



**Tumut Shire**  
**COUNCIL**

# **SAFE SWIMMING POOL OPERATIONS MANUAL**

**Developed by  
Tumut Shire Council &  
Riverina Risk Management Group  
March 2007**

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## Introduction

This guideline is a compilation of information and material that is necessary for you to undertake maintenance and cleaning at Tumut Shire Council swimming pools covering Tumut, Adelong and Batlow Pools. It is essential that you read this document in conjunction with specific procedure manuals and Activity Specifications, as there are procedures common to all Centre employees.

It is essential that if you have any problems you contact your fellow workers or the Pool Supervisor, Team Coordinator or Works Officer.



# **TUMUT SHIRE COUNCIL**

## **Policy Statement – Safe Swimming Pool Operations**

Tumut Shire Council has adopted a Management Plan for the years 2005 - 2008 that has recognised the need for the development and implementation of management plans for all recreational areas within the Shire.

The Local Government Act 1993 has given Council the Charter to provide adequate and appropriate facilities for the Shire community, which includes swimming pools, and to ensure that those services and facilities are managed efficiently and effectively.

In keeping with the Management Plan strategy, and the Charter, Council has adopted this Policy Statement to ensure the continued provision of quality pool water and safe swimming facilities at the Tumut, Adelong and Batlow pools.

Council has two main water safety functions to perform:

- the performance of life saving activities;
- the performance of regulatory activities.

Council shall ensure that all personnel involved in life saving activities have the required skills, training and personal clearances to address the risks associated with the characteristics of public swimming pools and patrons.

Council shall also ensure that all equipment and facilities necessary for personnel to carry out life saving activities is available and maintained as required by relevant legislation, Australian Standard or manufacturer's instructions. This shall include, but not limited to, First Aid Room and equipment, rescue aids, and direct communications to emergency services.

Swimming Pool staff are empowered to perform regulatory activities at the Council swimming pools including, but not limited to, the safe operation of all large, medium and toddler pools, confiscation of inappropriate water-based recreation equipment, controlling animals, consumption of alcohol, the conduct and costume of pool patrons, the use of skateboards and similar roller equipment and the conduct of particular games or activities that may affect the safety of other patrons or their enjoyment of the facility.

The Changing Facilities provided at Tumut, Adelong and Batlow pools are single sex change rooms, however children under eight (8) years of age are permitted to use the change facilities of the opposite sex when accompanied by a family member or other responsible accompanying adult of the relevant sex.

Swimming Pool staff members are all required to obtain Working with Children clearances and consequently may be available to accompany children over seven years into the appropriate change rooms, for safety and supervision purposes, where another suitable adult is not available, however this service is not to be at the expense of adequate pool supervision.

Swimming Pool facilities and staff are not provided by Council as a babysitting service. Pool staff members are tasked with facility supervision and accident prevention, not child minding individuals. Parents, guardians and carers have the responsibility to supervise those in their charge that are young, have limited swimming ability, have disabilities or special needs and consequently should not be left at swimming pool facilities unattended.

Tumut Shire Council has accepted most of the recommendation of the Royal Life Saving Society Australia "Guidelines for Safe Pool Operations", that children under ten (10) years of age should not be allowed entry unless accompanied by a responsible person, unless individual arrangements are made between pool staff and the relevant parent, guardian or carer, having regard to patron numbers, duration of attendance and swimming ability.

Council has responsibility to provide a safe workplace for staff, and visitors to that workplace, and shall adopt operational procedures that ensure compliance with Occupational Health and Safety legislative requirements, especially in regards to the management of hazardous substances and the continued provision of quality pool water.

# **GENERAL OCCUPATIONAL HEALTH AND SAFETY**

## *Hazard Reporting*

Tumut Shire Council has a system for reporting workplace hazards. Each Pool has a Hazard Report Pad, which contains forms (triplicate) for use by employees who see, come across, or in some other way become aware of work place hazards.

Hazards are categorised in one of three ways:

1. A hazards that could cause the death or permanent damage to a person,
2. A hazard that could cause a lost time injury (temporary damage) – but the person is not able to fix the problem them selves,
3. A hazard that is not likely to cause lot time or temporary damage and which the person is able to fix the problem themselves.

**Note:all hazards must be reported promptly (within 24hrs) so that management can take effective action to control the hazard before further serious injury or illness occurs.**

## **Personal Protective clothing (PPE)**

Snowy Works and Services will provide all employees with suitable and appropriate personal protective equipment so they can carry out their duties in a safe manner where personal protective equipment is warranted as a control measure to prevent injury or illness. All staff must wear PPE designed to control risks associated with their work.

Personal protective equipment may include but is not limited to the following items:

- Long sleeve shirt
- Jacket
- Wide brim hat
- Knee length short pants
- Overalls
- Safety foot wear
- Wet weather gear
- Gloves
- Safety eye wear
- Respiratory protection
- Hearing protection

## **Manual Handling**

It is important that all employees learn and use the correct manual handling techniques so that they can avoid painful back, arm, shoulder and abdominal muscle injuries. All Pool Operators will under go manual handling training courses when available.

## **Incident Reporting**

Snowy Works and Services provide First aid kits in all work areas for the benefit of all employees who may need short-term medical assistance due to a work place injury.

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- (i) All injuries must be reported on an Incident Report Form and given to the Supervisor / Coordinator.
- (ii) If any time will be lost away from work due to this injury or attendance at a medical facility is required, a Workers Compensation Form must be completed. All incidents will be investigated by your supervisor/OHS Coordinator

## **FAULT REPORTING AND REPAIR**

Reporting faults or requesting repairs will normally be authorised by the Snowy Works and Services Team Coordinator. Report any problems to the pool supervisor who will contact the Team Coordinator to organise a repair.

Should the Team Coordinator be unavailable and an urgent repair is required (such as a sewer choke). The pool supervisor can contact Snowy Works and Services on 69412400 directly, explaining the nature of the work and that the Team Coordinator was unavailable.

Snowy Works and Services will contact the required support that is needed.

Note: Chain of operation is as follows

1. Manager
2. Works Officer
3. Team Coordinator
4. Pool Supervisor

If outside provider is required for work on plant etc report repairs in the daily log book located in office at Pool. (All suppliers must comply with Councils insurance requirements)

Include:

1. Date, Brief description of problem / repair
2. Signature of staff member reporting repair



# **ACCOUNTABILITIES**

## **Council**

§8 of the Local Government Act sets out the Charter for a Council. The charter contained in this Chapter comprises a set of principles that are to guide a council in the carrying out of its functions.

A council has the following charter: • to provide directly or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively.

§24 identifies some of the Service Functions of Council are the provision of community sporting, recreational and entertainment services.

## **General Manager**

The General Manager is responsible and accountable for any outcomes from hazards or risks associated with the organisation.

## **Manager Development & Environment**

The Manager for Development & Environment is responsible and accountable for ensuring the development and implementation of management systems, policies and procedures to ensure the safe operation of the swimming and recreational facilities provided by Council.

## **Supervisors and Managers**

Supervisors and Managers are responsible and accountable for ensuring that employees, contractors, visitors and volunteers under their control are aware of, and comply with management systems, policies and procedures.

## **Employees**

Employees are responsible and accountable for:

- Following any instructions given to them for their workplace health and safety;
- Informing the Supervisor of any concerns or problems;
- Reporting all identified hazards and risks to their Supervisor; and
- Taking reasonable care to ensure that they do not place themselves or others at risk of injury or illness.

## Legislation

NSW Local Government Act 1993  
NSW Occupational Health & Safety Act 2000  
NSW Occupational Health & Safety Regulation 2001  
NSW Department of Local Government Practice Note 15 “Water Safety”, September 2004  
NSW Public Health (Swimming Pools and Spa Pools) Regulation 2000  
NSW Health “Protocol for Minimising the Risk of Cryptosporidium Contamination in Public Swimming Pools and Spa Pools” 1999  
NSW Health “Public Swimming Pools and Spa Pool Guidelines” 1996  
APVMA “Guide for Demonstrating Efficacy of Pool and Spa Sanitisers” July 2004  
Royal Life Saving Society “Guidelines for Safe Pool Operation” as revised  
Statewide Mutual Best Practice Manual “Signs as Remote Supervision” as revised

## Additional Guidance

All staff involved in the safe operation of swimming pools and associated recreational facilities are to observe all internal policies, procedures and supporting processes designed to ensure their health, safety and welfare at work, and also to ensure that the community continues to enjoy the safe use of the facilities Council has provided.



# Administration

## a) Recruitment

Council has two main water safety functions:

- The performance of life saving activities
- The performance of regulatory activities

In order to perform these functions competently and efficiently Council will recruit and train staff with, or able to obtain, the qualifications and skills appropriate to the Category of facility at which they are to be employed. DLG Practice Note 15 lists the full details of the various categories.

**Category 1** Other. Natural still waterway that is an area known for swimming & associated activities (e.g. rivers, creeks, lakes)

**Category 2** Other. Any still water environment that has been specifically constructed designed or intended to be used for swimming, diving, paddling or wading (e.g. rock pools, dams, swimming enclosures)

**Category 3** Swimming Pool. (Local community pool). Swimming pool that is managed by the Council and/or a designated community group that has one small swimming pool (< 25 m long) with very low patronage & no more than one aquatic activity occurring at one time. Pool would always be standard rectangular shape

**Category 4** Swimming Pool. (Aquatic Centre). Facility that has one or two bodies of water with medium to low patronage and no more than one aquatic activity occurring at any one time (e.g. one main pool and a diving or toddler pool. Generally standard rectangular shape)

**Category 5** Swimming Pool. (Multi-purpose Aquatic & Recreational Facility). Facilities generally have more than one body of water & typically have high patronage with multiple activities occurring at the same time. (E.g. school usage, lap swimmers, scuba diving. Pool configuration & number and locations of pools must be taken into account for adequate supervision)

## **b) Training and Development**

### **Qualifications and Competencies**

Council shall endeavour to exceed the Minimum standards for training of water safety personnel as detailed in DLG Practice Note 15, Section 5 “Training of water safety personnel” (pps 10-15) and Appendix 2, Training (pps 34-47) and Appendix 3, Competencies Still Water (pps 48-50).

### **Ongoing Training and Development**

Council is committed to the provision of best practice water safety, and will ensure that all personnel maintain currency in all mandatory skills and competencies and make available training for staff to achieve higher qualifications in their given fields. Reference to Section 9 “Further resources” of Practice Note 15 provides organisations that can supply training, information and resources.

## **c) Code of Conduct**

All staff and volunteers involved in the operation of Councils aquatic facilities are required to observe the Code of Conduct adopted by Council. The Code of Conduct lays down the standards of conduct that are expected of them and to enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (§ 439 LG Act) and also to perform their duties in a way that enhances public confidence in the integrity of the Council in particular and local government in general.

The key principles of the Code of Conduct to be observed by staff and volunteers are:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership
- Respect

## **d) Risk Management**

Council has recognised that the management of risk is an essential element of good management and impacts on every facet of Council activity.

Risk Management has been defined as the culture, processes and structures that are directed towards realizing potential opportunities whilst managing adverse effects. It is a process of continuous improvement that is to be embedded in all the practices and processes of Council. Risk Management promotes communication between all stakeholders and improved information flow enhances the decision making process.

Council has used AS/NZS 4360:2004 Risk Management Standard and HB 436:2004 Risk Management Guidelines as the main source of guidance for the development, implementation, consultation and review of the Risk Management Program.

The adoption of a risk management approach to the safe operation of Council swimming pools is a natural extension of the above philosophy. This means that risk assessments are constantly

undertaken to identify hazards and risks that may have an adverse impact on the safe, efficient and economical operation of the aquatic facilities. The risk assessments are also carried out to identify opportunities to maximise the efficient and economical operation of the facilities, and the enhancement of the enjoyment of facility patrons, in particular, and the community in general.

A risk management approach has been taken to identify and control hazards and risks relating to, but not limited to, the following major areas:

- Public Health
- Public Safety
- Public Liability
- Professional Indemnity
- Occupational Health & Safety and Return to Work
- Injury Management
- Emergency Management
- Asset Management
- Privacy
- Child Protection
- Plant and Equipment Operation
- Water Quality
- Staff Training and Development
- Knowledge and Records Management

# Life guarding and Supervision of Customers

## Life guarding

The primary concern with staff employed by Snowy Works and Services as pool attendants is the supervision/safety and well being of the patrons in, and in the immediate vicinity of the water.

- Pool surveillance takes priority over all other jobs. When customers are in or around the swimming pool area, they must be supervised by a staff member
- You must not eat, talk or text message on mobile phones, read or listen to walkmans or personal CD player whilst on the pool deck.
- NEVER leave the pool unattended

NOTE – the only exception will be in the instance of serving customers at the Adelong or Batlow swimming pool Kiosks (5 mins each hr) given that there is a clear view of the pool area. This is due to only one supervisor being on duty at these facilities. Pool Supervisor must not allow themselves to be distracted and must be able to see the pool areas at all times.

- Beware what is happening around you, including the location of other staff.
- Limit your conversations with the public and other staff. Politely excuse yourself to continue with your surveillance
- Do not stand in the one place too long. Keep moving around to ensure full coverage of the pool, especially in peak times.
- A circuit of both change rooms is necessary on a hourly basis (when carnivals etc are on)

**You must be able to recognise an emergency or a potentially dangerous situation. Watch out for these signs:**

- A body not moving
- Unsupervised children
- Dangerous diving or jumping
- Dangerous or rough play likely to lead to an injury
- Adults exercising beyond their level of ability
- Throwing of balls or other objects
- Children running in the centre
- Customers swimming under the influence of alcohol and / or drugs

Whilst other tasks may be completed whilst supervising the pool, the safety and well being of the patrons shall remain the primary concern of the pool attendants.

Centre Supervisor and or the Works Officer will assign the rotation and positioning of staff, and the designation of further tasks.

In the event of any incident: E.g. rescue first aid (major) etc.

The first available pool attendant assess the situation and if necessary attends the incident immediately.

Informs the Centre Supervisor and/or the Works Officer who will ensure another pool attendant is available to supervise the pool and/or assist if required.

## OVERCROWDING

- The recommended ratio of lifeguards to people in the water is one lifeguard to one hundred people. If the number of patrons exceeds 100 at the Adelong or Batlow facilities then the Pool Supervisor must contact the Team Coordinator immediately for assistance and /or guidance
- Supervisors have the authority to close the pool if they decide and should be aware of the pools maximum capacity of bathers if at any one time the maximum has been reached.
- If the Supervisor decides that the pool has reached its maximum capacity of bathers, they should indicate to the reception desk (Tumut) that the pool is temporarily closed and that no further entries are accepted until further customers leave.

## DISORDERELY BEHAVIOUR

- For minor offences, a caution and simple request to refrain should be sufficient. **If the customer chooses to continue with such behaviour refer to the Security section under this procedure manual.**
- **ANY SUSPECTED INCIDENT OF SEXUAL ASSAULT OR DEVIANCE MUST BE REPORTED IMMEDIATELY TO POLICE ON TELEPHONE "000"**

## FIRST AID (applying to the public/customers)

Undertake all relevant reporting procedures;

All **minor and major injuries**: are to be recorded in the Incident and Accident Report Book including a brief description of the incident and how it occurred.

Send the original copy to Risk Management section. Send the second copy to Snowy Works and Serves administration. Copy to remain in book.

For the duration of the shift all pool staff shall carry on their person

- Keys to the first aid room
- Oxy mask (Tumut)
- Protective gloves
- Band-aids

### Key Points

1. If a first aid is reported (via a radio, whistle, hand signals) the nearest available pool attendant not currently supervising either pool shall attend and inform staff that they are responding. In the case of the Adelong or Batlow pools, if adequate supervision is not possible, the Pool Supervisor must contact the Team Coordinator immediately.
2. If the first aider requires assistance, they will contact the Team Coordinator who will either attend him or herself or designate another staff member to attend the first aid site.
3. **Treating the injured person:**
  - 3.1) when in contact with bodily fluids the first aider shall use sterilised plastic gloves.
  - 3.2) if doing resuscitation the first aider will use protective oxygen mask.
  - 3.3) if faced with arterial bleeding or if there is a risk of bodily fluids spurting on to the first aider, the first aider shall use protective eye and face wear.
  - 3.4) if a first aid attendant has an open wound he/she will not administer first aid until such opening is covered and sealed. It is recommended that all pool attendants cover and seal any open wounds before the commencement of shifts. It is also recommended that wherever possible a pool attendant with an open wound will avoid first aid contact (i.e. not volunteer for first aid duties) unless necessary.
4. If an ambulance is required; notify the appropriate authorities as soon as possible with details of the injured and injury.
5. Where possible, always have a second staff member, parent or teacher with you when treating an injured child.

**NOTE** - If an injury occurs due in any degree to a structural or staffing element, the incident should be considered major. The first aider should, immediately after attending the first aid attend and assess the site and report back to the Pool Supervisor or Team Coordinator



## **MAJOR INCIDENTS (Considered life threatening for any and all individuals)**

### **a) Suspected Drowning-**

Recognizing trouble: Pool Lifeguards should pay closer attention to the behaviour of the following types of patrons this will help anticipate and prevent problems/accidents.

- Unusual gestures or facial expressions which suggests calls for assistance
- Poor/weak swimmers
- Unsupervised children
- Older /frail patrons
- Patrons wearing medical alert jewellery or looks like they may be intoxicated with alcohol/drugs.
- Patrons who are not confident in the water e.g. youngsters and non swimmers.

#### **Two types of drowning:**

1) **Passive-** caused by a sudden loss of consciousness, therefore no struggle is usually seen e.g. Due to a heart attack, stroke, hyperventilation, blow to the head, excessive alcohol consumption.

2) **Active-** a conscious drowning swimmer will be easier to detect with some calling for help and arms waving.

Suspected drowning observe vertical position of patron with minimal supportive leg action, vigorous arm movements, head tilted up and back, face distressed or looking for safety (drowning can take from 20-60 seconds to occur RLSS- Lifeguard Manual).

#### **Lifeguard Response D-RA-B-C-D**

- Lifeguard one signals to the other lifeguard(s) that he/she has a major emergency and communicates the identified emergency if possible e.g. Heart attack, stroke. They then conduct first aid in accordance with Danger, Response, Airway, Breathing, Circulation and Defibrillation.

- Initial response after assessing dangers and determining the problem will be to rescue patron.

- Take appropriate equipment e.g. Rescue tube and use appropriate entry into the water (slip, stride, dive, compact jump), provide support to the person in difficulty and get them to safety. When removing the patron from the pool, be mindful of any other injuries that may have been obtained.

- Place patron in lateral position and tilt head and clear airway.

- Check for breathing, rise and fall of chest, feel for breathe on cheek. If breathing, role on side into recovery position. If breathing is absent, send or go for help or call 000 for an ambulance / if you are on your own, leave the causality and go for help. Send someone for A.E.D (Automated External Defibrillator – if available)

- Give two quick breaths and check for pulse (carotid pulse is near the Adams apple for adults and brachial pulse inside upper arm for babies under 12 months).

- **Compressions** – If the casualty has no signs of life (unconscious, unresponsive, not moving and not breathing normally), commence compressions. Kneel by the side of the casualty – place your hands or two fingers with an infant, in the centre of the casualty chest interlocking your fingers. Press straight down on the sternum 100 times per minute (a little less than two compressions per second). Give 30 compressions – compressions should be 1 third chest

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depth. Give two breaths then return your hands or fingers quickly to the centre of the casualty's chest and give the next compressions and breaths. Continue 30 compressions and breath cycles. Apply Automated External Defibrillator (AED) if available.

NOTE – DO NOT apply any pressure over the casualty's ribs, upper abdomen or the bottom end of the bony sternum (breastbone)

- **Defibrillation** – ONLY PERSONS TRAINED IN THE CORRECT USE OF A.E.D DEVICES MAY BE AUTHORISED TO USE THEM.

## **b) Suspected Spinal Injury**

- Spinal injuries can result from impact with the bottom after diving into shallow water. With proper management, the spinal cord which has not been severed or damaged on initial impact can be protected against catastrophic injury. (RLSS Lifeguard manual).
- Lifeguard 1 signals to lifeguard 2/supervisor a suspected spinal injury has occurred and takes spinal board (Tumut Pool only) to edge of the pool and then proceeds slowly into the pool which minimizes movement of the injured person
- The Batlow and Adelong Pools do not have spinal boards therefore the casualty must be carefully supported and manoeuvred to the edge of the pool and lifeguards are to wait for ambulance personnel to attend.
- Check airway, breathing and circulation.
- **If the patient has a pulse and is breathing** the 2<sup>nd</sup> lifeguard supports the hips and the 1<sup>st</sup> lifeguard and 3<sup>rd</sup> person applies cervical collar if instructed by ambulance personnel and then gently slide the spinal board under the patient.
- Remove patient on spinal board from the water, one person should be out of the water and at least two in the water (may need other help if only 2 lifeguards). The patient is turned into a vertical position sliding the board up onto the pool deck perpendicular to the pool with the people in the water lifting and people on deck guiding the board.
- **If the patient has a pulse but is not breathing** the 2<sup>nd</sup> lifeguard is responsible for EAR on the patient through out the removal.

**If the patient has not got a pulse** the preservation of their life takes priority and they are quickly removed on the spinal board with just a chest strap and head support to prevent head movement in order for CPR (cardiopulmonary Resuscitation) can be commenced. Commence CPR Two man CPR will be commenced as soon as possible with Oxygen equipment and continued until medical assistance/ambulance arrives. . Kneel by the side of the casualty – place your hands or two fingers with an infant, in the centre of the casualty chest interlocking your fingers. Press straight down on the sternum 100 times per minute (a little less than two compressions per second). Give 30 compressions – compressions should be 1 third chest depth. Give two breaths then return your hands or fingers quickly to the centre of the casualty's chest and give the next compressions and breaths. Continue 30 compressions and breath cycles. Apply Automated External Defibrillator (AED) if available.

NOTE – DO NOT apply any pressure over the casualty's ribs, upper abdomen or the bottom end of the bony sternum (breastbone)

## c) Cardiac Incident

- Lifeguard one signals to the other lifeguard(s) that he/she has a Heart attack or angina causality. If there is only one lifeguard as with the Adelong and Batlow pools send or go for help or call 000 for an ambulance
- They then conduct first aid in accordance with Danger, Response, Airway, Breathing, Circulation and defibrillation.
- Initial response after assessing dangers, if patron is in the water will need to rescue patron, take appropriate equipment e.g. Rescue tube and use appropriate entry into the water and remove patron from the pool, use appropriate lifts using leg muscles reducing strain on the back.
- Place patron in lateral position and tilt head and clear airway.
- Check for breathing rise of chest, breath on cheek, if absent give two quick breaths and check for pulse (carotid pulse is near the Adams apple for adults). If angina attack, the person will usually have tablets, place tablet under tongue and rest patient in recovery position, oxygen therapy can be applied (see separate section for oxygen equipment)
- If it is a heart attack, it is likely that there will be no pulse present.  
If pulse is absent commence cardiopulmonary resuscitation. If the casualty has no signs of life (unconscious, unresponsive, not moving and not breathing normally), commence compressions. Kneel by the side of the casualty – place your hands or two fingers with an infant, in the centre of the casualty chest interlocking your fingers. Press straight down on the sternum 100 times per minute (a little less than two compressions per second). Give 30 compressions – compressions should be 1 third chest depth. Give two breaths then return your hands or fingers quickly to the centre of the casualty's chest and give the next compressions and breaths. Continue 30 compressions and breath cycles Apply Automated External Defibrillator (AED) if available.  
NOTE – DO NOT apply any pressure over the casualties ribs, upper abdomen or the bottom end of the bony sternum (breastbone)

- **Defibrillation** – ONLY PERSONS TRAINED IN THE CORRECT USE OF A.E.D DEVICES MAY BE AUTHORISED TO USE THEM.

- If there is only one other lifeguard/supervisor on shift they delegate a responsible and/or other qualified person to call for the ambulance, evacuate the pool and may be asked to get extra first aid supplies. The lifeguard immediately goes to assist the first lifeguard (taking oxygen equipment where available) in removing the person from the water and assist in airway management and cardiopulmonary resuscitation.
- Two person CPR will be commenced as soon as possible with Oxygen equipment and continued until medical assistance/ambulance arrives.
- Check pulse after first minute then every two minutes after that. If pulse and breathing returns, place the patient in the recovery/lateral position keeping their airway open, may use therapy oxygen (NOTE: only persons trained in the use of oxygen equipment are authorised to use it).

## SECURITY

This procedure should be used by Team Members as a guide with dealing with disorderly behaviour of patrons who do not follow pool rules. As well as the threat to team members of a violent nature whether it is verbal or physical within Councils Swimming Centres.

### Dealing with Difficult People

#### Step 1

- Immediately stop dangerous or unsafe behaviour
- Remain calm. People react directly to the way they are approached.
- Give short, pre thought positive instructions i.e. "walk please" rather than "don't run"
- Do not argue with customers
- Explain why their behaviour is unacceptable
- Be consistent
- Be good-natured. A smile and a sense of humour will often eliminate friction.
- Avoid an authoritative manner and sarcasm

#### Step 2

- If unsafe behaviour still continues ask again as in step 1
- If unsafe behaviour has not stopped contact the Snowy Works and Services team Coordinator to assist handle those who are causing the problem.
- If the Team Coordinator is unable to be contacted and staff feel threatened call security or police.
- Resume Life Guarding duties and at no time become involved with dealing with any problem that staff has reported to Police.
- Police will then handle problem. If you are unsatisfied with result ask Police to remove problem patron / patrons.

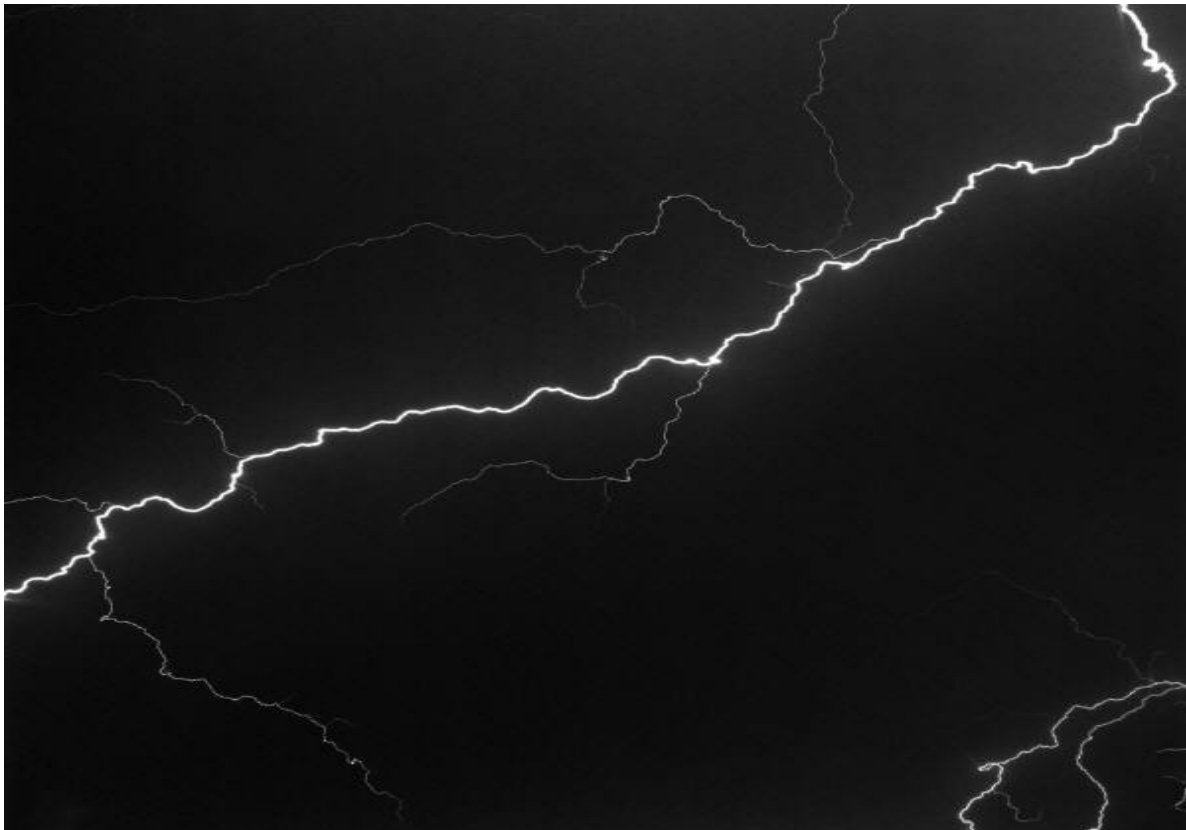
#### Step 3

- Police will determine whether they bring extra resources to deal with problem.
- **Any workplace violence issues Actual or Potential should be reported on an OHS Incident report form so that management are aware of safety hazards employees are exposed too.**
- Avoid leaving the premises alone. Always try to leave in pairs.

## Lost Property

Tumut Shire Council holds no responsibility for any lost items on the premises. A lost property area will be kept on-site. Any found items shall be placed into this area. The lost property will be donated to charity when considered appropriate by the Pool Supervisor / Works Officer.

**General Safety** (the following is transcript from an email circulated through the Council Safety Net group in March 2004) *"Lightning – there have been several reports of lightning striking swimming pool structures and people who have not been under shelter at these times have sustained varying injuries, some requiring hospitalisation due to burns, shock or injuries from being thrown by the lightning's force. There was an instance at Speers Point Swim Centre on Lake Macquarie some years ago when during a major swimming carnival, a storm was approaching and no warnings were given to the public. Lightning struck a structure in the pool grounds causing several minor injuries, one hospitalization and the cessation of the carnival. All swim centre managers have an undisputed duty of care to observe the weather and take timely and appropriate actions to protect all patrons and staff should a storm approach. The unwritten code is to adopt the "15 second rule". This is that once a lightening flash is seen, count to 15 slowly, but if the thunder is heard within that time, then we MUST ASSUME that the lightning is no more than 5 kilometres away and the next strike could hit a pool structure, or even the water. It is essential at this point to request all people to leave the water and stand under shelter – away from things like steel handrails and diving board towers. The 15 second rule then continues until it is safe to return to the water".*



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# Day to Day Operations

## Public Health

The swimming pool is a potential source of infection to users, caused by a number of micro-organisms, for if not adequately disinfected. Most pools are subjected to intense usage by large numbers of people. The greater the use, the greater the potential for disease.

The Public Health (Swimming Pool and Spa Pools) Regulation 2000 applies to swimming and spa pools to which the public is admitted.

Council is required to:

- ❖ disinfect the pool to prevent the transmission of scheduled medical conditions
- ❖ maintain surrounds and toilet and changing facilities in a manner to prevent the transmission of scheduled medical conditions
- ❖ permit an environmental health officer to carry out appropriate inspections during public hours.

Reference should be made to the NSW Health "Public Swimming Pool and Spa Pool Guidelines" and NSW Public Health (Swimming Pools and Spa Pools) Regulation 2000.

## Pathogens

Pathogens are microscopic organisms which cause disease in humans.

Many pathogens are waterborne, or spread through the ingestion of water. They are introduced either by persons entering the pool or from dirt and dust.

Pathogens like the warm temperatures found in heated pools and spas. Most survive for many days and even reproduce if disinfection is inadequate.

The main types of disease causing micro-organisms are:

- Bacteria
- Viruses
- Protozoa

## Bacteria

Bacteria are microscopic single celled animals which multiply rapidly by dividing in two. Pools provide ideal conditions for many bacterial infections including:

- ❖ pseudomonas aeruginosa which cause ear, nose and throat infections, and granulose sores;
- ❖ staphylococcus aureus which cause boils and sores;
- ❖ enterobacteria which cause gastro-enteritis;
- ❖ conjunctivitis which is an inflammation of the membranes in contact with the eyelid; and
- ❖ cholera, typhoid, diphtheria, paratyphoid and sore throat.

## Viruses

Viruses are easily spread in the pool environment and some, such as the entero-viruses, are not easily destroyed by chlorine. Ultra violet light from the sun is the best means of destroying these viruses. Examples of these viruses are:

- ❖ influenza transmitted more through coughing and inhalation;
- ❖ measles transmitted via mucous secretions from the nose and throat ingested with pool water;
- ❖ glandular fever transmitted in the saliva of infected persons;
- ❖ infectious hepatitis A transmitted through water; and
- ❖ hepatitis B and HIV-AIDS which may be transmitted in a swimming pool through ingestion of bodily fluids passed very recently from an infected person. The likelihood of this occurrence is extremely small.

## Protozoa

Pathogenic protozoa are found in Australian waters and some reproduce readily in waters high in nutrients such as warm crowded swimming pools. Protozoas are larger predatory micro-organisms which tend to have a definite life cycle and affect specific parts of the infected person. Examples of specific types of protozoa are:

- - (a) the amoeba *Naegleria fowleri* which attacks the lining of the brain called the meninges. This tissue becomes inflamed and swells putting pressure on the brain and resulting in amoebic-meningitis. Amoebic-meningitis usually results in death.
  - (b) an amoeba which attacks the lining of the intestine causing severe dysentery known as Amoebic dysentery.

## Prevention of Disease Transmission

In order to reduce the chance of disease transmission, pool operators should:

- (a) ensure there is enough free chlorine residual in the pool for disinfection during the swimming season (refer to Doc. Tumut Shire Council Swimming Pool Testing Program – forms procedures);
- (b) ensure filtration and turnover rates are adequate (ref forms procedures section);
- (c) encourage swimmers to shower before entering the pool;
- (d) ensure that toilets are clean and supplied with paper;
- (e) prevent animals from entering the pool;
- (f) regularly swab the concourse with a disinfecting solution such as 1 per cent chlorine (i.e. 1 litre of sodium hypochlorite in 10 litres of water or 100 grams of calcium hypochlorite in 10 litres of water); and
- (g) regularly clean the scum gutters, empty the lint filter and vacuum the pool.

## **FORMS / PROCEDURES**

### **Adelong Pool**

#### **Backwash Procedure**

1. Turn off pump
2. Shut valve 1,2,3,4 and 6
3. Open valve 2,5, and 7
4. Start compressor
5. Open air valve A for 3 min
6. Close air valve A and open air valve B for 3 min
7. Close air valve B and open air valve C for 3 min
8. Stop compressor, close C
9. Start pump and run for 1 ½ min
10. As you shut valve 2 open valve 3, run for 1 ½ min
11. As you shut valve 3 open valve 4, run for 1 ½ min
12. Turn off pump
13. Close valve 7
14. Open valve 6
15. Shut valve 5
16. Open valve 1,2,3

#### **Pool Operating Valve Settings**

1. Valves **1,2,3,4** and **6** are **OPEN**
2. Valves **5,7** are **CLOSED**



## **ADELONG POOL**

### **Daily Operation Procedure**

#### **Overview:**

The following points are designed to give the operator a guide to the typical tasks that need to be addressed each day

1. Open up Kiosk and prepare till.
2. Carry out grounds check. This will include broken glass, rubbish, tree inspection, toilets, vandalism, pool water & general appearance.
3. Remove vacuum cleaner.
4. Take water sample from the far side of the pool and carry out tests as per log book.
5. Test three times per day. Recommended Levels – pH 7.4 to 7.7, Cl<sub>2</sub> 3.5mg/l. Alkalinity 120mg/l & Cyanuric Acid 40mg/l.
6. Check Chemigem, Acid drum & Sodium Hypo level- **DAILY**
7. Add chemical to Pool or Balance Tank when needed. At the close of the day.
8. Check and clean toilets if needed
9. Put bins out on **Thursday** night.
10. Clean any rubbish off pool area.
11. **SUPERVISE POOL**
12. Wash out vacuum bag and put back in the pool over night.
13. Clean out Filter baskets (skimmer boxes) around big pool and baby pool every night.

14. Fit leaf filter to wader pool
15. Hose down all concrete areas.
16. Carry out Backwash once a week or as required.
17. Place vacuum in the small pools as required.
18. Mow lawns & trim edges as required
19. Be aware of pump failure during stormy weather

## **Batlow Backwash Procedure**

1. Empty skimmer baskets
2. Turn off filter at point
3. Turn off main pump (hot) / wait till the tank is empty
4. Turn off valve seven. Turn solar heating off before closing valve.
5. Shut valve one
6. Shut valve three
7. Open valve five (drain valve)
8. Open valve four
9. Leave prime pump going / town water tap (green) – 30-45 seconds
10. Check water in tank, when water flows into troughs close valve two
11. Turn town mains onto balance tank (outside) – (1.5-1.75 turns)
12. Check tank water runs clear, open valve two, close valve six
13. Check balance tank level (adjust town water accordingly)
14. Check filter tank until water runs clear
15. Turn pumps off
16. Open valve six
17. Open valve one and three
18. Close valve four and five

19. Turn on main pump, check filter flow
20. Turn off prime taps
21. When the filter tank is near full, turn town water off
22. Open valve seven
23. Wait for filters to fill adjusting. Float accordingly
24. Turn on solar heating
25. Turn on chemigam
26. When arriving turn on green town water to balance tank – turn off when leaving

# **TUMUT SWIMMING POOL**

## **POOL OPERATION PROCEDURES**

Enter complex, check pumps and filters to make sure all are running and pressure meter is reading correctly. Check boundaries around pool and pool complex fences for any hazards, broken bottles, fallen tree limbs or any debris thrown in pool grounds during the night.

### **REMOVE POOL BLANKETS**

Poolies Pal is located in pump shed plugged into power point charging over night, Poolies Pal is to be pushed to shallow end of pool where pulley is to be placed on spindle of blanket roller, all blankets are to be undone at both ends of main pool then each blanket removed by pushing forward button on Poolies Pal. While blankets are being wound off the pool the operator is to keep an eye on the blankets to ensure they are coming off the water straight. This procedure is carried out for the three blankets. Blankets and rollers are then pushed to wall to ensure they are not in the way of patrons using walkway between pool and wall. Poolies Pal is then returned to pump shed and plugged into power point to recharge batteries during the day.

Pool complex is then opened to public.

### **WATER TESTS**

Collect water samples from main pool at half way mark by taking sample of water in small cup at arms length depth to do water tests. Procedures for water tests are attached.

Each test is to be in the following range:

Free Chlorine range .....	2.5 to 3.5 ppm
Total Chlorine .....	2.5 to 3.5 ppm
PH.....	6.8 to 8.2 ppm
Alkalinity .....	90 to 140 ppm
Cyanuric Acid .....	25 to 40 ppm

Water tests are to be carried out three times each day and recorded in log book provided.

### **PUTTING BLANKETS ON POOL AT NIGHT**

Poolies Pal is again pushed from pump shed this time to deep end of pool where rope is unwound from pulley and taken to shallow end of pool, blanket roller is pushed to end of pool, rope is attached to pull ropes on blankets and pulled manually into water for about five metres then attached to pulley, forward button is again pushed to pull blankets onto pool. This procedure is followed for the three blankets. Poolies Pal is then taken back to pump shed to be plugged into power point for recharging overnight.

### **BACK WASH**

Back washing is to be carried out once a week at start of season and increased to twice per week in hotter months and during busy periods.

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## **BACK WASH PROCEDURE**

Turn off pumps and motors at switch on wall, turn off water to controller by turning off valve on wall near window and then turn off the two valves at water flow meter to left of controller, turn off chemical controller. Close valve one, open valve two, close valve three and open valve four, allow water to drain out of filters and close filter one valve. Open air compressor valve number one, turn on air compressor and purge filter for five minutes, open air compressor valve number two and close valve number one, purge for a further five minutes, turn off compressor and close valve two.

Turn on main pump and run water from bottom of filters to the top, water runs out of filters into trough, continue until water runs clear. Repeat procedure on second filter until water is clear, then flush both filters together to ensure water is clear and no dirt is left over in any of the filters.

Close valve four, open valve three, close valve two and open valve one, water will reticulate through all pools, turn on balance tank until balance tank and all pools are full, turn off water into balance tank.

Open chemical controller valves near controller and open valve near window, then turn on controller.

Turn on alum pump and run for a maximum of four hours. Water in pool will clean up within next twenty-four hours.

## **ONCE A WEEK**

Once a week during backwash procedure close valve five near impeller, open lid of stuffing box when pumps and motors are turned off and clean strainer in stuffing box of any debris. Replace strainer and close lid, fill with water from tap at back of stuffing box, open valve five and water line will be full ready to turn on main pump to continue water circulation.

## **PROCEDURE FOR MIXING ALUM**

Fill alum tank with water, empty 25kg bag of alum into tank and turn on mixer and mix until alum granules are dissolved and turn off mixer, one tank full of alum will last for three back washes.

## **SUPER CHLORINATION**

After heavy load in pools or very hot weather follow back wash procedure. Increase chlorine intake to pools on controller to cut off at 5 pm. Procedure to be carried out after hours. This allows free chlorine to react in water overnight.

## **UNLOADING OF HYPO**

Truck unloads from Richmond Street into hypo tank in pump shed. Driver connects hose to inlet valve at side of pump shed, plug in electrical lead and turn on when directed by driver, then observe hypo filling into tank and keep patrons well away from area. When tank is full turn off power. In case of hypo splash to driver or pool personnel, showers are located 20 metres away from pump shed or main pool is only twenty metres to the south-east.

## **CHEMICAL STORAGE**

All chemicals for pool dosage (except hypo) are stored in back shed; doors to shed are locked at all times and only opened when chemicals are to be added to pool.

### **VACUUMING POOL**

Pool vacuum cleaner stored behind roller door at swimming club rooms. When in use brought to side of pool, electrical lead plugged into three phase outlet in pump shed and turned on. Filter bag put in place on vacuum cleaner and eased into pool slowly. Operate manually around side of pool and then set of automatic to finish cleaning entire pool. Must not be operated whilst patrons are using pool. At start of season manually operate to clean pool, peak season set on automatic to operate after hours.

### **CLEANING TOILETS, SHOWERS AND ALL CONCRETE AREAS**

Cleaning chemicals stored in cleaning room - Multi Fresh for floors and toilets, buckets, scrubbing brush and gloves. All change rooms and toilets to be cleaned daily and checked at least three times during the course of the day. Hose out both ladies and mens showers and toilets and all concrete areas around pool complex. Make sure all hoses are rolled away and chemicals are stored back in cleaning room so as not to create a risk or hazard.

### **POOL TILES**

Cleaning of scum line off end of pools to be done after hours. Cleaning product to be used is Cyndane Tile Cleaner. Gloves are to be used at all times with this cleaner. Product stored in cleaning room located off supervisors room.

### **RUBBISH REMOVAL**

During the day any litter on ground is to be picked up and placed in bins located around pool complex. Bins are to be taken to Richmond Street on Monday nights to be emptied by Council garbage truck on Tuesday morning. After emptying, bins are to be washed out and returned to areas. Ladies and mens change room bins to be emptied daily into sulo bins provided.

### **SANITARY BINS**

Sanitary bins in ladies toilets are to be collected on a regular basis by company contracted to Council.

### **SHARPS**

Sharps found in pool grounds are to be placed in a sharps bin in first aid room and collected by Council representative once a week or when necessary for disposal.

### **SWIMMING CARNIVALS (Swimming Club or School)**

When preparing pool for carnivals vacuum pool to ensure pool floor is clean of dirt and leaves. Put in lane ropes and backstroke flags, assist in the erection of shade covers and ensure pool complex is neat and tidy for the commencement of each carnival. Insurance cover is sighted and waiver is signed by using parties before the commencement of each event.



## **Tumut Shire Council Emergency Evacuation Procedure**

### **Purpose**

The purpose of this procedure is to provide guidance and the steps required to be taken to evacuate Adelong and Batlow Public Pools where employees, contractors, volunteers or the public may be in the vicinity of, due to an emergency situation.

The types of emergencies include fire, bomb threat, explosion, and toxic material or vapour spill, security breach, storm damage and civil disturbance.

The type of emergency will dictate the response required, but the principles are the same for each, which basically depends on the designated warden/wardens who have been trained to take control.

### **Scope**

This procedure applies to all Tumut Shire Council and Snowy Works & Services employees, visitors or contractors working in or visiting these premises at the time of an emergency situation.

**Note:** It should be understood that the primary duty of the warden is to ensure, as far as practical, the safety of all persons on the site and their orderly evacuation from the danger zone

### **General Procedures**

- In all emergency situations Management, or the elected Warden and/or the Supervisor should be notified. In the event that all of the above personnel are absent from the premises the most senior person should be notified.
- All persons inside the premises during an emergency will take directions from the warden or in their absence, most senior person, and if required evacuate the premises under their direction and wait at the predetermined assembly point.
- It is intended that the employees in the immediate vicinity of the emergency will be instructed to relocate to a safe area by the warden. The area will then be evacuated according to the extent of the emergency to the designated assembly area.
- Depending on the specific emergency the wardens will direct which actions individuals should undertake and when those tasks should be implemented. For example: if a small fire was an emergency then the warden may instruct an employee trained in the use of hand held fire extinguishers to extinguish or control a fire while the warden directs the employee's within close proximity into a safe zone.

**“Don’t panic, don’t cause others to panic”**



## **The nominated assembly points in case of an emergency evacuation are as follows:**

- **Adelong Pool:**

Car Park at front of the pool

**Batlow Pool**

Hockey Field opposite the pool

- **Tumut Pool**

At the car park located at the eastern end of the pool.

### **Procedure**

Tumut Shire Council & Snowy Works & Services shall:

- Ensure that there are arrangements in place for the safe and rapid evacuation of persons from their place of work, emergency communication and appropriate medical treatment of injured persons.
- Consult with staff about emergencies
- Complete a risk assessment for work activities.

Factors to be considered are as follows:

- a) The nature of the hazards at the workplace.
- b) The size and location of the place of work
- c) The number, mobility and capability of persons at the place of work, including visitors
- d) The isolation of the workers in remote or difficult to access locations
- Implement the control measures identified according to an agreed time frame.

The control measures to include the following:

- a) designation of evacuation routes and assembly points
- b) nomination of staff as building wardens
- c) training of building wardens to assist with the evacuation of the building
- d) provision of appropriate equipment such as helmets, vests and torches to building wardens
- e) provision of maps and signs to assist briefing employees on evacuation routes

Included in the control measures are the following:

- a) twelve monthly rehearsal of the evacuation plans especially high usage areas
- b) regular testing of all alarm systems and communication systems
- c) review of rehearsals to identify any deficiencies or shortcomings of the plan

- d) if deficiencies or shortcomings are found the evacuation plan shall be reviewed to overcome these deficiencies.

Control measures to be implemented are:

- a) identification of hazards
- b) eliminate potential ignition sources
- c) implement adequate arrangements for shut down and evacuation if necessary
- d) display evacuation details in appropriate locations.
- e) election of wardens for designated work areas
- f) appropriately train all wardens to oversee all emergency situations, evacuation procedures and in the use of on-site fire fighting equipment where necessary, to minimize the impact of the emergency to the place of work
- g) provision of emergency lighting, an arranged meeting place, appropriate signage, fire exit, means of escape routes, smoke detectors and fire fighting equipment and access to communication at all times.
- h) provision of information, instruction, training and supervision to all staff, especially for the wardens, new employees and trainees.
- i) where there has been any occurrence that involves a risk of explosion or fire, or where there has been an uncontrolled or imminent risk of fire or explosion, then a formal notification must be made to Work Cover
- j) formally record the process
- k) review annually and formally record details of review, any deficiencies or shortcomings identified and control measures implemented

### **In the event of any Civil Disorder Occurring**

In the event of any Civil Disorder Occurring in or in the vicinity of Council's Premises the imminence of such an event, or an unauthorized entry into the premises by a disaffected person or group, the Warden or any senior member of staff who is in a position to act, should take the following action:

- a) Notify the police and request assistance
- b) Alert senior members of staff
- c) Initiate action to :
  - (i) restrict access to and egress from the building
  - (ii) confine presence as far as practical
  - (iii) restrict contact between the demonstrator, agitated person/s from the building occupants
- d) Notify nominated managers

Managers can contribute in a practical way to the satisfactory resolution of these emergencies by ensuring withdrawal of their staff where necessary, supervising the locking up of offices, securing records, files, cash and other valuable property while at the same time promoting an air of confidence

Planning for these emergencies should be done in consultation with the police or other specialist advisers.

## **In the event of a Bomb Threat**

### **Introduction:**

Bomb threat is a serious public nuisance of modern times. Each bomb threat could be a cruel prank or a warning of an impending bomb attack. Usually, individuals seeking to create a state of alarm and confusion on an otherwise peaceful organization commit them. Proper planning and nomination of appropriate decision-making authorities may minimize the problem.

*Note: Care should be exercised with cellular phones, radio sets and any other equipment producing radio waves in situations where explosives devices are suspected. Such equipment should not be used until the attending bomb technicians give clearance.*

## **Threats:**

Bomb threats may be in one of the following forms:

### *Written:*

If a bomb threat is received in writing, it should be kept, including any envelope or container. Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting or typewriting, paper and postmarks. Placing the evidence in an envelope should protect such evidence (preferably a plastic envelope).

### *Telephone threats:*

An accurate analysis of the telephone threat can provide valuable information on which to base recommendation, action and subsequent investigation. The person receiving the bomb threat by telephone should NOT HANG UP and, as soon as possible, complete the information required by the bomb threat check list. A bomb threat check shall be held at reception and other persons who regularly accept incoming telephone calls.

### *Notes:*

1. A sample bomb threat check list is attached as Appendix A
2. The reason for not hanging up is to assist in call tracing.

## **Suspect objects:**

A suspect object is any object found on the premises and deemed a possible threat by virtue of its characteristics, location and circumstances.

## **Evacuation**

Following an analysis of information received, the Warden, or in his/her absence, Management should categorize the bomb threats, which may be either specific or non-specific as follows:

- a) *Specific:* The caller will provide more detailed information, which could include statements describing the device, why it was placed, its location, the time of activation and other details. Although less common the specific threat is the more credible.
- b) *Non-specific threats:* An individual may take a simple statement to the effect that a device has been placed. Generally very little, if any, additional detail is conveyed before the caller terminates the conversation.

The non-specific threat is the more common, but neither can be immediately discredited without investigation. In other words, every threat has to be treated as genuine until proven otherwise. Evacuation involves assessing one of four possible alternatives-

- (i) take no further action
- (ii) search without evacuation
- (iii) evacuation and search; or
- (iv) evacuate ( without search )

Each of these options will have advantages and disadvantages related to safety, speed of search thoroughness, productivity and morale, and have to be assessed against the potential risk.

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## Notification:

Upon receipt of a threat or discovery of a suspect object, the Police should be immediately advised; however, it should not be assumed that the Police will conduct the searches. An advantage to having developed a bomb incident plan is that coordination with the public safety organization will have been arranged with a clear understanding of exactly what services can be provided, by whom and when.

An analysis of a threat or the discovery of a suspect object shall determine the requirements to evacuate the building, structure or workplace. In any circumstances where an occupier determines that an evacuation of their area is necessary, the affected occupier shall first notify Management so that the emergency plan can be implemented.

## Search

Those best qualified to carry out a thorough search in any given area are the occupants of the building, structure, or workplace. Occupants have the knowledge, and better understanding, of 'what belongs' or 'what does not belong' in a location at any given time. Generally speaking, law enforcement authorities do not possess intimate knowledge of the threat area and would be less likely to recognize what could be suspect.

The aim of the search is to identify any object that is not normally found in an area or location, or for which an owner is not readily identifiable or becomes suspect for any other reason for example:

- a) a suspiciously labelled object
- b) an object similar to that described in the threat
- c) an object of unusual size, shape and sound, or
- d) the presence of pieces of tape, wire, string or explosive wrapping, or other unfamiliar materials

*On locating the suspect object, search personnel should not touch, cover or move it.*

The location should be conspicuously marked, for example, a paper trail to the nearest exit is most suitable. After ensuring there are no other suspects in the vicinity, the area should be evacuated and isolated. Search of other areas should continue to ensure that there are no other suspect objects

General priorities for searching should follow the following sequence:

- (i) Outside areas including assembly areas
- (ii) Building entrances and exits and, particularly, paths people use to evacuate.
- (iii) Public areas within the building  
Note: In most buildings, public areas that are accessible for the placement of an 'object'. Also they usually provide a means of exit, which evacuees have to pass through, or be in proximity to, during and evacuation.
- (iv) Other area. Once external and public areas have been declared clear, a search should be conducted including the roof of the buildings.

## Evacuation Options

If the decision to evacuate is made, persons should be requested to remove all personal belongings, eg. handbags, briefcases, shopping or carry bags, when evacuating. This will facilitate the identification of suspect objects.

## Limitation of total evacuation

At first thought, immediate and total evacuation would seem the most appropriate response to any bomb threat. However the evacuation procedures in response to a bomb threat do not necessarily follow those of a fire, for example, doors and windows should be opened, to lessen blast impact effect, and not closed as in the case of fire. Additionally, there are significant safety and economic factors associated with a bomb threat, which may weigh against an immediate evacuation, as follows

- a) *Risk of injury*: As a general rule, the easiest area in which to plant an object is in the shrubbery sometimes found outside a building, an adjoining car park or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury and car parks should not normally be used as assembly areas.
- b) *Response limitation*: Total and prompt evacuation may well remove personnel who may be required to make a search.
- c) *Panic*: A sudden bomb threat evacuation may cause panic and unpredictable behaviour, leading to unnecessary risk of injury.
- d) *Essential services*: Some evacuations may be precluded by the essential nature of the operations conducted within the building.
- e) *Loss of business services*: While the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruptions of services to an unacceptable level.

There are some conditions that make immediate total evacuation an undesirable response to the bomb threat. Total and immediate evacuation, whilst risky, is the easy decision and having taken the easy way, the hard decision of when to return still has to be made.

## **Suspect Mail Bomb/Articles**

Suspect mail items have similarities in common with other 'suspect articles', which may be encountered by any enterprise or individual.

Any staff responsible for handling mail shall be trained in the identification and subsequent handling of suspect mail items.

## **List of References:**

OHS Act 2000  
OHS Regulations 2001  
Australian Standard AS 3745-2002  
Local Government Shires Association LGSA OHS Manual July 2002  
AS2444 Portable Fire Extinguishers and Fire Blankets – selection and location

**General Manager** \_\_\_\_\_  
**Chris Adams**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

# Swimming Pool Indemnity Forms / Waivers

## ADELONG SWIMMING POOL

### Rules and Safety Management Plan - Club

Crowd control to minimise risk of skylarking and or other rowdy activity contributing to misadventure through distraction and lack of controlled supervision.

On entering and using the Adelong Swimming Pool for an organised club event the following rules apply:

1. Photographic Mobile Phones or Videos prohibited from Ladies and Men's change rooms.
2. Any person suffering from any infectious or contagious disease or skin complaint shall not enter.
3. Any injury or stolen item is the responsibility of the club.
4. Place litter in bins provided.
5. No climbing or sitting on handrails.
6. No smoking on cement areas of pool complex.
7. Do not sit, lean or rest on lane ropes.
8. Do not run on any cement areas.
9. Do not duck or bomb.
10. Do not push or throw anyone into the pool.
11. No diving into shallow end of pool
12. Council recommends no diving into water less than 1.8metres deep.
13. No alcohol, no glass containers, no animals, no chewing gum, no swearing, no bullying and no offensive behaviour.
14. No swimming equipment to be left lying around the pool creating a hazard or risk.
15. Pump Shed is out of bounds at all times.
16. No climbing on or above shelters/buildings.
17. Any tents, shade covers or equipment to be erected, are to be the responsibility of the club.
18. Dressing sheds are to be supervised and are the responsibility of club members during club events
19. Copies of current Insurance policies are to be presented to management.
20. In event of an emergency pool assemble all patrons at evacuation point and await further instructions.
21. Pool is to be left in a neat and tidy manner.

As an organised club event outside of normal operating hours it is the responsibility and condition of entry that a fully qualified supervisor with appropriate qualifications being Bronze Medallion, Senior first aid, Austswim and Level one coaching, is present at all times. Entry to the pool is restricted to members only.

Clubs, through their representatives have a responsibility and duty of care to the participants to ensure that pool regulations are followed. Any confirmation of these rules can be clarified by management.

#### **Tumut Shire Council**

On entering the Adelong Swimming Pool as an organised group or school excursion we have accepted the responsibility and agree to the above rules and safety management plan.

Signature: ..... Date: .....

Name: ..... Organisation: .....

## Release and indemnity form for Diving into water less than 1.8metres deep of main pool

This Release and Indemnity document forms part of the "Rules and Safety Management Plan" agreement.

Adelong Swimming Pool Complex operates its pool based on the guidelines as set out by the Royal Life Saving Society of Australia. These guidelines include, but are not limited to the following:

### Royal Life Saving Society – Guidelines for safe Pool Operations

- 5.1.1. A dive entry should not be permitted into a water depth of less than 1800mm
- 5.1.1.(b) A dive entry from a starting block should not be permitted into water depth less than 2000mm
- 5.1.2. Running dives should not be permitted into any depth of water
- 5.2.1. All persons who wish to participate in swimming or like (eg: Lifesaving) competitions should be instructed in the principles of safe water entry and diving techniques, and competitive dive starts in a progressive education program under instruction of an appropriately qualified coach or instructor
- 5.2.2. All participants in swimming or like competitions should receive appropriate instruction prior to participating in any swimming or like competitions
- 5.3.3 (a) In water depths greater than 1000mm and less than 1200mm competitive dive starts may be permitted from a maximum height above water of 400mm
- 5.3.5(b) Only qualified swim coaches, lifesaving instructors and instructors (eg: AUSTSWIM) should assess competence

Should you choose to allow dive starts into water less than 1.8metres deep, this being the deep end only, your organisation will be responsible for ensuring that guidelines 5.2.1 is fulfilled. No diving into shallow end of pool is allowed regardless.

---

I,..... on behalf of.....  
have read and understood the above guidelines.

We acknowledge the Adelong Swimming Pool rules and regulations and undertake to conform with them at all times.

We agree that we will not allow dive starts, by Participants not conforming to guidelines 5.2.1. We also acknowledge that we are responsible for ensuring that the required training has been undertaken by those participating in dive starts.

We also agree that in the event that our participants are injured, we will bring no claim, legal or otherwise, against the Adelong Swimming Pool Attendants, Snowy Works and Services, or Tumut Shire Council in respect of that injury, should that injury have been caused outside the Adelong Swimming Pools rules and regulations,

Before signing this document I have read and understood it and am aware that it affects the legal rights of our organisation and participants.

Signature: ..... Date: .....

@ This document is the Copyright of Tumut Shire Council and the Riverina Risk Management Group. Organisations can use this document freely provided Tumut Shire Council and Riverina Risk Management Group is acknowledged as the owner of the copyright.

Name: ..... Organisation: .....

## ADELONG SWIMMING POOL Rules and Safety Management Plan - Schools

Crowd control to minimise risk of skylarking and or other rowdy activity contributing to misadventure through distraction and lack of controlled supervision.

On entering and using the Adelong Swimming Pool for an organised school excursion the following rules apply:

1. Photographic Mobile Phones or Videos prohibited from Ladies and Men's change rooms.
2. Any person suffering from any *infectious* or *contagious disease* or *skin* complaint shall not enter.
3. Any injury or stolen item is the responsibility of the supervising teachers.
4. Place litter in bins provided.
5. No climbing or sitting on handrails.
6. No smoking on cement areas of pool complex.
7. Do not sit, lean or rest on lane ropes.
8. Do not run on any cement areas.
9. Do not duck or bomb.
10. Do not push or throw anyone into the pool.
11. No diving into shallow end of pool
12. Council recommends no diving into water less than 1.8metres deep.
13. No alcohol, no glass containers, no animals, no chewing gum, no swearing, no bullying and no offensive behaviour.
14. No swimming equipment to be left lying around the pool creating a hazard or risk.
15. Pump Shed and Swimming Club rooms out of bounds at all times. (unless prior arrangement for club rooms made with Swimming Club)
16. No climbing on or above shelters/buildings.
17. Any tents, shade covers or equipment to be erected, are to be the responsibility of the said school.
18. Dressing sheds are to be supervised and are the responsibility of teaching staff during carnivals, sports days or any other school activity.
19. Copies of current Insurance policies are to be presented to management.
20. In event of an emergency pool staff will alert and assemble all patrons at evacuation point and await further instructions
21. Pool is to be left in a neat and tidy manner.

As an organised school excursion the students are the responsibility of the school, but a fully qualified pool life guard will be on duty at all times.

Schools, through their teacher representatives have a responsibility and duty of care to their pupils to ensure that pool regulations are followed. Any confirmation of these rules can be clarified by management, as teachers are still on duty within their own work agreement

### **Tumut Shire Council**

On entering the Adelong Swimming Pool as an organised group or school excursion we have accepted the responsibility and agree to the above rules and safety management plan.

Signature: ..... Date: .....



Name: ..... School: .....

## BATLOW SWIMMING POOL Rules and Safety Management Plan - Club

On entering and using the Batlow Swimming Pool for an organised club event the following rules apply:

1. Photographic Mobile Phones or Videos prohibited from Ladies and Men's change rooms.
2. Any person suffering from any infectious or contagious disease or skin complaint shall not enter.
3. Any injury or stolen item is the responsibility of the club.
4. Place litter in bins provided.
5. No climbing or sitting on handrails or pool blankets.
6. No smoking on cement areas of pool complex.
7. Do not sit, lean or rest on lane ropes.
8. Do not run on any cement areas.
9. Do not duck or bomb.
10. Do not push or throw anyone into the pool.
11. No diving into water less than 1.8metres deep.
12. No alcohol, no glass containers, no animals, no chewing gum, no swearing, no bullying and no offensive behaviour.
13. No swimming equipment to be left lying around the pool creating a hazard or risk.
14. Pump Shed is out of bounds at all times.
15. No climbing on or above shelters/buildings.
16. Any tents, shade covers or equipment to be erected, are to be the responsibility of the club.
17. Dressing sheds are to be supervised and are the responsibility of club members during club events.
18. Copies of current Insurance policies are to be presented to management.
19. In event of an emergency assemble all patrons at evacuation point and await further instructions.
20. Pool is to be left in a neat and tidy manner.

As an organised club event outside of normal operating hours it is the responsibility and condition of entry that a fully qualified supervisor with appropriate qualifications being Bronze Medallion, Senior first aid, Austswim and Level one coaching, is present at all times. Entry to the pool is restricted to members only.

Clubs, through their representatives have a responsibility and duty of care to the participants to ensure that pool regulations are followed. Any confirmation of these rules can be clarified by management.

### **Tumut Shire Council**

On entering the Batlow Swimming Pool as an organised group we have accepted the responsibility and agree to the above rules and safety management plan.

Signature: ..... Date: .....

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Name: ..... Club: .....

Release and indemnity form for  
Diving into water less than 1.8metres deep of main pool

This Release and Indemnity document forms part of the "Rules and Safety Management Plan" agreement.

Batlow Swimming Pool Complex operates its pool based on the guidelines as set out by the Royal Life Saving Society of Australia. These guidelines include, but are not limited to the following:

Royal Life Saving Society – Guidelines for safe Pool Operations

- 5.1.1. A dive entry should not be permitted into a water depth of less than 1800mm
- 5.1.1.(b) A dive entry from a starting block should not be permitted into water depth less than 2000mm
- 5.1.2. Running dives should not be permitted into any depth of water
- 5.2.1. All persons who wish to participate in swimming or like (eg: Lifesaving) competitions should be instructed in the principles of safe water entry and diving techniques, and competitive dive starts in a progressive education program under instruction of an appropriately qualified coach or instructor
- 5.2.2. All participants in swimming or like competitions should receive appropriate instruction prior to participating in any swimming or like competitions
- 5.3.3 (a) In water depths greater than 1000mm and less than 1200mm competitive dive starts may be permitted from a maximum height above water of 400mm
- 5.3.5(b) Only qualified swim coaches, lifesaving instructors and instructors (eg: AUSTSWIM) should assess competence

Should you choose to allow dive starts into water less than 1.8metres deep, your organisation will be responsible for ensuring that guidelines 5.2.1 is fulfilled. No diving into shallow end of pool is allowed regardless.

---

I,..... on behalf of.....  
have read and understood the above guidelines.

We acknowledge the Batlow Swimming Pool rules and regulations and undertake to conform with them at all times.

We agree that we will not allow dive starts, by Participants not conforming to guidelines 5.2.1. We also acknowledge that we are responsible for ensuring that the required training has been undertaken by those participating in dive starts.

We also agree that in the event that our participants are injured, we will bring no claim, legal or otherwise, against the Batlow Swimming Pool Attendants, Snowy Works and Services, or Tumut Shire Council in respect of that injury, should that injury have been caused outside the Batlow Swimming Pools rules and regulations,

Before signing this document I have read and understood it and am aware that it affects the legal rights of our organisation and participants.

**BATLOW SWIMMING POOL**  
**Tumut Shire Council**  
**Rules and Safety Management Plan for Schools**

Signature: ..... Date: .....

Name: ..... Organisation: .....

On entering and using the Batlow Swimming Pool for an organised school excursion the following rules apply:

1. Photographic Mobile Phones or Videos prohibited from Ladies and Men's change rooms.
2. Any person suffering from any infectious or contagious disease or skin complaint shall not enter.
3. Any injury or stolen item is the responsibility of the supervising teachers.
4. Place litter in bins provided.
5. No climbing or sitting on handrails or pool blankets.
6. No smoking on cement areas of pool complex.
7. Do not sit, lean or rest on lane ropes.
8. Do not run on any cement areas.
9. Do not duck or bomb.
10. Do not push or throw anyone into the pool.
11. No diving into water less than 1.8metres deep.
12. No alcohol, no glass containers, no animals, no chewing gum, no swearing, no bullying and no offensive behaviour.
13. No swimming equipment to be left lying around the pool creating a hazard or risk.
14. Pump Shed and Swimming Club rooms out of bounds at all times. (unless prior arrangement for club rooms made with Swimming Club)
15. No climbing on or above shelters/buildings.
16. Any tents, shade covers or equipment to be erected, are to be the responsibility of the said school.
17. Dressing sheds are to be supervised and are the responsibility of teaching staff during carnivals, sports days or any other school activity.
18. Copies of current Insurance policies are to be presented to management.
19. In event of an emergency pool staff will alert and assemble all patrons at evacuation point and await further instructions
20. Pool is to be left in a neat and tidy manner.

As an organised school excursion the students are the responsibility of the school, but a fully qualified pool life guard will be on duty at all times.

Schools, through their teacher representatives have a responsibility and duty of care to their pupils to ensure that pool regulations are followed. Any confirmation of these rules can be clarified by management, as teachers are still on duty within their own work agreement

**Tumut Shire Council**

On entering the Batlow Swimming Pool as an organised group or school excursion we have accepted the responsibility and agree to the above rules and safety management plan.


Signature: ..... Date: .....

@ This document is the Copyright of Tumut Shire Council and the Riverina Risk Management Group. Organisations can use this document freely provided Tumut Shire Council and Riverina Risk Management Group is acknowledged as the owner of the copyright.

Name: ..... School: .....

**NOTE:** Organisation and distribution of the above documentation for the Tumut Swimming Pool facility is the responsibility of the Tumut Pool Supervisor. This documentation is located on site at the office.

## ACTIVITY SPECIFICATIONS

	76 Capper St Tumut NSW 2720 % (02) 6947 0555	Fence and Handrail Maintenance	
Records to Keep:		MMS Code / Reporting Units	
Daily Running Sheet		1490 / lineal metre (m)	
Approved by (sign & date)			

Unless the site is covered by a *Site Induction Sheet* a *Site Hazard ID Checklist* **MUST** be completed before anything is done on site to make sure all requirements of the *Worksite Rules* (given out at induction) are followed; that work is planned; that all hazards associated with the work and the site are identified and the risks controlled; and to induct all persons into the site so that they are aware of these controls and can raise any concerns they may have.

If a Checklist has already been completed (e.g. a generic one for maintenance works) then it needs to be reviewed to make sure it is appropriate and covers all hazards.

### ***What this job covers:***

- Maintenance (including painting) of fences and handrails, including bicycle racks, vehicle barriers, tree and garden guards and boundary fencing to ensure that these items continue to perform the function for which they were installed.

### ***What is not covered:***

- Boundary fencing not maintained by Council – check Parks Area Definition Plan for identification?
- Structural repairs or replacement of fences and gates may only be carried out after Superintendent's approval of a Works Order.

---

Below are the steps needed to do the job. Extra safety information is over the page.

Remember, the ***Worksite Rules*** given to you at the site induction must also be followed.

---

### ***How to do it:***

1. Set up Traffic and/or Pedestrian Controls using *Traffic Control TSC-AS-TRAFC*.
2. The Team Coordinator will inspect the site (or, if no Team Coordinator is on site, the most senior person on site), checking for any hazards not covered by this Activity Specification. If you find any, fill out a *Risk Control Form* saying how you plan to reduce the risk of an injury. If in doubt – ask your supervisor.
3. Carry out the required maintenance, paying attention to the following:
  - All materials and repairs must be of at least the same strength, and similar in colour and appearance
  - Depending on the type of repair, the plant and material you use, can give rise to other hazards. For example, if there is the risk of cutting yourself on metal, wear leather gloves. If

the repair requires welding, follow *TSC-AS-WELDR*. Where possible, carry out the welding in the workshop. Ensure you are wearing safety glasses, if using a grinder or there is a possibility of flying metal.

- Please note that the timber posts and timber rail fences could be made from copper chromium arsenate treated logs. Wash your hands, after handling this material and especially before eating as there is a risk of cancer by arsenic contamination through swallowing the material. Refer *TSC-AS-UCCST*
  - If you have to drive in posts, locate underground services.
  - Any issues that present a safety hazard must either be fixed promptly, or if this is not possible, made safe using temporary barriers, Para webbing, bollards, signs, etc.
  - Check with the Superintendent before repairing any boundary fencing that may be the responsibility of the property owner. If possible, contact the property owner to advise of any breaks in the fence that may allow stock to get out. (see *TSC-AS-XX Stock Control* if the stock are already out).
  - Refer to the manufacturer's instructions where possible to ensure appropriate repair methods are used.
  - Remove all waste and dispose of to a legal tipping facility.
4. Note any defects requiring structural repair or replacement, or other areas where preventative work will reduce future maintenance on the 'observations' section of the *Daily Running Sheet*.
5. Remove traffic / pedestrian controls and collect the signs that are no longer required.

#### **Extra Information**

Plant and Equipment that may be needed to do this job (follow the Activity Specification for operating these if available):

- |              |                      |
|--------------|----------------------|
| • Hand tools | • Star Picket driver |
| •            | •                    |


Personal Protective equipment (PPE) (in addition to standard items in *Worksite Rules*):

- |          |                                |
|----------|--------------------------------|
| • Gloves | • Safety glasses or sunglasses |
|----------|--------------------------------|

The following Material Safety Data Sheets (MSDS) must be carried with you when doing this job:

- Cleaning agents

As well as for any other substances (e.g. chemicals) you have with you.

	76 Capper St Tumut NSW 2720 % (02) 6947 0555	<b>Litter Collection</b>	
<b>Records to Keep:</b>		<b>MMS Code / Reporting Units</b>	
Daily Running Sheet (Including Segment - except local roads)		1415 / Road kilometre (km) – roads 1420 / bin –RTA rest area 4130 / hour – parks collection by hand	
<b>Approved by (sign &amp; date)</b>			

Unless the site is covered by a *Site Induction Sheet* a *Site Hazard ID Checklist* **MUST** be completed before anything is done on site to make sure all requirements of the *Worksite Rules* (given out at induction) are followed; that work is planned; that all hazards associated with the work and the site are identified and the risks controlled; and to induct all persons into the site so that they are aware of these controls and can raise any concerns they may have.

If a Checklist has already been completed (e.g. a generic one for maintenance works) then it needs to be reviewed to make sure it is appropriate and covers all hazards.

#### ***What this job covers:***

- All road and roadside litter collection / park litter collection, including removal of dead animals and emptying litter bins in parks. Also abandoned vehicles for Council Roads as per *TSC-AS-ABVEH Abandoned Vehicles*.
- Washing of bins on a 6 monthly basis

See also *TSC-AS-SWEEP Pavement Sweeping* for hand or mechanical brooming.

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Below are the steps needed to do the job. Extra safety information is over the page.

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#### ***How to do it:***

6. Set up Traffic Control using *Traffic Control TSC-AS-TRAFC*.
7. The Team Coordinator will inspect the site (or, if no Team Coordinator is on site, the most senior person on site), checking for any hazards not covered by this Activity Specification. If you find any, fill out a *Risk Control Form* saying how you plan to reduce the risk of an injury. If in doubt – ask your supervisor.
8. Put on heavy grade rubber gloves.
9. Litter must be collected at the following frequencies:
  - Roadside: once every 3 months, or as soon as possible when litter is a safety hazard or is on road shoulders
  - 2 days before mowing/slashing operations
  - Litter bins: once every 2 weeks or more often if required – e.g. high volumes disposed of or offensive litter is present.
10. Collect litter paying attention to the following:
  - DO NOT put your hand into bins or otherwise where there is the risk of injuries through needles or glass.



- Sharps (i.e. syringes, etc.) must only be picked up using long-handled pickup tongs.
  - Put a sharps container on the ground. While wearing gloves, pick up the sharp with the tongs and put into the sharps container.
  - DO NOT touch the item, always use the tongs. Use alcohol wipes to clean tongs, close and place in kit. Remove gloves.
  - Disinfect tongs on return to depot (open tongs, rinse, soak in bleach solution for 30 minutes, remove, wipe dry and replace in kit.
  - Where syringes are being found at a site, notify your Supervisor and note this on the *Daily Running Sheet* in the 'Observations' column. The sharps container when full must be taken to the following locations for disposal:
    - Amcal Pharmacy, 66 Wynyard St Tumut
    - Batlow Pharmacy, 49 Pioneer St Batlow
    - Adelong Community Centre, Tumut St Adelong
  - If pricked by a syringe, first aid is squeeze the wound and wash under running water. Wipe with antiseptic swab. As with all accidents fill in an Accident and Injury Report and you will be referred to further medical attention. Refer TSC-AS-HNEED
- Pick up any litter in the general area around the bin
- Where hazardous materials are suspected or are found – this may be a labelled chemical drum, unmarked container, etc. notify your Supervisor (the Client must also be notified) and note these actions on the *Daily Running Sheet* in the 'Observations' column.
- All litter, carcasses, rubbish to be disposed of at landfill
- If an animal or any other item is too heavy, get someone to help you or use mechanical means.
- Bagged litter may be left on the side of the road, provided it is out of the traffic and is picked up the same day
- Where overflowing litter bins suggest that collection is not being done often enough, note this on the *Daily Running Sheet* in the 'Observations' column.
- Damaged or missing litter bins must be nominated for replacement and with Client's approval of a Work Order.
- 4. Washing of bins must be done at locations where wash water will not enter waterways or otherwise be offensive.
- 5. **Always** wash your hands before eating, drinking or smoking.
- 6. Remove traffic controls and collect signs that are no longer required.

#### **Extra Information**

Plant and Equipment that may be needed to do this job (follow the Activity Specification for operating these if available):

- Twin cab/Ute (transport)
- Long handled sharps pickup tongs
- Sharps container
- Shovel

The following Material Safety Data Sheets (MSDS) must be carried with you when doing this job:

As well as for any other substances (e.g. chemicals) you have with you.

Personal Protective equipment (PPE) (in addition to standard items in *Worksite Rules*):

- Heavy- grade Rubber Gloves



76 Capper St  
Tumut NSW 2720  
% (02) 6947 0555

## Manual Handling

Approved by (sign & date)

### ***Something worth thinking about...***

Back injuries are the most common workplace injury, and are most likely to cause serious and permanent disability. It is in the interests of all employees to take all necessary steps to avoid injuries to themselves and their fellow workers.

Below are some simple ways to minimise the risk of a manual handling injury.

### ***What is Manual Handling?***

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, cut, dig, hit, carry or otherwise move, hold or restrain any thing or object.

This includes carrying and lifting objects, working on objects overhead, driving in or removing posts or pegs, driving, repetitive tasks such as concreting or painting, repeatedly bending over (even with a small load), etc.

## **Think before you do it... a risk assessment**

To safely carry out any manual handling task requires a person to make a risk assessment. This is not as fancy as it sounds; most of us do it every time we do something. Firstly, ask yourself the following questions:

1. How many times do I have to repeat the action and over what time period? Can I rotate the job with someone else? Will I be in the same position for a long time? Do I need a break in between?
2. Do I need to manually handle it? Can I do it another way, get someone to help me or use a machine? Can I avoid moving it?
3. What is the travel path like? e.g. objects in the way, stairs, slippery surfaces, obstacles to run into or trip over, traffic – plant, vehicles and human.
4. How heavy is it? Can I break it up into smaller loads?
5. What are its dimensions – Is it too large or bulky to move safely? Will I be able to see where I'm going?
6. Do I need any personal protective equipment?
7. Do I need to warm up first?

## ***General Rules for Lifting***

### **Bend your knees:**

- Squat down and grasp the object firmly, keep your back straight, tighten your tummy muscles, and keep your head up rather than looking down at the object.
- *Lift slowly*, by straightening your legs, avoid jerky actions
- *Do not bend sideways*
- Move slowly and carefully
- *Do not twist your back*, move your legs to change direction
- When placing the object down, bend your knees always keeping your back straight.

### **Other rules for Manual Handling**

As well as the rules listed above, remember:

- *Push, don't pull* whenever you can. This puts less strain on your back, gives you twice as much power and allows you to see where you are going.
- *Avoid bending down*, if you must hold your back straight, place a hand on your knee or desk when bending from a seated position.
- *When reaching for objects*, do not reach above shoulder height, test their weight by tipping one corner, avoid stretching or twisting, and only use an approved ladder to reach a high shelf.
- Change your position, every 15-20minutes. If you must hold the same position, have a stretch for 30s, to avoid muscle fatigue.
- In general, if you are lifting an item from the floor, you can only lift half as much as what you could from a shelf, at stomach height.
- The more times you have to lift a weight in a time period, the less the weight should be.

## **Training**


Further training is provided on an ongoing basis

## **Procedure Review : Job Safety Analysis    Manual Handling**

### **1. Occupational Health & Safety : Refer TSC-AS-MHAND**

Risk ratings are derived from, Assessing level of Risk, TSC-SOP-06-F03

Note EVERY Safety Hazard (how someone may get hurt) on the job	Risk Level (assess using Risk Control Form) - circle	How we can stop this happening, or at least minimise it (use the section "identifying a risk control measure" on the Risk Control Form)	Revised Risk Level (assess using Risk Control Form) - circle
Operator receives muscle strain	H <input checked="" type="checkbox"/> M L B2	-Use mechanical lifting device -Warm up exercises -Do not exceed lifting capabilities	H <input checked="" type="checkbox"/> M L C3
Back Injury	<input checked="" type="checkbox"/> H M L B2	-Use mechanical lifting device -Warm up exercises -Do not exceed lifting capabilities	H <input checked="" type="checkbox"/> M L C3
Strain from working in confined space for long period	H <input checked="" type="checkbox"/> M L B2	-Change position regularly. -Stretching exercises where possible	H <input checked="" type="checkbox"/> M L C3
	H M L		H M L
	H M L		H M L

 76 Capper St Tumut NSW 2720 % (02) 6947 0555	<b>Hazardous Substances</b>
<b>Records to Keep:</b>	<b>MMS Codes / Reporting Units</b>
<ul style="list-style-type: none"><li>• MSDS Register and MSDS's</li></ul>	N/A
<b>Approved by (sign &amp; date)</b>	

All chemicals and materials must be supplied with a Materials Safety Data Sheet (MSDS). This must be carried with the material. The MSDS sets out:

- safety hazards and health effects
- personal protective equipment (PPE) that must be worn
- first aid information & emergency phone numbers
- safe handling
- clean up / spillage response and
- storage requirements.

If you don't have a copy, get another one from the MSDS Register (kept in the Store). Each worksite also needs to have its own MSDS Register (see page 3), with all chemicals and materials that are on site.

If you don't understand the MSDS, ask your supervisor or manager.

### **Rules for using hazardous substances**

1. Read the label.
2. Don't handle containers if unlabelled or illegible. Report them immediately. Don't put hazardous substances into unlabelled containers.
3. Read the MSDS before handling chemicals and identify the chemical hazards, safe storage and handling measures required.
4. Read the Activity Specification or Safe Work Method Statement that applies to the job and the chemical – check also if special training is required to use the chemical, if so, only trained persons may do the job.
5. Wear the appropriate PPE and use the right equipment. Clean your PPE regularly.
6. Make sure there is good ventilation.
7. Don't eat, drink or smoke near hazardous substances. Always wash your hands before eating, drinking or smoking.
8. **SPILLS:** refer to *TSC-AS-SPILL* and the clean up requirements on the MSDS.
9. Store all chemicals / hazardous substances according to the manufacturer's instructions. Where chemicals are stored on a site, the following requirements must be met:
  - Located more than 20m from natural or built drainage lines, flood prone areas
  - Not located on slopes steeper than 1:10 or near vegetated areas
  - Impervious bunds of sufficient capacity to contain at least 120% of the stored chemical volume.

- Where it is essential to remove chemical drums from bunded areas, they must not be left unattended. Where this is not practical, the unbunded and unattended drums must be managed to minimise the risk of spillage and must only be for use on that day, and a procedure must be implemented for both safe overnight storage and removal to bunded areas when conditions change creating a risk to the environment.

**10.** Fill out a Chemical Application Record if required (see TSC-AS-WEEDS).

**11.** If you're unsure... ask!

**12.** There are special requirements for substances stored in cylinders.

- As a rule store them upright and make sure they can not be knocked about. Keep them away from heat or ignition sources
- Use in well ventilated areas.
- Wear gloves when handling cylinders.
- Where possible use a trolley to transport them
- Practice good housekeeping by separating full and empty cylinders.
- Keep oil and grease away from cylinders and valves
- Never use force when opening or closing valves
- Don't repaint cylinders.
- If the cylinder is damaged, return to supplier.


## Materials Safety Data Sheet (MSDS) Register

*Register similar items together for easier reference*

General Use/Project: \_\_\_\_\_

**Last Updated:** \_\_\_\_\_

[illegible]

 <p>76 Capper St Tumut NSW 2720 % (02) 6947 0555</p>	<h1>Handling of Needles &amp; Syringes</h1>	
<b>Records to Keep:</b>	<b>MMS Reporting Units</b>	
Complete incident/accident report	Not Required	
<b>Approved by (sign &amp; date)</b>		

**What this job covers:**

This procedure is instituted to prevent accidental contact with needles or syringes which may be found in parks, gardens, toilet blocks etc throughout the shire.

---

Below are the steps needed to do the job and extra safety information.

Remember, the **Worksite Rules** given to you at the site induction must also be followed.

---

**How to do it:**

1. If a needle or syringe is discovered no one shall work in the immediate area around a syringe until the syringe has been safely disposed of by the appropriate method.
2. The appropriate method of disposal is as follows :
  - Before doing anything, have an approved sharps container ready to put the syringe into. If a sharps container is not available, an impenetrable container with a lid will suffice.
  - Place the container on a flat, stable surface – don't hold the container with your hands.
  - Pick up the syringe either by using tongs or an "ezy Hold" mechanical hand. If you must pick the syringe up by hand, make sure you are wearing gloves and hold it by the plastic barrel, with the needle end pointing away from you.
  - **Never put the cap back on a needle used by someone else. Also never try to blunt the needle or break it off.**

**IN CASE OF NEEDLESTICK INJURY**


- **Don't panic!**
- Allow the wound to bleed a little.
- As soon as possible wash the wound with soap and cold running water.
- Cover the wound with a band aid.
- Notify your Supervisor and go the Hospital Emergency Department.
- Keep the syringe in a suitable container on its own, and take it to the hospital with you



**INFORMATION ABOUT INFECTION RISK :**

HIV, the virus that causes AIDS dies quickly when exposed to air and light. The amount of Blood left inside, or on the surface of a used needle or syringe is very small. There would probably not be enough to cause HIV infection if you were pricked. So the chances of being infected with HIV from a used syringe are extremely low.

There is however greater risks of being infected with Hepatitis C, which like HIV, cannot be vaccinated against. Other diseases that can be caught from dirty needles are Hepatitis A and B, and Tetanus. You can be vaccinated against these and this can be arranged through Council. By following these guide-lines you protect the safety of your co-workers, your family and yourself.

	76 Capper St Tumut NSW 2720 % (02) 6947 0555	<b>Fire Extinguisher Operation</b>	
<b>Records to Keep:</b>		<b>MMS Code / Reporting Units</b>	
N/A		N/A	
<b>Approved by (sign &amp; date)</b>			

Before you even consider fighting a fire, you must ensure that all persons in the area are alerted and have left or are leaving the building or area. Always dial 000 and ask for assistance from the Fire Brigade. Give clear and precise details of where you are to assist the Fire Brigade in finding you.

The first question you must then ask yourself is whether or not you should fight a fire at all. In most cases, a portable fire extinguisher only offers sufficient fire fighting agent to fight a relatively small fire.

It may be more effective and safer to leave the fire to the fire brigade.

If you leave a fire, close off the area as you go.

**IF YOU AREN'T SURE HOW TO USE THE EXTINGUISHER OR HAVEN'T BEEN TRAINED, IT IS BEST TO LEAVE IT TO THE PROFESSIONALS!** Not only can you get burnt, using the wrong extinguisher can be dangerous (the uses of particular extinguishers are set out below).

### ***Types of Equipment***

There are mainly 4 types of fire extinguisher on the market and they include the following;

**WATER** – used for paper wood or cloth only



Solid Red in colour

Suitable on Class A fires. Not considered effective on Class B and C fires, and **dangerous if used on electrically energised equipment or cooking oils and fats.**

**CO<sub>2</sub>** - to be used on flammable liquids, flammable gas or electrical fires

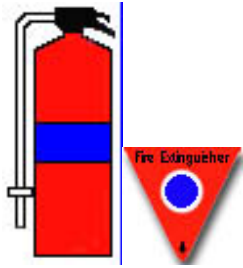


Red with a black band

Suitable on Class E fires. Has limited effectiveness on Class A, Class B, Class C, and Class F fires.

**CAUTION: IF YOU HOLD IT IN THE WRONG PLACE, YOU CAN GET FREEZE BURN.**

**FOAM** – flammable liquids only including petrol, oil, paint



New Colour Red with Blue Band

Suitable on Class B and may be used on Class A and, limited effectiveness on Class F fires. Not to be considered effective on Class C fires, and **dangerous if used on electric equipment.**

Dry POWDER – can be used also for flammable liquids, flammable gas or electrical fires



Colour Red with White Band

These extinguishers are rated as either ABE or BE. ABE rated extinguishers are considered suitable on Class A, Class B, Class C and Class E fires. They are not effective on Class F fires.

BE rated extinguishers are considered suitable on Class B, Class C, and Class E fires, and may be used with limited effectiveness on Class F fires. They are not considered effective on Class A fires.

**NOTE:** in the case of electrical fires, if safe, switch off power or disconnect battery before using extinguisher. Gas fires should only be dealt with by the NSW Fire Brigade.

### **General Maintenance**

Check extinguishers on a regular basis and ensure that they are adequately charged by checking both inspection tag and pressure gauge.

### **How to Use.**

1. Pull out safety pin.
2. Aim the extinguisher or nozzle at the base of the fire.
3. Squeeze the handle and release the extinguisher agent.
4. Sweep the extinguisher from side to side across the base of the fire until it appears to be out.

## General

If you discover a fire, attempt to extinguish it with available fire fighting equipment without risking your own safety. If you cannot extinguish quickly, notify your supervisor immediately and:

- Evacuate any persons not directly involved in fighting the fire
- Ensure that all persons are accounted for
- Fight the fire but do not put your own life in danger
- Always keep a clear line of retreat behind you
- Use the appropriate extinguisher

## Other Safety Considerations

- Never attempt to fight a fire around explosives, magazines, fuel tanks or mobile equipment tyres
- Remember that fire extinguishers are only for small fires and will discharge in about 30 seconds
- If it is unsafe to fight a fire or if you are unsure of how to use an extinguisher – GET OUT.
- In the case of a building fire, close (do not lock) the doors behind you
- Do not panic, walk, do not run. Stay as low as possible as both heat and smoke rise.

## Procedure Review : Job Safety Analysis Fire Extinguisher operation

### 2. Occupational Health & Safety : Refer TSC-AS-FireExt

Risk ratings are derived from, assessing level of Risk, TSC-SOP-06-F03

Note EVERY Safety Hazard (how someone may get hurt) on the job	Risk Level (assess using Risk Control Form) - circle	How we can stop this happening, or at least minimise it (use the section "identifying a risk control measure" on the Risk Control Form)	Revised Risk Level (assess using Risk Control Form) – circle
Selection of correct fire extinguisher			
- Incorrect type may fuel fire	H <input checked="" type="checkbox"/> M L B2	- Ensure workforce is trained correctly, refer SWS training records	H M <input checked="" type="checkbox"/> D4
Check that Extinguisher is charged and tagged	H M L	-No Hazard	H M L

Deploy Extinguisher			
-burns	H <input checked="" type="checkbox"/> M L B2	Refer TSC training records – All personnel should be trained in correct use of extinguisher	H <input checked="" type="checkbox"/> M L D4





76 Capper St  
Tumut NSW 2720  
% (02) 6947 0555

## Hydrant Flushing

### Records to Keep:

### MMS Reporting Units

Approved by (sign & date)

### What this job covers:

- How to flush a water hydrant in order to keep the water lines clean.

Unless the site is covered by a *Site Induction Sheet* a *Site Hazard ID Checklist* **MUST** be completed before anything is done on site to make sure all requirements of the *Worksite Rules* (given out at induction) are followed; that work is planned; that all hazards associated with the work and the site are identified and the risks controlled; and to induct all persons into the site so that they are aware of these controls and can raise any concerns they may have.


If a Checklist has already been completed (e.g. a generic one for maintenance works) then it needs to be reviewed to make sure it is appropriate and covers all hazards.

### How to do it:

1. Ensure that the vehicle is parked in a safe position with the flashing warning lights operating.
2. Complete a visual inspection of the area to identify any hazards that may be in the area.
3. Check blue road marker, clean and paint hydrant valve.
4. Remove any debris and place naphthalene flakes for insect control. (see MSDS)
5. Check hydrant post and flush hydrant in a safe direction toward the road and away from pedestrian traffic. Be sure not to allow the flushing water to spray too far onto the road.
6. Complete the relevant paper work, pack up equipment and complete a visual inspection of the site.

### OHS hazards and risk control measures :

- Back Strain while using hydrant
- Hit by traffic
- Manual Handling program
- Use of council vehicle with lights flashing to warn passing traffic.

 <div>76 Capper St Tumut NSW 2720 % (02) 6947 0555</div>	<b>Use and Maintenance of Personal Protective Equipment</b>	
<b>Records to Keep:</b>		<b>MMS Code / Reporting Units</b>
N/A		N/A
<b>Approved by (sign &amp; date)</b>		

#### **General Clothing.**

- ***Protective Clothing: high visibility vest or shirt, long sleeved sun-rated shirts, long pants***
- ***Broad brimmed Hat***
- ***Sunscreen***

All persons working in or near traffic or moving plant must wear high visibility shirts or vests. Reflective strips must be worn between dusk and dawn. Once the material has faded it loses effectiveness and should be replaced.

All clothing supplied is sun-rated (providing protection from Ultra Violet rays). Broad brimmed hats must be worn, or broad cloth brims where a hard hat is needed. Sunscreen is supplied but optional, given some employees experience skin irritations, however it's use is encouraged. It should be reapplied every 2 hours.

Note that most clothing is unsuitable for hot work (e.g. welding) as it is able to melt – cotton drill overalls or similar must be worn for hot work.

#### **Hearing Protection.**

- ***Ear Muffs***
- ***Ear plugs***

Hearing protection must be worn in areas identified as hearing protection areas or where the machine being operated is louder than 85 decibels. As a guide, if you have to raise your voice to be heard, it is too loud and hearing protection must be worn. Removing hearing protection for even a short period of time can cause permanent hearing loss.

Check the rating (i.e. maximum protection in decibels) of the item before use.

Inspect the item before use – any damage, and a new one should be obtained. Discard ear plugs daily.

#### **Head Protection.**

- ***Helmets / Hardhats***

Hardhats must be worn in designated areas or where there is a danger of being struck while completing tasks such as falling trees, working in trenches, dogging or working within the boom reach of excavators, backhoes, etc.

The item must be destroyed, disposed of and replaced following any damage or heavy hits.

### **Eye Protection.**

- ***Face Shield***
- ***Goggles***
- ***Eye Glasses***

Eye protection must be used in designated areas or where an eye injury can occur due to the nature of the task being done (e.g. dusty areas, where sparks or chips may flick up). If visibility is reduced excessively by the item for whatever reason, get a new item don't stop wearing it.

Clean regularly, inspect for damage and discard if necessary.

### **Protection from dusts.**

- ***Dust masks***

Dust masks must be worn in areas where designated or where there is a desire to avoid inhaling dust particles. "P1" dust masks are suitable for most dusts, but "P2" filters are required for more hazardous materials.

Replace filters and masks at least daily.


### **Hand Protection.**

- ***Disposable latex Gloves***
- ***Leather Rigging Gloves***
- ***Palm dipped red PVC with Cotton backing***
- ***Welding Gloves***
- ***Cotton Liners***

There are various types of gloves used over several working environments, please note that different types of gloves are to be used for different tasks.

1. **Disposable latex gloves.** Use when conducting water testing in laboratory. Discard after use.
2. **Leather rigging gloves.** Use for general outdoor work.
3. **Palm dipped red PVC glove with cotton backing.** Use when working with sewerage, sewer chokes, garbage or litter collection. Rinse after use.
4. **Single dipped red PVC full length glove.** Use when handling chemicals, sewerage. Rinse after use.
5. **Welding gloves.** Use when welding. Heat resistant
6. **Cotton liners.** Can be worn under other gloves for comfort.



 <p>76 Capper St Tumut NSW 2720 % (02) 6947 0555</p>	<b>Whipper Snipper Operation</b>
<b>Approved by (sign &amp; date)</b>	

Make:

Model:

***What this job covers:***

- Operation of whipper snipper.

This information does not serve as a substitute for proper training on this item. **DO NOT** use the item unless you have participated in the relevant induction and hold the required licences / tickets (see end of this document).

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Remember, the **Worksite Rules** given to you at the site induction must also be followed.

---

***Before Starting Work:***

Check to see if there is enough cord.

Check fuel – if necessary fill up. 50:1 unleaded petrol/oil mix

Check for wear on head. If sharp, replace bottom.

***Stopping the machine.***

Use on/off switch.

**Maintenance**

Grease head.

Hose down to remove grass

***Operation:***

***Other Issues***

Training required prior to operating this item of plant:

No tickets required. Training under initial supervision


Special Personal Protective Equipment required (in addition to the general requirements noted in the Worksite Rules):

Safety or sun glasses, hearing protection, when doing an edge near rocks and grit wear a full face shield.

The following Material Safety Data Sheets (MSDS) must be carried with you when doing this job:

- Unleaded petrol
- Oil
- 
- 

As well as for any other substances (e.g. chemicals) you have with you.

	76 Capper St Tumut NSW 2720 % (02) 6947 0555	Grass Mowing	
Records to Keep:		MMS Codes / Reporting Units	
Daily Running Sheet		4070 / m2 – hand mow 4071 / m2 – ride on mow 4072 / m – whipper snipper	
Approved by (sign & date)			

**What this job covers:**

- Mowing, edge trimming along footpath edges, around trees, shrubs, access chambers, hydrants, posts, poles, under and around seats and tables.

**What is not covered:**

- Care of grass and turf – refer *TSC-AS-GRASS*
- Roadside slashing – refer *TSC-AS-SLASH Slashing*
- Spraying of weeds– refer *TSC-AS-WEEDS Weed Spraying*
- Spraying for pests – refer *TSC-AS-PESTS Pesticide Spraying*

**Hold Point:** A works order is required for large quantities of “dumped refuse” (see point 3 below).

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Below are the steps needed to do the job. Extra safety information is over the page.

Remember, the **Worksite Rules** given to you at the site induction must also be followed.


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Unless the site is covered by a *Site Induction Sheet* a *Site Hazard ID Checklist* **MUST** be completed before anything is done on site to make sure all requirements of the *Worksite Rules* (given out at induction) are followed; that work is planned; that all hazards associated with the work and the site are identified and the risks controlled; and to induct all persons into the site so that they are aware of these controls and can raise any concerns they may have.

If a Checklist has already been completed (e.g. a generic one for maintenance works) then it needs to be reviewed to make sure it is appropriate and covers all hazards.

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	76 Capper St Tumut NSW 2720 % (02) 6947 0555	Care of Grass and Turf	
Records to Keep:		MMS Codes / Reporting Units	
Daily Running Sheet		4050 / m2	
Approved by (sign & date)			

**What this job covers:**

- Watering, fertilising, soil aeration, thatch removal and top-dressing of parks and recreation areas.

**What is not covered:**

- Mowing of grass and turf – refer *TSC-AS-MOWIN Grass Mowing*
- Spraying of weeds– refer *TSC-AS-WEEDS Weed Spraying*
- Spraying for pests – refer *TSC-AS-PESTS Pesticide Spraying*

**Hold Point:** Before the start of the Contract, submit details of fertiliser, weed spray, proprietary lawn food, soil amendments and topsoil (dressing) products and application equipment to the Superintendent for approval prior to use.

---

Below are the steps needed to do the job. Extra safety information is over the page.

Remember, the **Worksite Rules** given to you at the site induction must also be followed.

---

**How to do it:**

17. Set up Traffic and/or Pedestrian Controls using *Traffic Control TSC-AS-TRAFC*.
18. The Team Coordinator will inspect the site (or, if no Team Coordinator is on site, the most senior person on site), checking for any hazards not covered by this Activity Specification. If you find any, fill out a *Risk Control Form* saying how you plan to reduce the risk of an injury. If in doubt – ask your supervisor.
19. Carry out the necessary work, paying attention to the following:

**Watering**

- Water grass and turf in accordance with the seasonal requirements of the grass type, soil and weather conditions and at the rate and frequency as shown on the Park Facility Data Sheet
- Carry out watering using a fine spray rotating or oscillating sprinkler with a slow watering rate to allow absorption without excessive runoff and to promote deep rooted growth

**Fertilising**

- Apply complete fertiliser or proprietary lawn food at the spread rates shown on the Park Facility Data Sheet. Follow the requirements of the MSDS...
- Apply soil amendment (?) at the spread rate and frequency shown on the Park Facility Data Sheet. Follow the requirements of the MSDS...

## Reporting areas requiring remedial treatment

- Note any areas requiring remedial treatment under a Works Order on the 'Observations' section of the *Daily Running Sheet* e.g. soil compaction, thatching, uneven lawn surface and weed/disease infestation.

### 20. Ordered Work

Carry out soil aeration, thatching removal and top-dressing remedial treatment as required in accordance with an approved Works Order.

#### Soil aeration

- \*\*\*Need to define safe way to do these\*\*\*\*

#### Thatching removal

- OHS

#### Top dressing

- How....

### 21. Remove traffic / pedestrian controls and collect the signs that are no longer required.

### Extra Information

Plant and Equipment that may be needed to do this job (follow the Activity Specification for operating these if available):

- |  |                        |
|--|------------------------|
| • Hand tools (shovel, rake, broom)           | • Twin cab (transport) |
| • Hose, sprinkler, other watering equipment? | • Fertiliser spreader  |
|  | • De-thatcher/aeration |

The following Material Safety Data Sheets (MSDS) must be carried with you when doing this job:

- fertiliser

As well as for any other substances (e.g. chemicals) you have with you.

## GENERAL POOL OPERATORS

### GUIDE TO COMPLETING THE DAILY LOG SHEETS

The following points are designed to assist the operators in filling out their daily records.

**Date:** To be entered daily

**Time:** The time of testing to be entered.

**Operator:** The person who carries out the test to initial.

**Test Results:** There are two categories

- Physical Test – Free chlorine, Combined Chlorine, pH Test, Total Alkalinity and Cyanuric Acid. These are carried out three times a day and entered by the operator.
- Readings – ORP Reading and pH Auto. These are read off the Chemi Gem and entered on the data log sheet

**Clarity:** This is a visual appraisal of the pool water and entered at each test time.

**Temp:** Water temperature when test carried out.

**Bather Load:** Number of bathers at pool at time of test.

**Chemical Usage:**

- Hydrochloric Acid: This is to be entered when the drum is changed over.  
***Usually 20 would be entered.***
- Sodium Hypochlorite: The liters delivered by the bulk carrier to be entered.
- Cyanuric Acid, Sodium Bicarbonate, Alum and Soda Ash are added on a kg basis. Each time these are added the amount in kg needs to be entered in the log sheet.

***NOTE if a 1 liter container is used to dispense dry chemical it would hold about 1 kg of chemical***

**Kiosk Hours:** When the operator spends time in the kiosk then this time is to be entered in the log sheet.

**Notes:** This space is provided for any other information involving the pool to be recorded.

Pool Log Master

SNOWY WORKS AND SERVICES			LOG SHEET		Pool Operation at: _____																
			Test Results										Chemical Usage								
Date	Time	Operator	Free Chl	Comb Chl	ORP Read	pH Test	pH Auto	Total Alk	Cyanu ric	Clarity 1 clear 2 3 Cloudy	Temp	Bather Load	HCL litres	Cyan uric kg	Sodium Bicarb kg	Alum kg	Soda Ash kg	Hypo chlorite litres	Kiosk Time	Notes	
Monday																					
Tuesday																					
Wednesday																					
Thursday																					
Friday																					
Saturday																					
Sunday																					
Micro Biological Testing			Date:		Reference:		NOTES														