these both immediately and at monthly safety committee meetings.
- **Identify high risk activities and locations:** Trend high frequency incidents and implement corrective actions.
- **Walkway height differences:** Demarcate with high visibility paint.
- **Watch for debris:** Careful of debris and landscaping materials getting onto walkways, creating slip and trip hazards.

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Vehicle traffic:

- **Use high visibility paint:** All surfaces should be demarcated with high visibility paint to identify parking areas and pedestrian crossings. Establish clear "Traffic Flow Patterns."
- **Visible signage:** Parking lot entrances and exits should be clearly demarcated with high visibility signage. Denote areas where one-way traffic is required.
- **Use painted concrete columns or other barriers:** Use them to protect gas meters, transformers and fire hydrants from vehicle damage.
- **Designate separate areas for guest and vendor traffic:** For example, prohibit vendors with commercial vehicles from using guest parking lots. Vendors should only use loading areas, equipped with separate methods of entrance and egress.
- **Perform inspections:** The Maintenance Department should have a parking lot inspection policy that is done at set intervals and includes a method for documenting findings and needed maintenance procedures.
- **Regulate the size of parking spaces:** Parking spaces should be wide enough to avoid damage from other parked vehicles.
- **Ensure contractors are covered:** Obtain certificates of insurance (COI) from any contractor performing service or repair work on parking lots. Use a Certificate of Insurance Tracking application to assure proper coverage and to track renewal dates.

Visitor protection:

- **Post warning signs:** Remind visitors not to store valuables in their vehicles and that your organization is not responsible for lost or stolen items.
- **Parking lot security:** Inspect by security personnel on a 24 hour schedule. Participate in a "business watch program". Frequency of inspections should increase during off hours, i.e., nighttime and early morning hours. Suspicious activities should be immediately reported to management and police as appropriate.
- **Make it easy to report suspicions:** Have a method for visitors to easily report suspicious activities to management.

Personal protective equipment (PPE): Employees required to work in parking lots and around moving vehicles should wear appropriate (PPE) to keep them safe. Typical hazardous positions pertaining to parking lots and vehicle traffic include valet attendants and security. Assure your staff utilizes the (PPE) as defined in your Hazard Assessment. For example:

- Proper anti-slip shoes.
- High visibility vests (orange or yellow) equipped with reflective stripping.
- LED signal lights for directing traffic flow.
- Safety reflective gloves for additional visibility.

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This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: _____ Date: _____

Trainer: _____ Trainer's Signature: _____

Class Participants:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

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