**POOL SAFETY PLAN**

**FOR COMMERCIAL POOLS**

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**Table of Contents**

**Pool Administration/Information**

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:

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**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)**

**Pool Name or Description**

(e.g. main pool, hot tub)

Pool 1: Type

Name

Facility/Premises #

Pool 2: N/A

Type

Name

Facility/Premises #

Date Constructed:

Indoor Outdoor

Date Constructed:

Indoor Outdoor

**Bather Load**

**Surface Area of Pool**

**Volume**

**Depth**

Min Max

Min Max

**Design Flow Rate**

**List of Equipment and Amenities**

**Pool 1**

**Pool 2**

Choose all that apply: Diving Board(s) Slides

Ladder(s) Sauna

Steam Room Underwater Lighting Other Features (list):

Choose all that apply: Diving Board(s) Slides

Ladder(s) Underwater Lighting Other Features (list):

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

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**Identify Location of Pool Emergency Phone or Procedure in the Event There is No Phone at Pool Side:**

**Example of an Emergency Phone Script**

1. **Dial 911** and specify police, ambulance or fire.
2. **State** who you are along with the address and the phone number you are calling from:
	* Hello, I’m at

(name) (facility)

* + The address is

(facility street address)

* + The swimming pool phone number is

(facility phone number)

1. **State** the nature of the situation. If there is a fire, advise of chemical storage room location:
2. **Tell** them the best way to get to the facility (provide directions):
3. **Ask** what the estimated time of arrival is.
4. **Send** to meet and direct emergency personnel to scene.

(title of individual)

**Emergency Contact List**

**(Post next to the telephone or in another visible location if no telephone is available.)**

**First Responders**

Ambulance

911 or **( )**

Fire Department

**( )**

Police

**( )**

**( )**

**Building Contacts Trained in First Aid/Emergency Response/CPR** (if any)

**( )**

Cell Phone **( )**

**( )**

Cell Phone **( )**

**Additional Contact Information**

Local Hospital

**( )**

Poison Control

**( )**

Public Health Department

**( )**

Pool Company

**( )**

Gas Company

**( )**

**( )**

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**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.)

**Medical Emergencies**

(near drowning/drowning, unconscious, chest pain, spinal/head injury, broken bones/sprains, seizures, allergic reactions, etc.)

**Facility Procedure**

* Call 911
* Provide assistance as necessary
* Record incident on records sheet



**Prevention** (may include)

* Signage posted and enforced
* Staff training
* Good water quality
* Depth markings visible
* Pool monitored for slips and entrapment



**Minor Incidents/First Aid**

**Facility Procedure**

* Provide assistance as necessary
* Advise patron to see his/her doctor
* Record incident on records sheet



**Prevention** (may include)

* Signage posted and enforced
* Pool monitored for slips and damage
* First aid kit well stocked



**Heat-Related Incidents**

**Facility Procedure**

* Call 911
* Provide assistance as necessary
* Record incident in records



**Prevention** (may include)

* Hot tub max 40OC
* Signage posted
* Clock functioning
* Sink and shower water max 49 OC



**Fecal/Vomit**

**Facility Procedure**

* See attached CDC Response Protocol
* Record incident in records

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**Prevention** (may include)

* Signage posted



**Blood and Body Fluid Incidents**

(in and out of water)

**Facility Procedure**

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



* Record incident in records



**Prevention** (may include)

* Signage posted



**Disease Outbreaks**

(rashes, eye or ear infection, fungal infections)

**Facility Procedure**

* Contact Health Authority
* Advise patron to see his/her doctor
* Record in records
* Check records to identify potential problems when client used facility and current conditions
* Apply corrective action as necessary



**Prevention** (may include)

* Signage posted and enforced
* Exclude patrons that are ill
* Minimize contamination to pool
* Provide soap at showers and sinks
* Follow cleaning procedures
* Balance pool chemistry
* Ensure adequate level of disinfectant



**Entrapment/Suction Incident**

**Facility Procedure**

* Shut down recirculation system if necessary
* Call 911 if necessary
* Close pool
* Determine reason for entrapment
* Apply corrective action
* Record on record sheet



**Prevention** (may include)

* Inspect pool facility regularly for entrapment hazards
* Signage
* Ensure proper flow through main drain
* Ensure proper covers on main drain
* Equalizer lines disabled

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**Hostile/Aggressive/Difficult Person**

**Facility Procedure**

* Call 911 if necessary

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**Prevention** (may include)

* Staff training
* No consuming alcohol or other intoxicants

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

**Missing Person**

**Facility Procedure**

* Call 911 if necessary

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* Record on record sheet



**Prevention** (may include)

* Proper signage
* Parents supervise children
* Evaluate pool and check bottom

**Gas Leak**

(chlorine, ozone, natural gas, propane, etc.)

**Facility Procedure**

* Call 911
* Clear the building

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* Record on record sheet

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**Prevention** (may include)

* Know where and how to shut off gas
* Preventive maintenance and checks
* Monitoring systems
* Staff training

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**Chemical Spill**

**Facility Procedure**

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* Call 911 if necessary
* Record on record sheet



**Prevention** (may include)

* Staff training
* Personal protective equipment present
* Knowledge of chemicals and interactions
* Proper storage
* Material Safety Data Sheets (MSDS) present



**Fire**

(complete and attach an **evacuation plan** and **site plan** that includes location of alarms, exits, extinguishers, etc.)

**Facility Procedure**

* Call 911
* Inform fire department of chemical storage and location of store room
* See evacuation procedure below
* Record on record sheet

**Prevention** (may include)

* Staff training
* Fire alarms and extinguishers
* Exit signs clearly marked
* Equipment maintained
* Proper chemical storage

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**Natural Disasters**

(lightning, flood, earthquake, etc.)

**Facility Procedure** (area specific)

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**Prevention** (may include)

* Staff training

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**Lifesaving, First Aid, and Supervision**

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**Attach Additional Signs/Rules for the Safe Use of Hot Tubs, Saunas, and Other Features.**

**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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**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

**Emergency Equipment**

**Location(s)**

Non-conductive reaching assist at least

3.5 m in length with a shepherd’s hook

Throwing ring with rope at least 6 mm in diameter and length of half the width of the pool plus 3 m

Minimum of a #2 first aid kit

Personal protective equipment including pocket mask and gloves

**Pool Operations**

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

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

**When to Close the Pool to Swimmers**

* When there is the presence of vomitus or feces
* When minimum disinfection level cannot be maintained
* When water is too cloudy to see the pattern of the main drain
* When the recirculation system is not working
* When there is a power outage
* When superchlorinating or shocking
* When adding chemicals directly to the pool
* 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)
* When pH or other chemical parameters are out of required range
* When instructed by the Health Officer

**Pool Operator Qualifications** (training/experience)

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

**Troubleshooting Problem**

**Product Used to Correct**

**General Procedures**

(e.g. describe dilutions or use product label)

Disinfectant too high

Disinfectant too low

Combined chlorine too high

pH too high

pH too low

**Name and Model of Test Kit** (may attach procedures for testing and calibration)

**Name of Reagent**

**Shelf Life (Months)**

**Pool Water Chemistry Requirements**

**Parameters Requiring Testing**

**Minimum Testing Frequency**

**Test Results Required**

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

**Disinfectant**

**Water Temp ≤ 30OC**

**Water Temp > 30OC**

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

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**Procedure for Draining the Pool**

**Safe Handling and Storage of Chemicals**

**Chemicals Used**

**Essential Information, Precautions and Storage Details** (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.)

**Written Procedures in the Event Test Results Fail** (continued)

**Troubleshooting Problem**

**Product**

**General Procedures**

(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

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**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

* Tubing
* Pump

Pumps

* Hair and lint strainer
* Cavitation, noise
* Leaks
* Losses Prime

Water Temperature/Heater

* Water temperature too hot/cold
* Scaling/corrosion

Flow Meter

* Flow Rate too high/low
* Meter corroded

Ventilation

Skimmers/Main Drain

* Weir function
* Proper % of flow

Ground Fault Interrupter

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**Operation and Maintenance Responsibilities Related to Facility**

**Duties**

(i.e. clean deck, test pool chemistry, monitor and repair equipment, etc.)

**Person, Job Title or Company**

**Backup Person, Job Title or Company**

**Description**

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**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 49OC

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 ≤ to 37OC Hot tub temperature ≤ to 40OC Flow meters working properly Drains secured, not broken

Floating weirs functioning

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**Pool Cleaning Schedule**

**Area**

**Chemical, Cleaner or Other Products Used**

**How to Handle Safely/Procedure**

(refer to MSDS)

**Cleaning Frequency**

**Person or Position Responsible**

**Floors**

Change Room

Showers/Washrooms

Halls

Pool Deck

Floor/Deck Drains

Other:

**Surfaces**

Benches/Lockers

Shower Walls

Toilet Bowls

Sinks/Mirrors

Pool Features

Other:

**Pool Basin**

Tiles at Water Mark

Skimmer Baskets

Vacuuming

Other:

**Supplies**

Toilet Paper

Soap

Towels/Bathing Suits

Other:

**Other Areas**