

POOL OPERATION SAFETY PLAN

FOR COMMERCIAL AQUATIC VENUES

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:	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"/>
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:	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"/>
Underwater Lighting <input type="checkbox"/>	Underwater Lighting <input type="checkbox"/>
Other Features (list): <input type="checkbox"/>	Other Features (list): <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

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

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	()
	()

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)
3. **State** the nature of the situation. If there is a fire, advise of chemical storage room location:

4. **Tell** them the best way to get to the facility (provide directions):
5. **Ask** what the estimated time of arrival is.
6. **Send** _____ to meet and direct emergency personnel to scene.
 (title of individual)

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

_____ _____ _____

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>Medical Emergencies (near drowning/drowning, unconscious, chest pain, spinal/head injury, broken bones/sprains, seizures, allergic reactions, etc.)</p>	<p>Facility Procedure</p> <ul style="list-style-type: none"> • Call 911 • Provide assistance as necessary • Record incident on records sheet • 	<p>Prevention (may include)</p> <ul style="list-style-type: none"> • Signage posted and enforced • Staff training • Good water quality • Depth markings visible • Pool monitored for slips and entrapment •
<p>Minor Incidents/First Aid</p>	<p>Facility Procedure</p> <ul style="list-style-type: none"> • Provide assistance as necessary • Advise patron to see his/her doctor • Record incident on records sheet • 	<p>Prevention (may include)</p> <ul style="list-style-type: none"> • Signage posted and enforced • Pool monitored for slips and damage • First aid kit well stocked •
<p>Heat-Related Incidents</p>	<p>Facility Procedure</p> <ul style="list-style-type: none"> • Call 911 • Provide assistance as necessary • Record incident in records • 	<p>Prevention (may include)</p> <ul style="list-style-type: none"> • Hot tub max 104^oF • Signage posted • Clock functioning • Sink and shower water max 120^oF •
<p>Fecal/Vomit</p>	<p>Facility Procedure</p> <ul style="list-style-type: none"> • See attached CDC Response Protocol • Record incident in records • 	<p>Prevention (may include)</p> <ul style="list-style-type: none"> • Signage posted •
<p>Blood and Body Fluid Incidents (in and out of water)</p>	<p>Facility Procedure</p> <ul style="list-style-type: none"> • • • • Record incident in records • 	<p>Prevention (may include)</p> <ul style="list-style-type: none"> • Signage posted •
<p>Disease Outbreaks (rashes, eye or ear infection, fungal infections)</p>	<p>Facility Procedure</p> <ul style="list-style-type: none"> • 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 • 	<p>Prevention (may include)</p> <ul style="list-style-type: none"> • 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 •
<p>Entrapment/Suction Incident</p>	<p>Facility Procedure</p> <ul style="list-style-type: none"> • Shut down recirculation system if necessary • Call 911 if necessary • Close pool • Determine reason for entrapment • Apply corrective action • Record on record sheet • 	<p>Prevention (may include)</p> <ul style="list-style-type: none"> • Inspect pool facility regularly for entrapment hazards • Signage • Ensure proper flow through main drain • Ensure proper covers on main drain • Equalizer lines disabled •
<p>Hostile/Aggressive/Difficult Person</p>	<p>Facility Procedure</p> <ul style="list-style-type: none"> • Call 911 if necessary • 	<p>Prevention (may include)</p> <ul style="list-style-type: none"> • Staff training • No consuming alcohol or other intoxicants

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

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

Lifesaving, First Aid, and Supervision

Emergency Equipment	Location(s)
<input type="checkbox"/> Non-conductive reaching assist at least 12 ft in length with a shepherd's hook	
<input type="checkbox"/> Throwing ring with rope at least ¼ inch in diameter and length of one and a half times the width of the pool	
<input type="checkbox"/> Minimum of MAHC list 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 5 foot depth, 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

Pool Operator Qualifications (training/experience)

When to Close the Pool to Swimmers
<ul style="list-style-type: none">• 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 super chlorinating 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

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

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

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		

Safe Handling and Storage of Chemicals

Chemicals Used	Essential Information, Precautions and Storage Details (follow SDS)
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.)

Procedure for Draining the Pool

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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	<ul style="list-style-type: none">• Tubing• Pump		
Pumps	<ul style="list-style-type: none">• Hair and lint strainer• Cavitation, noise• Leaks• Losses Prime		
Water Temperature/Heater	<ul style="list-style-type: none">• Water temperature too hot/cold• Scaling/corrosion		
Flow Meter	<ul style="list-style-type: none">• Flow Rate too high/low• Meter corroded		
Ventilation			
Skimmers/Main Drain	<ul style="list-style-type: none">• Weir function• Proper % of flow		
Ground Fault Interrupter			

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

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 color
- 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 120°F
- 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 86°F
- Spa temperature \leq to 104°F
- Flow meters working properly
- Drains secured, not broken
- Floating weirs functioning

Pool Cleaning Schedule				
Area	Chemical, Cleaner or Other Products Used	How to Handle Safely/Procedure (refer to SDS)	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				