

1. **TITLE:** OPERATIONS MANUALS
2. **DATE ISSUED:** 1 July 1996 **ISSUE :** 2
3. **PURPOSE:** To establish the minimum safety content of swimming pool Operations Manuals.
4. **DESCRIPTION:**
  - 4.1 **a]** An Operations Manual should be prepared for every aquatic facility.  
**b]** The Operations Manual should be specific to the particular facility, taking into account aspects such as design, size and location of the facility.
  - 4.2 **a]** Each Section of the manual should be capable of being issued in its own right, in order that those who may be responsible for the supervision of groups can receive the relevant sections.  
**b]** The Manual should be covered by a document control procedure.
  - 4.3 **a]** All staff should receive a briefing on the contents of the manual on commencing employment.  
**b]** All staff should also receive training pertaining to their key areas of responsibility.
  - 4.4 Periodic practise sessions on performing the emergency procedures contained in the manual should be undertaken to ensure staff understand their role. At least one evacuation exercise should be conducted in each calendar year.
  - 4.5 The Operations Manual should include as a minimum details on the following:
    - 4.5.1 **Physical Layout**
      - a]** Facility floor plan.
      - b]** Pool/s dimensions.
      - c]** Maximum number of patrons including bather loads.
      - d]** Location of alarms, exits, fire fighting equipment, first aid areas and rooms.
    - 4.5.2 **Supervisory Procedures**
      - a]** Communication
      - b]** Incident control and reporting
      - c]** Emergency response (refer also Guideline G02).
    - 4.5.3 **Personnel Policies and Procedures**
      - a]** Lines of responsibility.
      - b]** Employee position roles and responsibilities.
      - c]** Personnel directory and call out procedures.
    - 4.5.4 **Training**
      - a]** Induction and orientation.
      - b]** Qualifications and re-qualifications.
      - c]** In - service training.
    - 4.5.5 **Emergency Action Plan** (refer also Guideline G02)

**4.5.6 Occupational Health and Safety**

- a] First aid.
- b] Personal protective clothing
- c] Incident reporting procedures.
- d] Hazard identification, isolation and repair
- e] Chemical delivery, storage and handling
- f] Manual handling
- g] Material Safety Data Sheets.
- h] Plant inspections and frequency thereof.

**4.5.7 Maintenance**

- a] Plant and equipment
- b] Buildings
- c] Fault reporting and repair.

**4.5.8 Water Quality**

- a] Operating to relevant health regulations.
- b] Turbidity and corrective action
- c] Overdosing of pool chemicals and corrective actions..

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**4.5.9 Programs**

- a] List of programs offered.
- b] Program safety requirements.
- c] Pool or room set up and requirements.