**Standard Operating Procedure**

A visual check of hand rails and corner guards will be made on an annual basis.

**Purpose**

To ensure that hand rails are securely fastened and that corner guards are not splintered.

**Procedure**

1. Test hand rails to determine that they are firmly anchored.
2. Visually inspect corner guards to assure that there are no holes, sharp or splintered edges.
3. Tighten or replace as necessary.