

# POOL SAFETY PLAN

## FOR COMMERCIAL POOLS

<b>Pool Administration/Information</b>	
Facility Name:	
Facility Address:	Phone:
Pool Safety Plan Prepared By:	Date:
Last Reviewed/Updated By: (required to be done at least once per year)	Date:

### Table of Contents

**Pool Data Sheets, Engineered Plans and/or Pool Drawings should be included if available.**

Location of Pool Data Sheets: (it is recommended that a laminated copy be posted in the filter room)

Location of Engineered Plans and/or Pool Drawings:

**Additional Information** (if required)

**Contact Information**

Facility Owner	Name:	Phone Number:	Cell Number:
Facility Manager	Name:	Phone Number:	Cell Number:
Operator/Maintenance	Name:	Phone Number:	Cell Number:

**Pool Details (Provide details for each pool in the facility)**

<b>Pool Name or Description</b> (e.g. main pool, hot tub)	Pool 1:	Pool 2: <input type="checkbox"/> N/A
	Type	Type
	Name	Name
	Facility/Premises #	Facility/Premises #
	Date Constructed:	Date Constructed:
	Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/>	Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/>
<b>Bather Load</b>		
<b>Surface Area of Pool</b>		
<b>Volume</b>		
<b>Depth</b>	Min _____ Max _____	Min _____ Max _____
<b>Design Flow Rate</b>		

**List of Equipment and Amenities**

Pool 1	Pool 2
Choose all that apply:	Choose all that apply:
Diving Board(s) <input type="checkbox"/>	Diving Board(s) <input type="checkbox"/>
Slides <input type="checkbox"/>	Slides <input type="checkbox"/>
Ladder(s) <input type="checkbox"/>	Ladder(s) <input type="checkbox"/>
Sauna <input type="checkbox"/>	Underwater Lighting <input type="checkbox"/>
Steam Room <input type="checkbox"/>	Other Features (list):
Underwater Lighting <input type="checkbox"/>	_____ <input type="checkbox"/>
Other Features (list):	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

**Procedures in the Event of a Serious Injury, Emergency or Incident**

<b>Emergency Contact List</b> (Post next to the telephone or in another visible location if no telephone is available.)		
<b>First Responders</b>		
Ambulance	911 or	(     )
Fire Department		(     )
Police		(     )
		(     )
<b>Building Contacts Trained in First Aid/Emergency Response/CPR (if any)</b>		
	(     )	Cell Phone (     )
	(     )	Cell Phone (     )
<b>Additional Contact Information</b>		
Local Hospital		(     )
Poison Control		(     )
Public Health Department		(     )
Pool Company		(     )
Gas Company		(     )
		(     )

<p><b>Example of an Emergency Phone Script</b></p> <ol style="list-style-type: none"> <li><b>Dial 911</b> and specify police, ambulance or fire.</li> <li><b>State</b> who you are along with the address and the phone number you are calling from: <ul style="list-style-type: none"> <li>Hello, I'm _____ at _____ (name) (facility)</li> <li>The address is _____ (facility street address)</li> <li>The swimming pool phone number is _____ (facility phone number)</li> </ul> </li> <li><b>State</b> the nature of the situation. If there is a fire, advise of chemical storage room location: _____</li> <li><b>Tell</b> them the best way to get to the facility (provide directions):</li> <li><b>Ask</b> what the estimated time of arrival is.</li> <li><b>Send</b> _____ to meet and direct emergency personnel to scene. (title of individual)</li> </ol>
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<b>Identify Location of Pool Emergency Phone or Procedure in the Event There is No Phone at Pool Side:</b>

**Facility Emergency Response** (These are only examples and do not cover all possible incidents or actions. Alter as appropriate. Attach blank copy of Incident Reporting Form and Emergency Site Plan.)

<p><b>Medical Emergencies</b> (near drowning/drowning, unconscious, chest pain, spinal/head injury, broken bones/sprains, seizures, allergic reactions, etc.)</p>	<p><b>Facility Procedure</b></p> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Provide assistance as necessary</li> <li>• Record incident on records sheet</li> <li>•</li> </ul>	<p><b>Prevention</b> (may include)</p> <ul style="list-style-type: none"> <li>• Signage posted and enforced</li> <li>• Staff training</li> <li>• Good water quality</li> <li>• Depth markings visible</li> <li>• Pool monitored for slips and entrapment</li> <li>•</li> </ul>
<p><b>Minor Incidents/First Aid</b></p>	<p><b>Facility Procedure</b></p> <ul style="list-style-type: none"> <li>• Provide assistance as necessary</li> <li>• Advise patron to see his/her doctor</li> <li>• Record incident on records sheet</li> <li>•</li> </ul>	<p><b>Prevention</b> (may include)</p> <ul style="list-style-type: none"> <li>• Signage posted and enforced</li> <li>• Pool monitored for slips and damage</li> <li>• First aid kit well stocked</li> <li>•</li> </ul>
<p><b>Heat-Related Incidents</b></p>	<p><b>Facility Procedure</b></p> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Provide assistance as necessary</li> <li>• Record incident in records</li> <li>•</li> </ul>	<p><b>Prevention</b> (may include)</p> <ul style="list-style-type: none"> <li>• Hot tub max 40°C</li> <li>• Signage posted</li> <li>• Clock functioning</li> <li>• Sink and shower water max 49°C</li> <li>•</li> </ul>
<p><b>Fecal/Vomit</b></p>	<p><b>Facility Procedure</b></p> <ul style="list-style-type: none"> <li>• See attached CDC Response Protocol</li> <li>• Record incident in records</li> <li>•</li> </ul>	<p><b>Prevention</b> (may include)</p> <ul style="list-style-type: none"> <li>• Signage posted</li> <li>•</li> </ul>
<p><b>Blood and Body Fluid Incidents</b> (in and out of water)</p>	<p><b>Facility Procedure</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>• Record incident in records</li> <li>•</li> </ul>	<p><b>Prevention</b> (may include)</p> <ul style="list-style-type: none"> <li>• Signage posted</li> <li>•</li> </ul>
<p><b>Disease Outbreaks</b> (rashes, eye or ear infection, fungal infections)</p>	<p><b>Facility Procedure</b></p> <ul style="list-style-type: none"> <li>• Contact Health Authority</li> <li>• Advise patron to see his/her doctor</li> <li>• Record in records</li> <li>• Check records to identify potential problems when client used facility and current conditions</li> <li>• Apply corrective action as necessary</li> <li>•</li> </ul>	<p><b>Prevention</b> (may include)</p> <ul style="list-style-type: none"> <li>• Signage posted and enforced</li> <li>• Exclude patrons that are ill</li> <li>• Minimize contamination to pool</li> <li>• Provide soap at showers and sinks</li> <li>• Follow cleaning procedures</li> <li>• Balance pool chemistry</li> <li>• Ensure adequate level of disinfectant</li> <li>•</li> </ul>
<p><b>Entrapment/Suction Incident</b></p>	<p><b>Facility Procedure</b></p> <ul style="list-style-type: none"> <li>• Shut down recirculation system if necessary</li> <li>• Call 911 if necessary</li> <li>• Close pool</li> <li>• Determine reason for entrapment</li> <li>• Apply corrective action</li> <li>• Record on record sheet</li> <li>•</li> </ul>	<p><b>Prevention</b> (may include)</p> <ul style="list-style-type: none"> <li>• Inspect pool facility regularly for entrapment hazards</li> <li>• Signage</li> <li>• Ensure proper flow through main drain</li> <li>• Ensure proper covers on main drain</li> <li>• Equalizer lines disabled</li> <li>•</li> </ul>
<p><b>Hostile/Aggressive/Difficult Person</b></p>	<p><b>Facility Procedure</b></p> <ul style="list-style-type: none"> <li>• Call 911 if necessary</li> <li>•</li> </ul>	<p><b>Prevention</b> (may include)</p> <ul style="list-style-type: none"> <li>• Staff training</li> <li>• No consuming alcohol or other intoxicants</li> </ul>

<b>Missing Person</b>	<b>Facility Procedure</b> <ul style="list-style-type: none"> <li>• Call 911 if necessary</li> <li>•</li> <li>• Record on record sheet</li> <li>•</li> </ul>	<b>Prevention</b> (may include) <ul style="list-style-type: none"> <li>• Proper signage</li> <li>• Parents supervise children</li> <li>• Evaluate pool and check bottom</li> </ul>
<b>Gas Leak</b> (chlorine, ozone, natural gas, propane, etc.)	<b>Facility Procedure</b> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Clear the building</li> <li>•</li> <li>• Record on record sheet</li> <li>•</li> </ul>	<b>Prevention</b> (may include) <ul style="list-style-type: none"> <li>• Know where and how to shut off gas</li> <li>• Preventive maintenance and checks</li> <li>• Monitoring systems</li> <li>• Staff training</li> <li>•</li> </ul>
<b>Chemical Spill</b>	<b>Facility Procedure</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>• Call 911 if necessary</li> <li>• Record on record sheet</li> <li>•</li> </ul>	<b>Prevention</b> (may include) <ul style="list-style-type: none"> <li>• Staff training</li> <li>• Personal protective equipment present</li> <li>• Knowledge of chemicals and interactions</li> <li>• Proper storage</li> <li>• Material Safety Data Sheets (MSDS) present</li> <li>•</li> </ul>
<b>Fire</b> (complete and attach an <b>evacuation plan</b> and <b>site plan</b> that includes location of alarms, exits, extinguishers, etc.)	<b>Facility Procedure</b> <ul style="list-style-type: none"> <li>• Call 911</li> <li>• Inform fire department of chemical storage and location of store room</li> <li>• See evacuation procedure below</li> <li>• Record on record sheet</li> </ul>	<b>Prevention</b> (may include) <ul style="list-style-type: none"> <li>• Staff training</li> <li>• Fire alarms and extinguishers</li> <li>• Exit signs clearly marked</li> <li>• Equipment maintained</li> <li>• Proper chemical storage</li> <li>•</li> </ul>
<b>Natural Disasters</b> (lightning, flood, earthquake, etc.)	<b>Facility Procedure</b> (area specific) <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<b>Prevention</b> (may include) <ul style="list-style-type: none"> <li>• Staff training</li> <li>•</li> </ul>

**Evacuation Procedures** (should include procedures in winter, special needs, age groups, meeting areas, etc. Attach building plan with evacuation routes.)

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**Lifesaving, First Aid, and Supervision**

<b>Emergency Equipment</b>	<b>Location(s)</b>
<input type="checkbox"/> Non-conductive reaching assist at least 3.5 m in length with a shepherd's hook	
<input type="checkbox"/> Throwing ring with rope at least 6 mm in diameter and length of half the width of the pool plus 3 m	
<input type="checkbox"/> Minimum of a #2 first aid kit	
<input type="checkbox"/> Personal protective equipment including pocket mask and gloves	
<input type="checkbox"/>	

**When No Lifeguard on Duty, a Clearly Visible Notice Must be Posted at Each Entrance to the Pool.**

NO LIFEGUARD ON DUTY  
  
CHILDREN MUST BE SUPERVISED BY AN ADULT

**Pool Rules**

**Location Posted:**

- Patrons must not enter the pool with an illness, open sores, bandages, head colds, discharging ears or nose or infected eyes.
- A cleansing shower must be taken before entering the pool.
- No running, fighting or horseplay
- No contaminating or fouling the pool
- Patrons must immediately report injuries or pool contamination to the operator.
- All children must be supervised by an adult.
- No diving (Regulation states no diving in water less than 2 m deep, but it is recommended there be no diving in an unsupervised pool.)
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**Attach Additional Signs/Rules for the Safe Use of Hot Tubs, Saunas, and Other Features.**

## Pool Operations

<b>Pool Operator Qualifications</b> (training/experience)

<b>When to Close the Pool to Swimmers</b>
<ul style="list-style-type: none"><li>• When there is the presence of vomitus or feces</li><li>• When minimum disinfection level cannot be maintained</li><li>• When water is too cloudy to see the pattern of the main drain</li><li>• When the recirculation system is not working</li><li>• When there is a power outage</li><li>• When superchlorinating or shocking</li><li>• When adding chemicals directly to the pool</li><li>• When any hazardous situation exists that could negatively impact the health and safety of swimmers (may require closure of the entire facility e.g. chlorine gas leak)</li><li>• When pH or other chemical parameters are out of required range</li><li>• When instructed by the Health Officer</li></ul>



<b>Procedures for Opening and Closing Pool at Beginning/End of Day</b> (attach additional sheet if necessary)

<b>Procedures for Opening and Closing Seasonal Pool at Beginning/End of Season</b> (attach additional sheet if necessary)

**Pool Water Chemistry Requirements**

<b>Parameters Requiring Testing</b>	<b>Minimum Testing Frequency</b>	<b>Test Results Required</b>	
pH	2 x / day	Within range of 7.2 – 7.8	
Combined Chlorine	2 x / day	Less than 1 ppm	
Alkalinity	1 x / week	Within range of 80 – 120 ppm	
Cyanuric Acid	1 x / week	Less than 80 ppm	
<b>Disinfectant</b>		<b>Water Temp ≤ 30°C</b>	<b>Water Temp &gt; 30°C</b>
Free Available Chlorine or	2 x / day	0.5 ppm or greater	1.5 ppm or greater
Chlorine Cyanurate (stabilized chlorine)	2 x / day	1.0 ppm or greater	2.0 ppm or greater
Bromine	2 x / day	1.5 ppm or greater	2.5 ppm or greater

<b>Name and Model of Test Kit</b> (may attach procedures for testing and calibration)	
<b>Name of Reagent</b>	<b>Shelf Life (Months)</b>

**Written Procedures in the Event Test Results Fail**

<b>Troubleshooting Problem</b>	<b>Product Used to Correct</b>	<b>General Procedures</b> (e.g. describe dilutions or use product label)
Disinfectant too high		
Disinfectant too low		
Combined chlorine too high		
pH too high		
pH too low		



<b>Written Procedures in the Event Test Results Fail</b> (continued)		
<b>Troubleshooting Problem</b>	<b>Product</b>	<b>General Procedures</b> (e.g. describe dilutions or use product label)
Alkalinity too high		
Alkalinity too low		
Cyanuric acid too high (if applicable)		
Cyanuric acid too low (if applicable – outdoor pools only)		
Water is cloudy		

<b>Safe Handling and Storage of Chemicals</b>	
<b>Chemicals Used</b>	<b>Essential Information, Precautions and Storage Details</b> (follow MSDS)
E.g. Sodium hypochlorite	(i.e. Corrosive, causes severe eye injury, skin burns, respiratory burns. Use protective gear to handle; do not mix with muriatic acid; chlorinator tank requires containment.)

<b>Procedure for Draining the Pool</b>

**Maintenance of Mechanical Equipment**

(Note: This list provides examples and is not intended to be a complete list. Modify as necessary.)

Installation and operating manuals are located \_\_\_\_\_

Equipment	What Needs to be Checked	Frequency	Corrective Procedures (for backwashing, replacing filter media, adjust flow and rate, etc.)
Filters	Backwash gauges		
	Filter media		
Chemical Feeder	<ul style="list-style-type: none"> <li>• Tubing</li> <li>• Pump</li> </ul>		
Pumps	<ul style="list-style-type: none"> <li>• Hair and lint strainer</li> <li>• Cavitation, noise</li> <li>• Leaks</li> <li>• Losses Prime</li> </ul>		
Water Temperature/Heater	<ul style="list-style-type: none"> <li>• Water temperature too hot/cold</li> <li>• Scaling/corrosion</li> </ul>		
Flow Meter	<ul style="list-style-type: none"> <li>• Flow Rate too high/low</li> <li>• Meter corroded</li> </ul>		
Ventilation			
Skimmers/Main Drain	<ul style="list-style-type: none"> <li>• Weir function</li> <li>• Proper % of flow</li> </ul>		
Ground Fault Interrupter			

**Operation and Maintenance Responsibilities Related to Facility**

<b>Duties</b> (i.e. clean deck, test pool chemistry, monitor and repair equipment, etc.)	<b>Person, Job Title or Company</b>	<b>Backup Person, Job Title or Company</b>	<b>Description</b>

## General Maintenance Checklist

The following are some of the items that should be included in your schedule (schedule may include a comments section):

- Pool basin
  - Checked for entrapment hazard (gap between 3.5" and 9")
  - Check water intakes for possible suction hazards
  - Check for any safety hazard such as sharp projections
  - Main drain is secure and in good repair
  - Checked for signs of deterioration
  - Skimmer basket cleaned
- Handrails, ladders, deck equipment secure
- Water level is correct for removal of floating debris
- Depth markings clearly visible
- Steps are clearly marked in a contrasting colour
- Floors are in good condition with non-slip surfaces, free of pooled water, free of ice in freezing conditions
- Adequate fencing, doors, gates, alarms to prevent unauthorized entry
- Drinking water fountain is operational (clean and good pressure)
- First aid kit well stocked
- Rescue equipment in good condition and easily accessible
- Signage is in place
- Shower/sink temperature below 49°C
- Ground fault circuit interrupter for underwater lights functioning
- Backflow prevention devices/air gap are functional
- Clock in place and functional
- Adequate lighting for pool area
- Pool temperature  $\leq$  to 37°C
- Hot tub temperature  $\leq$  to 40°C
- Flow meters working properly
- Drains secured, not broken
- Floating weirs functioning

<b>Pool Cleaning Schedule</b>				
<b>Area</b>	<b>Chemical, Cleaner or Other Products Used</b>	<b>How to Handle Safely/Procedure</b> (refer to MSDS)	<b>Cleaning Frequency</b>	<b>Person or Position Responsible</b>
<b>Floors</b>				
Change Room				
Showers/Washrooms				
Halls				
Pool Deck				
Floor/Deck Drains				
Other:				
<b>Surfaces</b>				
Benches/Lockers				
Shower Walls				
Toilet Bowls				
Sinks/Mirrors				
Pool Features				
Other:				
<b>Pool Basin</b>				
Tiles at Water Mark				
Skimmer Baskets				
Vacuuming				
Other:				
<b>Supplies</b>				
Toilet Paper				
Soap				
Towels/Bathing Suits				
Other:				
<b>Other Areas</b>				