

Public Swimming Pool Operator's Guide

You will learn:

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Public Pools
Regulation 565



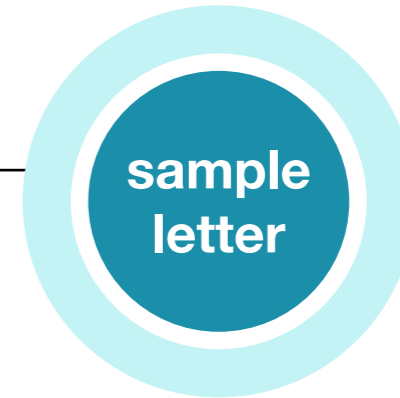
**It is your
responsibility
to comply!**

Before Opening a Pool:

YOU MUST:

- ✓ send **written notice** to the health unit about your plans to open, two weeks prior to opening.
- ✓ **get permission** from a Public Health Inspector to open the pool.

This applies to all new pools, or any pool that has been closed for more than four weeks.



TO:
Medical Officer of Health
Brant County Health Unit
194 Terrace Hill St.,
Brantford, ON N3R 1G7

Re: Notification of Pool Opening

Name of Pool: _____

Address: _____

Phone No: _____

Operator: _____

Date to be Opened: _____

Pool Classification Class A Class B



Pool Classifications

WHAT IS YOUR POOL CLASS?

Class A

Includes pools that are:

- Open to the general public

OR

- Associated with an educational, instructional, physical fitness or athletic institution, supported (in whole or part) by public funds.

OR

- Operated on the premises of a recreational camp, for use by campers and their visitors

Class B

Includes pools that are operated in the following places:

- apartment building (5+ units)
- mobile home park
- nurses residence
- hotel
- campground
- private club
- condominium
- day nursery
- day camp

OR

- Pools located in an establishment or institution for the care or treatment of persons who are ill, infirm, or aged, or for persons in custodial care

Daily Operation

Every owner & every operator must ensure:

Every owner shall designate an operator.



- ✓ the pool (and its equipment) is in **safe** and **sanitary condition**
- ✓ the pool is **NOT accessible** to anyone (aside from operation or maintenance staff) during periods when the pool is **not intended to be open**
- ✓ the recirculation system and chemical feeders operate **continuously, 24-hours a day**, without regard the actual use of the pool each day.*



* Except for stoppage for maintenance, repairs or backwashing of fliters, or for a closure for a continuous period of 7 days or more.

Daily Operation

continued

Every owner & every operator must ensure:

- ✓ all components of the recirculation system are in proper working order
- ✓ all surfaces of the pool deck and walls are sanitary and free from hazards
- ✓ change rooms, toilets and shower facilities, where provided, are available for use before entering the deck
- ✓ submerged surfaces of the pool are white or light in colour, except for markings for safety or competition purposes.
- ✓ provisions are made for the safe storage and handling of all required chemicals
- ✓ a black disc, 15 cm (150 mm) in diameter on a white background, is affixed to the bottom of the pool at its deepest point
- ✓ exposed piping within the pool enclosure is identified by:
 - > colour coding with coloured bands at least 2.5 cm (25 mm) wide, spaced along the piping at intervals not greater than 1.20 metres, or
 - > painting the entire outer surface of the piping, in accordance with the following code:
chlorine - yellow
potable water - green

Required Safety Equipment

Reaching Pole

- 3.65 m long, electrically insulated and available on deck

Spine Board

- To be in good condition and on pool deck

Two Throwing aids

- Rope width to be 6 mm in diameter
- Rope length to be 3 m plus half the width of the pool
- Available on deck and located on either side of the pool

If the pool has underwater lights, or electrical outlets within 3 meters of the pool surface, you will also need:

Ground Fault Detector

- Must be tested daily.



Equipment must be in good condition!



Required Safety Equipment

continued

Emergency Phone

- Class A pools - the phone must be located on the pool deck
- Class B pools - the phone must be located within 30 m of the pool
- Must be in good working order, and be tested daily



Cell phones
are NOT
acceptable
emergency
phones!

!

Required Safety Equipment

continued

First Aid Kit

- Conveniently located and well marked

Contents:	
Item	Quantity
safety pins	12
adhesive dressings - individually wrapped	24
sterile gauze pads - 7.5 cm (75 mm) square	12
rolls of gauze bandages - 5 cm (50 mm) wide	4
rolls of gauze bandages - 10 cm (100 mm) wide	4
sterile surgical pads - individually wrapped	4
triangular bandages	6
rolls of splint padding	2
roll-up splint	1
First Aid Manual - St. John Ambulance, or Canadian Red Cross	1



Required Signs

The following weatherproof signs or markings are required

- General Pool Rules
- Shower Sign
- Emergency Telephone
- No Diving
- Deck Markings
- Unsupervised Sign



General Pool Rules

Minimum of 2 signs required
within the pool area.



Must be
in good
condition
& legible.

GENERAL POOL RULES

- No person infected with a communicable disease or having open sores on his/her body shall enter the pool
- No person shall bring a glass container onto the deck or in the pool
- No person shall pollute the water in the pool in any manner and that spitting, spouting of water and blowing the nose in the pool or on the deck is prohibited
- No person shall engage in boisterous play in or about the pool
- The maximum number of bathers permitted on the deck and in the pool at any time is _____
Note: This is always 10 if the pool is greater than 93 sq. meters and is unsupervised
- The emergency telephone is located _____



A close-up photograph of a silver showerhead spraying water. The water is captured in mid-air, creating a misty effect. The background is a light blue wall. In the top left corner, there is a light blue circular graphic element. In the bottom right corner, there is a large orange circular graphic element with a vertical line inside it.

Shower Sign

**Required at the entrance of every shower area,
and at every entrance to the pool deck within
the pool area.**

NOTICE

Each bather shall take a shower using warm water and soap and thoroughly rinse off all soap before entering or re-entering the deck.

Emergency Telephone Sign

This sign must be posted above the emergency telephone.

Emergency Telephone

DIAL 911 (or fire department and ambulance)

Name of Pool: _____

Address of Pool: _____

Location of Pool: _____

Phone Number: _____



Note: If the phone is connected to a reception desk, or directly connected to emergency services, indicate this information on the sign.

No Diving

If the pool water depth is less than 2.5 meters:

One of the following signs must be posted on the wall, or printed on the deck, with lettering 15 cm (150 mm) high.

CAUTION - AVOID DEEP DIVES

OR

SHALLOW WATER - NO DIVING

ALSO ...

If (at any point) the water depth is 1.35 meters or less, between 7.5 and 9 meters away from a diving area, and the pool is equipped with a diving board that is 60 cm (or less) in height above the water, provide the following notice, clearly marked in dark letters, 15 cm (150 mm) high on a light background.

DANGER - AVOID DEEP OR LONG DIVES



Deck Markings

The following indicators of water depth must be clearly marked on the deck surface.

- Deep points
- Shallow points
- Breaks between gentle and steep bottom slopes
- **DEEP AREA** and **SHALLOW AREA** at their respective locations

!

Letters must measure at least 10 cm (100 mm) high.





Unsupervised Pool Signs

CLASS A POOLS:

Must ALWAYS have lifeguards on duty.
Unsupervised signs are not required.

CLASS B POOLS:

May or may not have lifeguards on duty. If your pool is unsupervised at any time, please click the button below to review the sign requirements.

CLASS B POOLS

Without Safety Supervision

Larger than 93 m²

Pools larger than 93 m² must post this sign within the pool enclosure.

Smaller than 93 m²

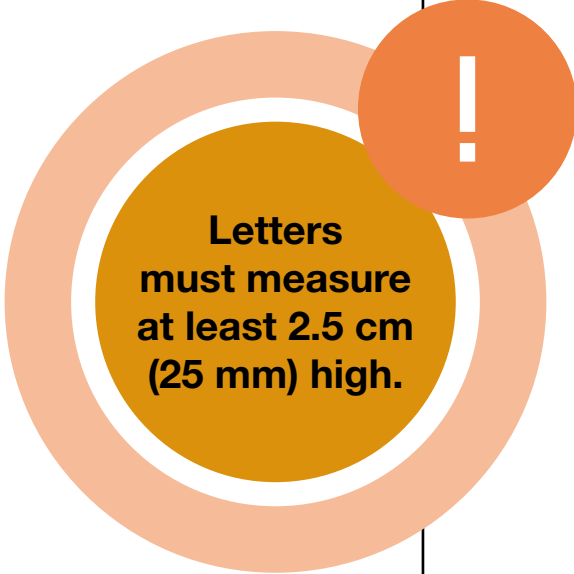
Pools smaller than 93 m² must post this sign within the pool enclosure. However, the total number of bathers will depend upon on your bather load. Learn how to calculate your bather load in the next section.

CAUTION

THIS POOL IS UNSUPERVISED

Bathers under twelve years of age are not allowed within the pool enclosure unless accompanied by a parent or his or her agent who is not less than sixteen years of age.

The total number of bathers on the deck and in the pool shall not exceed ten.



Letters must measure at least 2.5 cm (25 mm) high.

CLASS B POOLS

With Occasional Supervision

If a Class B pool operates with and without safety supervision at different times, a sign may be posted that states when the lifeguards are not on duty.

However, it is recommended that the unsupervised sign always be posted at pools where supervision is occasional

ATTENTION
THIS POOL OPERATES AT
TIMES WITHOUT A LIFEGUARD
IN ATTENDANCE.

Lifeguards will not
supervise the pool on:

Mondays & Tuesdays

Supervision Requirements

How many **lifeguards** do you need?

To answer that question, you need to know:

- The total water surface of your pool
- The allowable bather load



Calculating Total Water Surface

To measure the total water surface, you must measure the shallow and deep areas individually, and then add the results together.

1

measure the shallow area

The shallow area is any part of the pool 1.35 metres (4.5 ft) or less in depth

A. Length of shallow end _____ B. Width of shallow end _____

Total area of shallow end (A x B)

2

measure the deep area

The deep area is any part of the pool greater than 1.35 metres (4.5 ft) in depth

A. Length of deep end _____ B. Width of deep end _____

Total area of deep end (A x B)

3

measure the total surface area

Shallow area + deep area = total surface area

$$\boxed{} + \boxed{} = \boxed{}$$

Calculating the Bather Load

Use this formula to calculate the total number of bathers allowed in your pool and on the deck.

**Maximum
Bather Load**

$$\frac{\text{Shallow Area}}{1.4} + \frac{\text{Deep Area}}{2.5} = \text{People}$$

Note: For unsupervised (Class B) pools, with a surface area greater than 93 m² the bather load must always be 10, regardless of the actual calculation.



Minimum Supervision Requirements

This chart outlines the minimum number of lifeguards, and assistant lifeguards, for a public pool with a water surface area of 500 m² or less.

Lifeguards + Assistant Lifeguards	
# Bathers	# Guards
0-30	1
31-100	2
101-200	3
201-300	4
More than 300 bathers: Add one lifeguard, or assistant lifeguard, for every extra 100 bathers (or fraction thereof).	

Lifeguards Only	
# Bathers	# Guards
0-30	1
31-125	2
126-250	3
251-400	4
More than 400 bathers: Add one lifeguard for every extra 150 bathers (or fraction thereof).	



Lifeguard Qualifications

Lifeguard

Lifeguards MUST:

- be trained in operational and emergency procedures (operational and emergency procedures to be available in writing at the pool)
- be at least 16 years of age
- be appropriately attired so that they are readily identifiable
- have a current lifeguard certificate

Assistant Lifeguard

Assistant Lifeguards MUST:

- be trained in operational and emergency procedures
 - be at least 16 years of age
 - be appropriately attired so that they are readily identifiable
 - have a current assistant lifeguard certificate
- The number of assistant lifeguards cannot be greater than the number of lifeguards
 - All certificate copies to be available at the pool and signed by the operator as valid



Certificates must be current, within two years from the date of issue.

Additional Lifeguard Qualifications

Class A ONLY

In addition to the previous requirements ...

Each Class A pool must have at least one person, sixteen years of age or over, on the premises and within call who holds a current **First Aid Certificate** from one of the following agencies:

- **St. John Ambulance**
Emergency, Standard or Advanced Certificate
- **Canadian Red Cross Society**
Emergency, Standard or Advanced Certificate
- **Royal Life Saving Society**
Aquatic Emergency Care Certificate
- *Certificate that is considered equivalent, as approved*



**Certificates
must be current,
within three years
from the date
of issue.**

Pool Testing Kits

There are many types of test kits commercially available. Some measure FAC and pH, but nothing else. This is fine for a backyard pool, but public pools require a fully equipped test kit.

Your kit **MUST** contain reagents to test:

- free available & combined chlorine levels
- total alkalinity
- cyanuric acid (for outdoor pools)
- pH levels

If you use Bromine, or have a special water treatment system, you can obtain the appropriate test kit from a dealer.

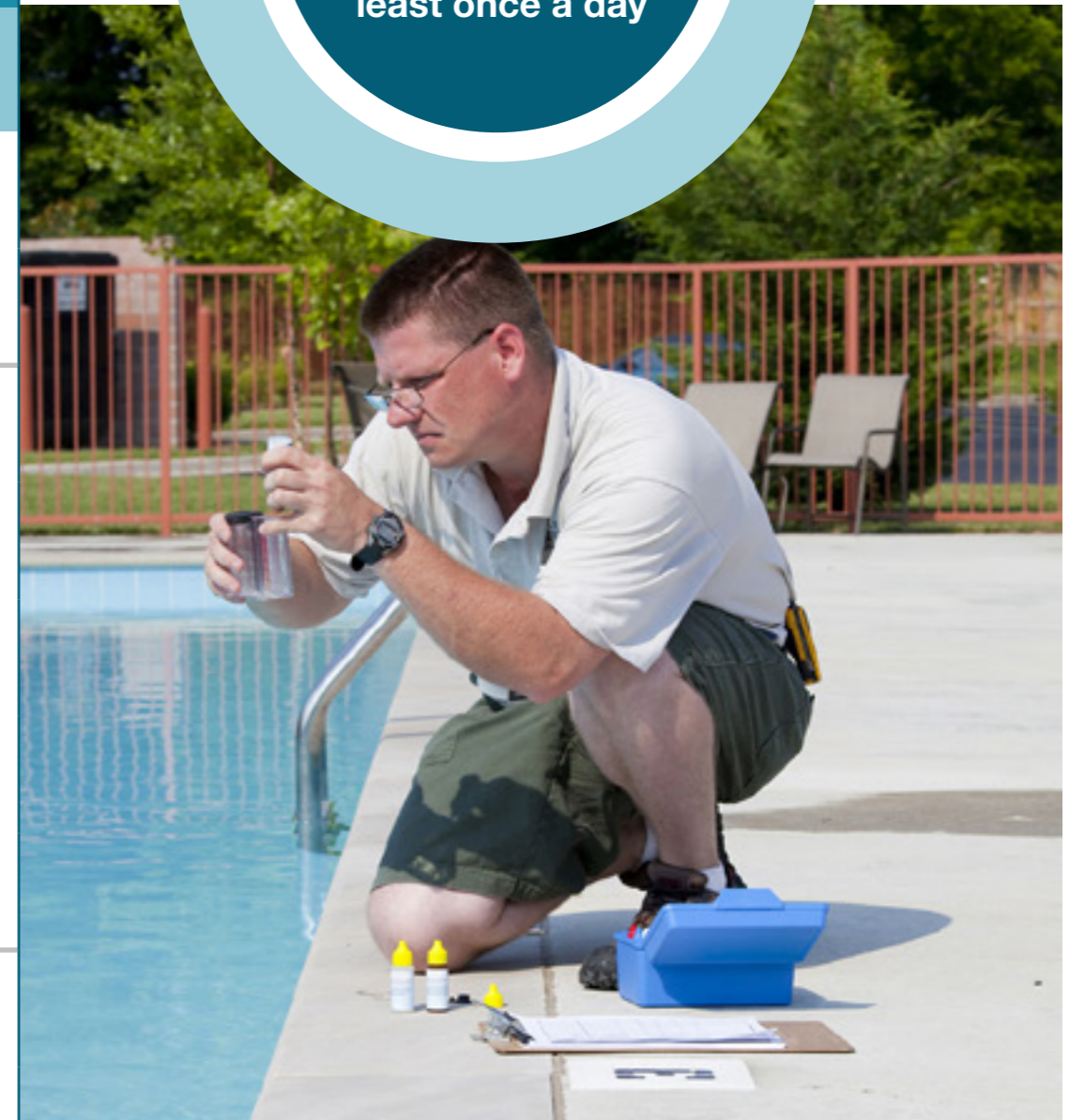
Any reagents left over from last summer will need to be replaced.



Required Pool Tests

CHEMICAL & SAFETY/OPERATIONAL TESTS

Type of Test	Frequency
Free Available Chlorine (FAC)	Every 2 hours + ½ hour before the pool opens
pH	
Total Available Chlorine/Bromine (FAC + combined)	Daily
Make-up water meter reading	
Skimmer lids & drain covers inspected	
Ground fault detector	
Emergency phone	
Cyanuric Acid (outdoor pools)	Weekly
Total alkalinity	
Water outlet cover	Every 30 operational days



Chemical Test Levels

TEST	REQUIRED LEVEL	RECOMMENDED LEVEL
Free available chlorine (FAC)	0.5 ppm minimum (unstabilized) 1.0 ppm (stabilized)	1.5 – 3.0 ppm
Combined Available Chlorine (CAC)		Not to exceed 0.5 ppm
Bromine	2.0 ppm minimum	
pH	7.2 – 7.8	7.4 – 7.6
Total Alkalinity	80 ppm minimum	80 – 120 ppm
Cyanuric Acid	60 ppm maximum	25 – 50 ppm

Pool Records

Every operator must **KEEP** and **SIGN** daily records.

These records must contain all of the following information and must be retained by the owner or operator for at least one year from the date the record was made:

1. Disinfection levels of the pool
(Free Available Chlorine, Total Available Chlorine, Bromine)
2. pH value of the water
3. Total Number of Bathers admitted to the Pool each day
4. The Reading of the make up water meter
5. Any emergencies, rescues or breakdowns of equipment that have occurred
6. The time of day that these actions have been recorded.

In addition:

All of the pool's water outlet covers must be inspected at least **once within each period of 30 operating days** and a written record of the inspection is made by the person who performed the inspection.

! If any of these covers are found to be loose or missing, the pool must be closed.

ALL RECORDS MUST BE RETAINED FOR A PERIOD OF ONE YEAR.

When should a pool be closed?

A pool should be closed under any of the following circumstances:



Black disc is not clearly visible from 9 metres away	Emergency phone not working	Pool fouling
No disinfecting chemicals available on premises	Circulation system not working	Main drain cover is missing, or not secured to the bottom of the pool
Safety equipment is missing or not working	Insufficient number of lifeguards	No sanitizer residual (chlorine or bromine) in the pool
Loose or missing water outlet cover	Or any other event that adversely impacts the safe operation of the pool or safety of the public.	

General Maintenance

Every owner and operator shall ensure that the pool, deck, and, where provided, the dressing room, locker rooms, showers, and connecting corridors are:

- kept clean
- free of hazardous obstructions
- ventilated so as to remove odours
- that no food or beverage except water is supplied or consumed in the pool or on the deck

All moveable equipment, including portable diving board stands, starting platforms, and swing ropes that are provided for the use of the bathers, should only be in place on the deck during periods when aquatic personnel can directly supervise their use.

Chemical Safety

- Keep corrosive materials (like metals) and combustibles (like paper and rags) away from other chemicals.
- Store pool chemicals in a cool, dry, and well-ventilated space.
- Keep all chemicals away from hot surfaces and flames.
- Have personal protective equipment available. (gloves, respirators, apron, etc.)
- Material Safety Data Sheets (MSDS) must be available to employees for every chemical in use.
- Do not eat, drink or smoke in the chemical storage area.
- Ensure the chemical storage room is not accessible to unauthorized persons.
- Handle chemicals with clean, dry scoops only. Every chemical should have its own scoop. Use scoops provided by the manufacturer.
- Keep containers closed when chemicals are not in use.
- Never re-use empty chlorine containers for storage of other chemicals, and never mix contaminated chemicals with fresh supply.
- When mixing chemicals, add them slowly.
REMEMBER: NEVER ADD WATER TO THE CHEMICALS! ALWAYS ADD THE CHEMICALS TO THE WATER.





The End.

Thank you for reviewing the Pool Operator's Guide.
To receive your certificate, please take the test.



**Click Here
to take the
test!**



Brant County Health Unit
(519) 753-4937 ext. 470

