

# Public Pool Operator's Manual



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# Introduction



The operation and maintenance of public pools is governed by *Ontario Regulation 565/90 Public Pools* under the *Health Protection and Promotion Act, RSO 1990*. As a pool owner or operator, it is your legal responsibility to ensure that your pool complies with all of the necessary legislation and operating standards so that bathers can safely use the pool.

To assist you in meeting the requirements of the regulation, the Haldimand-Norfolk Health Unit has created this Pool Operator's Manual which highlights some of the more significant sections of the regulation. It is important to note that this manual does not discuss all requirements in the regulation, and following this manual does not exempt operators or owners

from any regulatory responsibilities.

*Ontario Regulation 565/90 Public Pools* can be found on-line at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

Please note that changes or alterations to your pool or operational equipment may require a permit from your municipal building department. Call your building inspector before you make any changes.

If you require technical advice on the operation and maintenance of your pool, including issues related to unbalanced water chemistry and equipment maintenance, please consult a pool specialist.

## Role of the Public Health Inspector

Improperly maintained pools can allow the spread of disease-causing organisms among users. The goal of the Public Health Inspector is to reduce or eliminate the incidence of such illnesses. Compliance with the regulation and good operational practices are major factors in helping reach this goal.

Public Health Inspectors regularly inspect public pool facilities, conduct outbreak investigations and follow-up on bather complaints. Your inspector can help you operate and maintain your pool in a safe and sanitary manner.

The *Health Protection and Promotion Act* provides the authority under which enforcement measures can be taken if conditions are found that are, or may be, hazardous to users. Public Health Inspectors issue reports listing any contravention of the Regulation or the Act. Enforcement measures may include closure of the pool until hazards are eliminated.

Public Health Inspectors are available for consultation on compliance issues. To reach an inspector, please call the Haldimand-Norfolk Health Unit at 519-426-6170 or 905-318-6623.

# Public Health Concerns



Public pools have been the source of infection of many outbreaks, involving thousands of people, as well as a number of accidental drowning and other serious incidents. Pool water usually contains human body oils, dirt, and other organic material. If not properly disinfected, pool water can allow the spread of organisms that cause gastrointestinal diseases or skin, eye and upper respiratory tract infections.

Illness can be acquired by ingesting pool water contaminated by a person who has been ill with diarrhea. It can take several days or weeks before symptoms appear, so people often fail to connect their illness with the pool. *Cryptosporidium* has been associated with outbreaks at

public pools. This parasite is highly resistant to chlorine and can survive many days at normal operational concentrations. In healthy people, the parasite may cause only a mild illness. Those who do not have a healthy immune system are at most risk of developing severe or life-threatening illness if infected with *Cryptosporidium*.

It is important that operators help educate bathers, helping them understand that they share the water with everyone in the pool. Swimming while ill with diarrhea threatens the health of other users. Showering before entering the pool helps remove the source of contamination. Refraining from swallowing or spitting the water helps avoid the risk of infection.

# Pool Classification



Ontario Regulation 565/90 categorizes public pools as Class A or Class B. Since the requirements differ, it is important to know which class your pool fits to ensure you are meeting the regulatory standards.

## Class A

- The general public is admitted.
- Operated in conjunction with or as part of a program of a YMCA or similar institution, education, instructional, physical fitness or athletic institution supported in whole or in part by public funds or public subscription.
- Operated on the premises of a recreational camp, for use by campers and their visitors.

## Class B

- Operated on the premises of:
  - an apartment building that contains more than five units or a community of five or more private residences
  - a mobile home park
  - a nurses' residence
  - a private club
  - a condominium or co-operative with five or more dwellings
  - a hotel
  - a campground
  - a day nursery or day camp
  - an establishment or institution for the care or treatment of persons who are ill, infirm or aged or for persons in custodial care

### The following public pools are exempt from this Regulation:

- Pools used by the occupants and their visitors of an apartment building, condominium or co-operative that contains five or fewer dwelling units.
- Pools used by members of a community of five or fewer single-family private residences.
- Pools having a water depth of 0.75 metre or less.
- Hydro-massage pools.
- Pools that serve solely as receiving basins for persons at the bottom of water slides.
- Pools operated on the premises of a hotel that contains five or fewer unit, if the following notice is displayed in a conspicuous place within the pool enclosure, printed in letters at least 25 millimetres high:

## CAUTION

SWIM AT YOUR OWN RISK  
THIS POOL IS NOT SUBJECT TO THE REQUIREMENTS OF ONTARIO REGULATION 565 – PUBLIC POOLS

# Notification of a Public Pool Opening or Re-opening



Any public pool owner/operator must notify the Medical Officer of Health of their intention to open a public pool, or re-open a public pool after any construction/alterations or closure of the pool for more than four weeks.

Failure to notify may result in legal action and fines. In order to avoid such penalties, please complete the notification form (see Appendix 1) and submit it to the Haldimand-Norfolk Health Unit at least two weeks prior to the date of intended (re)opening.

## Criteria for Pool Closure



Owners and operators of public pools have a responsibility to take steps necessary to ensure the safety of bathers. If a potential hazard is observed the pool should be closed until the hazard is removed, repaired or rectified. A swimming pool should be closed immediately when any of the following conditions are observed:

- Water clarity is poor and/or black disc is not visible.
- Fouling (eg. Fecal accident, vomit, blood or chemical).
- Filtration or circulation system is not operative or malfunctioning.
- Emergency phone is not working.
- Safety equipment not available or not in good repair.
- Main drain cover missing or not secured to the bottom of the pool.
- Insufficient number of lifeguards.
- Insufficient quantity of disinfectant (FAC or Bromine).
- Ground fault detector is not working or indicates a fault.
- Any other conditions that may constitute a health hazard (eg. power outage, confirmation of pathogenic agents).

**The pool must be made inaccessible to the public when closed.**

# Required Safety Equipment



Reaching Pole	<ul style="list-style-type: none"> <li>• At least 3.65m long, electrically insulated &amp; available on deck.</li> </ul>
Two Buoyant Throwing Aids	<ul style="list-style-type: none"> <li>• Rope to be 6 mm in diameter.</li> <li>• Rope length to be 3m plus half the width of the pool.</li> <li>• On deck and located on both sides of the pool.</li> </ul>
Spine Board	<ul style="list-style-type: none"> <li>• In good condition &amp; available on deck.</li> </ul>
Emergency Telephone	<ul style="list-style-type: none"> <li>• Class A pools – on deck.</li> <li>• Class B pools – within 30m of the pool.</li> <li>• Fully operational and tested daily.</li> <li>• Cell phones are not acceptable emergency telephones.</li> </ul>
First Aid Kit	<ul style="list-style-type: none"> <li>• Conveniently located &amp; well marked.</li> <li>• Must contain at least:               <ul style="list-style-type: none"> <li>o Current copy of the St. John Ambulance or Red Cross First Aid Manual</li> <li>o 12 safety pins</li> <li>o 24 adhesive dressings, individually wrapped</li> <li>o 12 sterile gauze pads, each 7.5cm square</li> <li>o 4 rolls of gauze bandages 5cm in width</li> <li>o 4 rolls of gauze bandages 10cm in width</li> <li>o 4 sterile surgical pads, individually wrapped</li> <li>o 6 triangular bandages</li> <li>o 2 rolls of splint padding</li> <li>o 1 roll-up splint</li> </ul> </li> </ul>
Ground Fault Detector	<ul style="list-style-type: none"> <li>• Required if pool has underwater lights or electrical outlets within 3m of the pool surface and must be tested daily.</li> </ul>

# Required Signs & Markings



- a) General Pool Rules
- b) Shower Sign
- c) Emergency Telephone
- d) No Diving
- e) Black Disc
- f) Deck Markings
- g) Unsupervised Sign

## a) General Pool Rules

A minimum of two signs is required on the deck or at the pool indicating the following:

### 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 into the pool
- No person shall pollute the water in the pool in any manner, and spitting, spouting of water and blowing the nose in the pool or on the deck are 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 \_\_\_\_\_. (Always 10 if the pool is greater than 93 sq. Meters and is unsupervised)
- The emergency telephone is located \_\_\_\_\_.

## b) Shower Sign

The following notice is to be posted at the entrance of every shower area and at every entrance to the pool deck:

### NOTICE

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

## c) Emergency Telephone

A notice must be posted above the phone that states the following:

### Emergency Telephone

DIAL 911 for emergency resuscitation, medical and fire services

Name of Pool: \_\_\_\_\_

Address of Pool: \_\_\_\_\_

Location of Pool: \_\_\_\_\_

Phone Number of Pool: \_\_\_\_\_

## d) No Diving

If the pool water depth is less than 2.5m, one of the following signs must be posted with lettering that is at least 15cm high. The following words can be posted on the wall or marked onto the deck:

### CAUTION

AVOID DEEP DIVES

or

### SHALLOW WATER

NO DIVING

## Required Signs & Markings Continued...



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

**DANGER**  
AVOID DEEP OR LONG DIVES

### e) Black Disc

A black disc 15cm in diameter, on a white background, must be affixed to the bottom of the pool at its deepest point. At its narrowest point the white background should be no less than the diameter of the black disc (15cm). The disc must be clearly visible from any point on the deck 9m away from the disc.

### f) Deck Markings

On the deck, clearly visible in figures 10cm high, provide markings that set out the water depths indicating the:

- Deep points
- Shallow points
- Breaks between gentle and steep bottom slopes
- DEEP AREA and SHALLOW AREA at their respective locations (10 cm high)

### g) Unsupervised Sign

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.

A Class B pool (excluding pools operated in conjunction with day camps or day cares)

- that has a water surface area of 93 square meters or less can operate without safety supervision, provided that the following notice is posted within the pool enclosure, printed in letters at least 2.5cm high:

**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 16 years of age.

- that has a water surface area greater than 93 square meters and the number of bathers does not exceed ten can operate without safety supervision, provided that the following notice is posted within the pool enclosure, printed in letters at least 2.5 cm high:

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

# Lifeguards



To determine the number of lifeguards required at your pool you will first need to know:

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

## Calculating the area of the pool water surface

- The total area of the pool water surface is calculated by measuring the shallow and deep areas of the pool separately and then adding the two results together.
- The shallow area is the part of the pool that is 1.35m (4.5ft) or less in depth.
- The deep area is the part of the pool that is greater than 1.35m (4.5ft) in depth.

### Step 1

Length of shallow end = \_\_\_\_\_  
 Width of shallow end = \_\_\_\_\_  
 Area of shallow end = Length x Width  
 = \_\_\_\_\_

### Step 2

Length of deep end = \_\_\_\_\_  
 Width of deep end = \_\_\_\_\_  
 Area of deep end = Length x Width  
 = \_\_\_\_\_

### Step 3

Area of shallow end + Area of deep end =  
 Total Surface Area  
 \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

In order to calculate the total number of bathers permitted in your pool and on the deck, complete the following calculation:

$\frac{\text{Area of shallow end}}{1.4} + \frac{\text{Area of deep end}}{2.5} =$   
 \_\_\_\_\_ people (Maximum bather load)

*Note: For unsupervised Class B pools with a pool water surface area of greater than 93 square meters, the bather load must always be ten, regardless of the actual calculation.*

The chart below indicates the minimum numbers of lifeguards and assistant lifeguards for a public pool with a water surface area of 500 square meters or less.

Where there are lifeguards and assistant lifeguards on duty	
Number of bathers on the deck and in the pool	Minimum number of lifeguards and assistant lifeguards on duty
0-30	1
31-100	2
101-200	3
201-300	4
300 or more	One additional lifeguard or assistant lifeguard for each additional 100 bathers or fraction thereof

Where there are only lifeguards on duty	
Number of bathers on the deck and in the pool	Minimum number of lifeguards on duty
0-30	1
31-125	2
126-250	3
251-400	4
400 or more	One additional lifeguard for each additional 150 bathers or fraction thereof

*\*Refer to Section 17 of the regulation for additional information on the requirements for the number of lifeguards to be on duty, as well as their age and qualifications.*

# Testing and Inspections



The pool operator must record the following tests and inspections in a daily record book or log, and sign the records. Records must be kept for a minimum of one year and must be available for inspection by a Public Health Inspector.

Even though the following inspections do not need to be recorded, it is expected that they will be constantly monitored:

- Safety equipment
- Water clarity
- Circulation system

## Testing Method

Always follow the manufacturer's instructions.

- Take the water sample away from any jets.
- Submerge the comparator tube at least 18 inches below the water surface.
- Add reagent with the reagent bottle

completely upside down and vertical; this affects the size of the drops.

- Count the drops as you add them to the comparator tube, making sure that you add the exact amount required.

## Test Kits

There are many types of test kits commercially available from a pool supply company. Some kits will measure FAC and pH and nothing else. This may be fine for a backyard pool, but for a public pool a fully equipped test kit is required. It is mandatory that the kit contains the reagents to test for free available and combined chlorine levels, total alkalinity, cyanuric acid (for outdoor pools) and pH. If you use bromine or have a special water treatment system, you can obtain the appropriate test kit from a dealer.

Mandatory Tests and Inspections	Frequency
Free available chlorine (FAC)	Every 2 hours (and ½ hour before pool opens)
pH	Every 2 hours (and ½ hour before pool opens)
Total chlorine/bromine (FAC + TC)	Daily
Make-up water meter reading	Daily
Skimmer lids & drain covers inspected	Daily
Total number of bathers admitted each day	Daily
Ground fault detector	Daily – before opening
Emergency phone	Daily – before opening
Any emergencies, rescues or breakdowns of equipment	Daily
Cyanuric Acid (outdoor pools)	Weekly
Total alkalinity	Weekly (*recommended)
Water outlet covers	Once every 30 days

## Testing and Inspections Continued...

Reagents should be replaced as per the manufacturer's recommendation because reagents lose their strength over time. Storing them in direct sunlight or in filter equipment rooms, where the conditions are warm and humid, will ruin the reagents. Storing reagents at very cold temperatures (eg. outdoor shed during the winter) may destroy the reagents also. Mixing various reagents from other kits may lead to inaccurate results.

### Required Pool Chemical Levels

Test	Required Level
Free Available Chlorine (FAC) – unstabilized pool	0.5 mg\L
Free Available Chlorine (FAC) – stabilized pool	1.0 mg\L
Bromine	2.0 mg\L
pH	7.2 – 7.8
Cyanuric acid (stabilized pool)	Max. of 60 mg\L
Total alkalinity	Min. of 80 mg\L



# Water Turnover Rate & Flow Rate

**Turnover rate** = the number of times the total volume of the water is filtered, disinfected and returned to the pool each day.

**Turnover period** = the time needed for the total volume of water to be filtered, disinfected and returned to the pool once.

## Determine the volume in m<sup>3</sup>

$$\begin{aligned}\text{Total Volume (in m}^3\text{)} &= \text{Area (in m}^2\text{) x Depth (in metres) for both shallow and deep ends} \\ &= \text{Shallow end (} \_\_\_ \text{m}^2 \text{ x } \_\_\_ \text{m)} + \text{Deep end (} \_\_\_ \text{m}^2 \text{ x } \_\_\_ \text{m)} \\ &= (\_\_\_ \text{m}^3) + (\_\_\_ \text{m}^3) \\ &= \_\_\_ \text{m}^3\end{aligned}$$

## Convert from m<sup>3</sup> to litres:

$$1 \text{ m}^3 = 1000\text{L}$$

$$\text{Volume} = \_\_\_ \text{m}^3 \times 1000 = \_\_\_ \text{ litres}$$

## Calculated Flow Rate

$$\begin{aligned}\text{Flow Rate} &= \frac{\text{Pool water volume (in litres)}}{\text{Turnover period (in hours) x 60 min./hr.}} \\ &= \frac{\text{litres}}{\text{Hours x 60 min./hr.}} \\ &= \_\_\_\_\_\_ \text{ L/min. (or lpm)}\end{aligned}$$

## Actual Flow Rate (read from flow meter)

Flow meter reading: \_\_\_\_\_ L/min.

- If the actual flow rate is the same as or higher than the calculated rate, then the water is being filtered and disinfected frequently enough.
- If the actual flow rate is less than the calculated rate, then the water is not being filtered and disinfected frequently enough and a repair may be required. Consult a pool expert.

## Water Turnover Rate & Flow Rate Continued...

### Make-up Water

- Estimate the number of bathers in the pool each day.
- Add 20 litres of water per bather to the pool.
- Read the water meter to determine the amount of water added to the pool.
- Record bather load and amount of make-up water added in your pool maintenance record book.

Example: If 40 bathers use the pool in one day, then 800 litres (40 bathers x 20 litres/bather) of water must be added to the pool that day.

<b>EXISTING POOLS</b> (constructed before 1997)		
	<b>Turnover rate</b>	<b>Turnover period</b>
Class A pools constructed after 1974	4 times the total volume of the pool each day	Once every 6 hours
Class A pools constructed prior to 1974 and Class B pools	3 times the total volume of the pool each day	Once every 8 hours

<b>NEWER POOLS</b> (constructed after 1997)		
	<b>Turnover rate</b>	<b>Turnover period</b>
Class A pools	6 times the total water volume of the pool	Once every 4 hours
Class B pools	4 times the total water volume of the pool	Once every 6 hours

# General Maintenance



## Every owner and operator shall ensure that:

- All components of the recirculation system are maintained in proper working order.
- All surfaces of the pool deck and walls are maintained in a sanitary condition and free from hazards.
- No food or beverage except water is supplied or consumed in the pool or on the deck.
- The pool, the deck and, where provided, the dressing and locker rooms, toilets, showers and connecting corridors are:
  - Kept clean, free from slipperiness and disinfected
  - Free of hazardous obstructions
  - Ventilated so as to remove odours
- Where toilets are provided, they are supplied with toilet paper.
- Where bathing apparel or towels are supplied, they are cleaned, disinfected and stored in a sanitary manner.
- Where moveable equipment, including portable diving stands, starting platforms and swing ropes, are provided for the use of bathers, the equipment is in place on the deck only during periods when its use is directly supervised by aquatic personnel.

# Chemical Safety



- NEVER add water to the chemicals. Always add the chemical to the water. When mixing chemicals, add them slowly.
- Train staff in proper handling and storage of chemicals and about potential hazards in the pool environment.
- Store pool chemicals in a cool, dry and well-ventilated space.
- Keep corrosive materials such as acids and combustibles (e.g. paper or rags) away from other chemicals.
- Keep all chemicals away from hot surfaces or flames.
- Have personal protective equipment readily available (gloves, respirators, apron) and ensure staff know how to properly use this equipment.
- Material safety data sheets should be made available to employees for every chemical in use.
- Do not eat, drink or smoke in the chemical storage area.
- Ensure the chemical storage area is inaccessible to unauthorized persons.
- Keep containers closed when chemicals are not in use.
- Never re-use empty chlorine containers for storage of other chemicals and never mix old chemicals with your fresh supply.
- Handle chemicals with clean and dry scoops only. Each chemical should have its own scoop. Use scoops provided by the manufacturer.

# Fecal Accident Response



A diarrheal accident is a higher risk event than a formed stool accident. Diarrhea can contain hundreds of millions of infectious bacteria that quickly spread throughout a pool from a single fecal accident. Other users then acquire infection through ingestion of the water or just by contact, particularly with eyes, ears or other mucous membranes.

Staff should strongly encourage users to shower prior to entering the pool and should post signs advising users not to enter the pool if ill with diarrhea within the last two weeks.

**Germ inactivation times for chlorinated water with 1 mg/L FAC (Free Available Chlorine Residual) at pH 7.5 and temperature 25°C**

Organism	Time
<i>E.coli</i> 0157:H7	Less than 1 minute
Hepatitis A virus	16 minutes
<i>Giardia</i> parasite	45 minutes
<i>Cryptosporidium</i> parasite	6-7 days

It takes time for disinfectant to do its job. If a fecal accident occurs, it is important to respond immediately.

## Formed Stool

- Evacuate and close the pool.
- Shut off recirculation system and chemical feed system.
- Remove waste with a scoop and discard in a toilet.
- Clean scoop and leave it immersed in the pool while the pool is disinfected.
- To disinfect the pool increase free available chlorine/bromine residual in pool water to 2 mg/L, maintain pH between 7.2 and 7.5, and re-circulate for 30 minutes.
- Restart chemical feed system.
- Re-open the pool when all pool chemistry tests as per regulation.
- Document incident on the Pool Maintenance Record.

## Diarrhea

- Evacuate and close the pool.
- Shut off recirculation system and chemical feed system.
- Remove as much waste as possible with a scoop and discard in a toilet.
- Disinfect all equipment used by immersion in a solution having a strength equivalent to at least 50 mg/L chlorine.
- Raise the chlorine level in the pool water to 20 mg/L FAC by adding chlorine directly to the pool while recirculation system is off. Maintain a pH in the range of 7.2 to 7.5.
- Resume recirculation systems ½ hour after addition of chlorine. Let circulate for 8 hours and then perform backwash procedures.
- Re-open the pool when all pool chemistry tests as per regulation.
- Document incident on the Pool Maintenance Record.

## Fecal Accident Response Continued...

### Diapers and swim pants

Swim diapers are unlikely to prevent diarrheal fluids from leaking into a pool. Even though diapers or swim pants may hold in some feces, they are not leak proof and pool water may still be contaminated.

There are ways that operators can assist parents while protecting other users.

- Install diaper change stations equipped with soap and running water.
- Instruct staff to discourage parents from changing diapers on public tables or chairs. Post signs reminding parents to wash their child with soap and water before swimming.
- For large groups of children, have staff educate the children before they enter the pool and establish rules including:
  - o No entry into the pool if you have diarrhea.
  - o Use the bathroom first and then shower before entering the pool.
  - o Do not swallow or spit pool water.
  - o Encourage bathroom breaks.

# Parts of the Pool



Make-up water meter	<ul style="list-style-type: none"> <li>• Measures the amount of fresh water added to a pool.</li> <li>• Fresh water slows cyanuric acid build-up and dilutes swimmer pollutants.</li> <li>• 20L of fresh water per bather must be added to the pool daily.</li> </ul>
Filter	<ul style="list-style-type: none"> <li>• Removes dirt, debris and undissolved solids from the pool water.</li> <li>• Filter is usually cleaned by backwashing.</li> </ul>
Flow meter	<ul style="list-style-type: none"> <li>• Shows the rate at which water is circulating in the system.</li> <li>• 15% of the total volume of the pool water must be withdrawn from the pool daily (via skimmer or gutter) and discharged to waste drains.</li> </ul>
Skimmers	<ul style="list-style-type: none"> <li>• Located under the pool deck.</li> <li>• Collects and traps objects which float on the surface of the water.</li> <li>• Each skimmer contains a basket, floating weir and equalizer line.</li> </ul>
Main drain	<ul style="list-style-type: none"> <li>• Located at the deepest end of pool.</li> <li>• Cover must be flush and secure to pool bottom.</li> <li>• Must be inspected monthly and recorded.</li> </ul>
Pressure gauges	<ul style="list-style-type: none"> <li>• Two gauges are located at the top of the filter tank, one measures the pressure of water flowing into the tank, the other measures pressure of water flowing out (after the filter).</li> <li>• When too much dirt collects on the filter medium the pressure after the filter drops; the difference is visible on the gauges (when the difference is significant, backwashing or filter replacement is required).</li> </ul>
Recirculation pump	<ul style="list-style-type: none"> <li>• Pulls water from the pool and pushes it through the filter or it pulls the water through the filter and pushes it back to the pool.</li> <li>• Must be capable of pumping enough water through the system to provide the required number of turnovers each day.</li> </ul>

# Appendix 1 – Application to Open a Swimming Pool

## **TO ALL PUBLIC POOL OWNERS/OPERATORS:**

The regulation regarding the operation of public swimming pools, *Ontario Regulation 565, Section 5*, requires every owner or operator to notify their local health unit in writing of his/her intention to re-open Class A or Class B pools.

The Haldimand-Norfolk Health Unit requests two weeks' advance notice be given in order for suitable arrangements to be made for the initial inspection.

Please ensure that your pool is in compliance with *Ontario Regulation 565/90 – Public Pools* prior to our inspection. **Failure to comply with this regulation may result in non-approval for opening by the Health Unit.** A copy of *Ontario Regulation 565/90 – Public Pools* can be obtained at: [www.e-laws.gov.on.ca/html/regs/english/elaws\\_regs\\_900565\\_e.htm](http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900565_e.htm)

Enclosed is an application form to (re)open a public swimming pool. Please provide all the pertinent information as outlined on the form.

At this time, the Haldimand-Norfolk Health Unit is also requesting a diagram of the pool indicating its dimensions in order to calculate the maximum bather load and apply all applicable regulatory requirements as outlined in *Ontario Regulation 565/90*. Diagrams will be kept on file for future use. We also require, at this time, a copy of all lifeguard and assistant lifeguard certificates for all Class A pools.

If you have any questions, please feel free to contact your local Public Health Inspector.

March, 2010

## Appendix 1 – Application to Open a Swimming Pool (Continued)

### APPLICATION TO OPEN A SWIMMING POOL

This is to notify the Haldimand-Norfolk Health Unit of my intention to (re)open a swimming pool in accordance with Ontario Regulation 565/90 Public Pools.

As the owner, I understand that I will also be considered the operator, unless I designate another individual as my operator at this time.

Location of Pool: \_\_\_\_\_

Name of Premises/Pool: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Phone Number of Owner: \_\_\_\_\_

Name of Operator: \_\_\_\_\_

Phone Number of Operator: \_\_\_\_\_

Class of Pool (“A” or “B”): \_\_\_\_\_

Proposed Date of Opening: \_\_\_\_\_

**Note:** Two weeks’ advance notice must be given to this department for your pool to be inspected by the Public Health Inspector.

Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Signature of Operator: \_\_\_\_\_

## Appendix 2 – Bi-Hourly Pool Water Test Records

### BI-HOURLY POOL WATER TESTS

<b>DATE:</b>	½ hr. before opening	Time											
	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm
<b>Free Available Chlorine (F.A.C.)</b>													
<b>pH</b>													

### BI-HOURLY POOL WATER TESTS

<b>DATE:</b>	½ hr. before opening	Time											
	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm
<b>Free Available Chlorine (F.A.C.)</b>													
<b>pH</b>													

### BI-HOURLY POOL WATER TESTS

<b>DATE:</b>	½ hr. before opening	Time											
	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm
<b>Free Available Chlorine (F.A.C.)</b>													
<b>pH</b>													

### BI-HOURLY POOL WATER TESTS

<b>DATE:</b>	½ hr. before opening	Time											
	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm	am/pm
<b>Free Available Chlorine (F.A.C.)</b>													
<b>pH</b>													

## Appendix 3 – Daily Pool Inspection and Water Test Records

DAILY POOL INSPECTION AND WATER TESTS							
DATE:	Test Reading	Time (am/pm)	Operator's Signature		Satisfactory / Unsatisfactory	Time (am/pm)	Operator's Signature
Total Chlorine (T.C.) / Bromine				Emergency Telephone ½ hr before opening	Sat. / Unsat.		
Combine Chlorine T.C – F.A.C				Ground Fault Interrupter ½ hr before opening	Sat. / Unsat.		
Make-up water meter reading				Water clarity Black disc visible from 9 metres	Sat. / Unsat.		
# of Bathers				Records of any emergency, rescue equipment breakdown, back washing, chemicals added manually, cleaning, etc.			

DAILY POOL INSPECTION AND WATER TESTS							
DATE:	Test Reading	Time (am/pm)	Operator's Signature		Satisfactory / Unsatisfactory	Time (am/pm)	Operator's Signature
Total Chlorine (T.C.) / Bromine				Emergency Telephone ½ hr before opening	Sat. / Unsat.		
Combine Chlorine T.C – F.A.C				Ground Fault Interrupter ½ hr before opening	Sat. / Unsat.		
Make-up water meter reading				Water clarity Black disc visible from 9 metres	Sat. / Unsat.		
# of Bathers				Records of any emergency, rescue equipment breakdown, back washing, chemicals added manually, cleaning, etc.			

## Appendix 4 – Weekly/Monthly Pool Water Test & Inspection Records

### WEEKLY POOL TESTS

Cyanuric Acid (max 60 mg/L) and Total Alkalinity (min 80 mg/L)  
 (Note: Cyanuric acid testing is only for pools that use cyanurate stabilization)

Reading		Date and Signature (MM/DD/YY)	Reading		Date and Signature (MM/DD/YY)
Cyanuric Acid	Alkalinity		Cyanuric Acid	Alkalinity	
mg/L	mg/L		mg/L	mg/L	
mg/L	mg/L		mg/L	mg/L	
mg/L	mg/L		mg/L	mg/L	
mg/L	mg/L		mg/L	mg/L	
mg/L	mg/L		mg/L	mg/L	
mg/L	mg/L		mg/L	mg/L	

### MONTHLY POOL INSPECTION

Water Outlet Covers (loose or missing)

Month/Day/Year	Water Outlet Cover(s) (Satisfactory / Unsatisfactory)	Operator's Signature
	Sat. / Unsat.	

# Appendix 5 – Public Pool Incident Report

## Public Pool and Spa Incident Report

<b>Facility Name:</b>		<b>Address:</b>	
<b>Date of Incident:</b>		<b>Time of Incident:</b>	<b>Date of Report:</b>
Location of Incident (circle all that apply)			
<ul style="list-style-type: none"> <li>• Dressing Rooms</li> <li>• Deck Location _____</li> <li>• Shallow End</li> <li>• Deep End</li> <li>• Spa</li> </ul>	<ul style="list-style-type: none"> <li>• Fence</li> <li>• Pool</li> <li>• Steps</li> <li>• Handrails</li> <li>• Diving Board</li> </ul>	<ul style="list-style-type: none"> <li>• Wading Pool</li> <li>• Outdoor</li> <li>• Indoor</li> <li>• Water Slide</li> <li>• Other _____</li> </ul>	
Victim's Information			
<b>Name of person involved:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Age:</b>	<b>Sex:</b>
<b>Details of incident (include activity at the time of incident):</b>			
<b>Description of injuries (including exact location of body):</b>			
<b>Treatment or action taken by staff (include if treatment refused):</b>			
<b>Treatment given by emergency services (Ambulance, Police, Fire, etc):</b>			
<b>Parent / Guardian contacted (circle one) Yes or No</b>		<b>Victim followed all rules and safety procedures (circle one) Yes or No</b>	
Environmental Conditions			
<b>Water (temperature, visibility, etc.);</b>			
<b>Air (temperature, wind, etc)</b>			
<b>Deck (condition etc,)</b>			
Witness Information			
<b>Name:</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Age:</b>	<b>Sex:</b>
Staff Involved			
<b>Name (Print):</b>			
<b>Name of person completing report (Print):</b>			<b>Signature:</b>





June 2010



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