



Public Swimming Pools

**Manual for owners
and operators**

2025 version



Region of Waterloo
PUBLIC HEALTH AND
PARAMEDIC SERVICES

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Introduction

This manual provides an overview of the requirements of operating a public pool; public pool requirements are detailed in the [Ontario Regulation 565 – Public Pools](#). This Regulation also includes pools such as hot water pools, cold plunge pools, floatation pools, spas, spray/splash pads, floatation tanks, wading pools, and water slide receiving basins. It is the responsibility of every owner and operator of a public pool to maintain the pool and its equipment in a safe and sanitary condition. Compliance with relevant legislation and operating standards ensures that patrons can safely use the pool. This manual provides section references to the Ontario Regulation 565.

Ontario Regulation 565–Public Pools, made under the Health Protection and Promotion Act, Revised Statutes of Ontario 1990 c.H.7., sets out the mandatory requirements of public pool operators. The Regulation requires that every owner or operator shall ensure proper water chemistry and accessible safety devices and equipment at all times.

Owners are ultimately responsible to ensure their pool is in compliance with Ontario Regulation 565. An owner must designate an operator to be responsible for the operation of the pool. The operator must be trained in public pool operation and maintenance, filtration systems, water chemistry and safety and emergency procedures as specified in the regulation.

Disclaimer:

This document is provided for educational use and is not a complete or exact reproduction of the legislation. It is not intended to be used as legal advice about the legislation. Where there is a discrepancy, the legislation prevails. Both this manual and the Regulation do not address pool problems associated with unbalanced water chemistry, equipment, and maintenance or construction requirements. For problems associated with equipment maintenance and unbalanced water chemistry contact a local swimming pool company or your equipment manufacturer. Requirements related to pool construction are set out in the Ontario Building Code; please contact your local municipal office and ask for a building inspector for issues regarding construction.

Classification of public pools

Section 2 of Ontario Regulation 565–Public Pools establishes three classifications of public pools, each with different requirements for care and management.

Class A	Class B	Class C
<ul style="list-style-type: none"> • general public admitted • operated in conjunction with or as part of a program of an educational, instructional, physical fitness or athletic institution supported in whole or in part by public funds • operated on the premises of a recreational camp, for use by campers and their visitors and camp personnel • Class A pools can include public pools, hot water pools, public cold plunge pools and public floatation pools 	<ul style="list-style-type: none"> • an apartment building that contains six or more dwelling units, mobile home park • facility that serves a community of six or more dwelling units • hotel, campground, private club, condominium, child care centre, day camp or an establishment or institution for the care or treatment of persons who have special needs • Class B pools can include public pools, hot water pools, public cold plunge pools and public floatation pools 	<ul style="list-style-type: none"> • a public wading pool • a public spray pad or public splash pad • a water slide receiving basin that serves solely as a receiving basin for persons at the bottom of a water slide • a public floatation tank

Please see [Appendix A](#) Glossary for more information on types of public pools.

Requirement to notify Public Health of public pool opening/re-opening

(Section 5 and 26.1)

All owner/operators must notify Public Health in writing of their intention to open a Class A, B or C public pool. Notification of opening is required:

- after initial construction/new installation
- after any alteration or renovation is made
- after a closed period of greater than four weeks

Written permission from Public Health must be obtained before opening, after construction or alterations.

The following information must be provided **at least 14 days prior to the intended date of opening/reopening**:

1. Facility name and address
2. Owner and/or designated operator name, home address and phone number
3. Intended opening or re-opening date
4. Whether pool is intended to operate as a Class A, Class B, or Class C
5. Building permit number (applicable for new construction or alteration)

See [Appendix B](#) for a Pool Opening Notification Form. Submit the form when all preparations necessary to operate in accordance with the regulation have been completed.

Public pool exemptions

Section 4.1 of Ontario Regulation 565 names the exemptions for pool classification, that is, pools used by the occupants and their visitors of an apartment building, condominium or co-operative or commune property that contains five or fewer dwelling units or suites; pools used by members of a community of five or fewer single-family private residences; and pools operated on the premises of a hotel that contains five or fewer units or suites, for the use of its guests, if the following notice is displayed in a conspicuous place within the pool enclosure, printed in letters at least 25 millimetres high with a minimum five millimetre stroke:

**CAUTION
SWIM AT YOUR OWN RISK
THIS POOL IS NOT SUBJECT TO THE
REQUIREMENTS OF ONTARIO
REGULATION 565 (PUBLIC POOLS)**

Private residential pools that are being made available to the public for use with or without charging an access fee, if the following notice is displayed in a conspicuous place within the pool enclosure printed in letters at least 25 millimetres high with a minimum five millimetre stroke:

**CAUTION
SWIM AT YOUR OWN RISK
THIS POOL IS NOT SUBJECT TO THE
REQUIREMENTS OF ONTARIO
REGULATION 565 (PUBLIC POOLS)**

Exemptions also include pools where the pool water is used for rowing purposes and at no time does a bather enter the pool water.

Pool safety/operation

General operation requirements (Sections 6, 10, 11, 26.1)

Every owner and every operator of a Class A, B and C pool shall ensure that the pool, deck and where provided, the dressing and locker rooms, toilets, showers and connecting corridors are maintained:

- in a sanitary condition
- free of potential hazards
- that no food or beverage except water is supplied or consumed in the pool or on the deck
- that no glass container is brought onto the deck or into the pool

All moveable equipment, including portable diving stands, starting platforms and swing ropes that are provided for the use of bathers, may only be placed on the deck at times when aquatic personnel can supervise their use



Required safety equipment

Reaching pole	<ul style="list-style-type: none"> • 3.65 m long, electrically insulated or non-conducting • available on deck
Two buoyant throwing aids	<ul style="list-style-type: none"> • securely attached to a rope that is 6 mm in diameter • rope length to be 3 m plus half the width of the pool • available on deck and conveniently located on either side of the pool
Spine board	<ul style="list-style-type: none"> • device designed for lifting from the pool a person who may have suffered a spinal injury • to be in good condition and on pool deck
Emergency telephone	<ul style="list-style-type: none"> • Class A pools – easily accessible (e.g. on deck) and directly connected to the local telephone utility. Cordless phones, cell phones, VOIP phones and phones connected directly to a front desk or directly to 911 (cannot be properly tested daily) are not acceptable. • Class B pools – accessible for use and within 30m of the pool. For timely emergency response, it is recommended the emergency phone line be connected directly to the local telephone utility. Cordless phones, cell phones, and phones connected directly to a front desk or directly to 911 (cannot be properly tested daily) are not acceptable. VOIP phones are not recommended. • Class C wading pools and floatation tanks – a communication system that is available, and guarantees access to emergency services, to be fully operational and tested daily by making an outgoing call.
First aid kit	<p>Conveniently located and well marked. Must contain the following:</p> <ul style="list-style-type: none"> • current copy of a standard first aid manual • safety pins • adhesive dressings, individually wrapped • sterile gauze pads, 7.5 cm square • rolls of gauze bandages, 5 cm in width • rolls of gauze bandages, 10 cm in width • triangular bandages • sterile surgical pads suitable for pressure dressings, individually wrapped • rolls of splint padding • at least one roll-up splint • at least one pair of scissors • non-permeable gloves • resuscitation pocket masks
Ground fault detector	<ul style="list-style-type: none"> • required if pool has underwater lights or electrical outlets within 3 m of the pool surface • activated during the daily use period • tested either monthly or according to manufacturer's guidelines, whichever is more frequent
Class B with a slope greater than 8%	<ul style="list-style-type: none"> • buoy line

Cold plunge pools	<ul style="list-style-type: none"> • non-slip deck around entrance • handrail for entry into and out of the cold plunge pool • clock
Hot water pools	<ul style="list-style-type: none"> • clock • tamper proof upper limit cutoff switch, independent of the thermostat and limits max temperature to 40°C

Pool admission standards (Section 17)

Every operator of a Class A pool shall ensure that there is a process in place to ensure a guardian or designated person supervises children under 10 years of age. This process must include a swimming competency test and a method of communicating the requirements of the process.

The following are pool admission standards for Class A pools, recommended by the Office of the Chief Coroner:

- parents/guardians are made aware of their responsibility to supervise their children
- standards are to assist aquatic staff in maintaining adequate surveillance over the whereabouts and the activities of young bathers while at the pool
- standards apply child/parent/guardian ratios as a means of increasing direct supervision of young children, particularly non-swimmers
- children under 10 years of age are assumed to be non-swimmers, require supervision by guardian at least 12 years old and must demonstrate comfort in the water by passing a facility swim test
- children aged six to nine may be admitted unaccompanied if they can pass swim test administered by the facility lifeguard
- children aged six to nine who are NON-swimmers must be supervised (i.e. tested by a lifeguard) at no more than the following supervision ratios:
 - four children to one guardian (4:1)
 - eight children with lifejackets to one guardian (8:1)
- ALL children under six years of age must be directly supervised with no more two children to one guardian (2:1)

Safety supervision requirements (Section 17)

Every operator of a public pool shall ensure there are written emergency and operational procedures and instructions at the pool to be implemented in the event of an emergency, accident or injury in the pool and that all lifeguards and assistant lifeguards are trained in the emergency and operational procedures. Emergency procedures must be in writing and available at the pool. To determine the required safety supervision requirements (i.e. lifeguards, assistant lifeguards), the following parameters must be calculated (for more information, see table below):

- the total water surface area of your pool
- the allowable bather load

The chart below indicates the minimum numbers of lifeguards and assistant lifeguards for a public pool with a water surface area of **500 square metres or less**. Specific criteria exist for wave action pools; see Regulation for more information

Where there are assistant lifeguards and lifeguards on duty		Where there are only lifeguards on duty	
Number of bathers on the deck and in the pool	Minimum number of lifeguards and assistant lifeguards on duty	Number of bathers on the deck and in the pool	Minimum number of lifeguards on duty
0-30	1	0-30	1
31-100	2	31-125	2
101-200	3	126-250	3
201-300	4	251-400	4
300 or more	One additional lifeguard or assistant lifeguard for each additional 100 bathers or fraction thereof	400 or more	One additional lifeguard for each additional 150 bathers or fraction thereof

Lifeguard requirements (Section 17)

The following table illustrates the training and certification requirements of lifeguards and their assistants. All certificate copies are to be available at the pool and signed by the operator

as valid. Lifeguards should carry the original certificates with them while on duty. The number of assistant lifeguards cannot be greater than the number of lifeguards.

Lifeguard	Additional lifeguard requirements (Class A pools)	Assistant lifeguard
<ul style="list-style-type: none"> be trained in operational and emergency procedures be at least 15 years of age be appropriately attired so that they are readily identifiable have a current certificate (within two years from date of issue) available at the pool to be reviewed 	<p>At least one person sixteen years of age or over shall be within call and be the holder of a current first aid certificate dated not more than three years prior to the date on which the lifeguard is on duty issued by one of the following:</p> <ul style="list-style-type: none"> St. John's Ambulance Canadian Red Cross Lifesaving Society Canadian Ski Patrol an organization whose certificate the Medical Officer of Health considered equivalent 	<ul style="list-style-type: none"> be trained in operational and emergency procedures be at least 15 years of age be appropriately attired so that they are readily identifiable have a current certificate (within two years from date of issue) available at the pool to be reviewed

For lifeguard requirements for a wave action pool, please refer to Ontario Regulation 565 - Public Pools

Handling and storage of chemicals (Sections 6, 11, 13)

Chemicals are necessary to support a sanitary public pool. When used, stored and handled properly, chemical products can be both safe and effective. Failure to understand the hazards of chemical products can lead to damage and injuries. It is important to:

- Train staff on the importance of handling chemicals safely
- Follow manufacturer's recommendations
- Store in a cool, dry and well-ventilated space
- Keep corrosive materials such as metals and combustibles such as paper and rags away from other chemicals
- Keep all chemicals away from hot surfaces and flame
- Wear appropriate personal protective equipment and clothing (gloves, respirators, apron, footwear, etc.)
- Keep material safety data sheets (MSDS) available to employees for every chemical in use
- Do not eat, drink or smoke in the chemical storage area
- Ensure the chemical storage room is inaccessible to unauthorized persons

- Handle chemicals with clean, dry scoops only. Each chemical should have its own scoop. Use scoops provided by the manufacturer.
- Store chemical in original containers and keep containers closed when chemicals are not in use
- Never re-use empty chlorine containers for storage of other chemicals and never mix contaminated chemicals with your fresh supply
- Cover all chlorine cylinder containers with a valve protection hood except the ones in use
- Ensure chlorine cylinders are anchored at all times
- When mixing chemicals, add them slowly. **Never add water to the chemicals, always add the chemical to the water** (unless explicitly instructed to do so on the container label).

See also the [Centers for Disease Control and Prevention Pool Chemical Safety Factsheet](#).

Record keeping (Section 8)

Ontario Regulation 565 requires that every operator **keep and sign daily records**. The daily record shall be retained for a period of one year from the date of making the record and shall be available for viewing by the Medical Officer of Health or a Public Health Inspector at any time. The Regulation requires that every operator keep and sign a daily record that sets out, in relation to an operating day:

- the free available chlorine AND total chlorine residuals

- total bromine residual if the pool uses brome instead of chlorine
- the pH value of the pool water
- the total alkalinity of the pool water
- the clarity of the pool
- emergency telephone operation
- the total number of bathers admitted to the pool each day
- the reading of the make-up water meter

- the free available chlorine AND total chlorine residuals
- total bromine residual if the pool uses brome instead of chlorine
- the pH value of the pool water
- the total alkalinity of the pool water
- the clarity of the pool
- emergency telephone operation
- the total number of bathers admitted to the pool each day
- the reading of the make-up water meter
- the time of day the emergency stop button test was preformed

Notices, signage and markings

(Section 19)

The following separate notices, signage and markings must be posted in the pool area:

1. Health notice
2. Shower sign
3. Emergency telephone
4. Emergency telephone procedure
5. Diving rules
6. Water depth markings / black disc
7. Notice of no supervision
8. Signage for hot water pools
9. Signage for cold plunge pools

1. Health notice

A minimum of two health notices are required on the deck or at the pool indicating the following:

- No person infected with a communicable disease or having open sores on their body shall enter the pool.
- No person shall bring a glass container onto the deck or in the pool.
- No person shall pollute the water in the pool in any manner and that spitting, spouting of water and blowing the nose in the pool or on the deck is prohibited.
- No person shall engage in boisterous play in or about the pool.
- The maximum number of bathers permitted on the deck and in the pool at any time is _____. (Note: Always 10 if the pool is greater than 93 sq. metres and is unsupervised)
- The emergency telephone is located _____.
- Any other information or photos that the owner/operator determines is necessary to maintain the health and safety of the persons using the pool.

- temperature of hot water pool
- any emergencies, rescues or breakdowns of equipment that have occurred
- the time of day that the actions required under subsection 16 (2) have been taken
- the type and amount of chemicals added manually to the pool

See **Appendix C** for a sample Log Form and **Appendix D** for a sample Incident Report form.

2. Shower sign

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

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

3. Emergency telephone

A notice must be posted at the phone identifying it as the emergency telephone.

4. Emergency telephone procedure

A notice at the emergency telephone:

- to call 911 for emergency services
- the full name and address of the public pool and all of the pools' emergency telephone numbers

5. Diving rules

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

CAUTION - AVOID DEEP DIVES

OR

SHALLOW WATER - NO DIVING



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

**DANGER –
AVOID DEEP OR LONG DIVES**

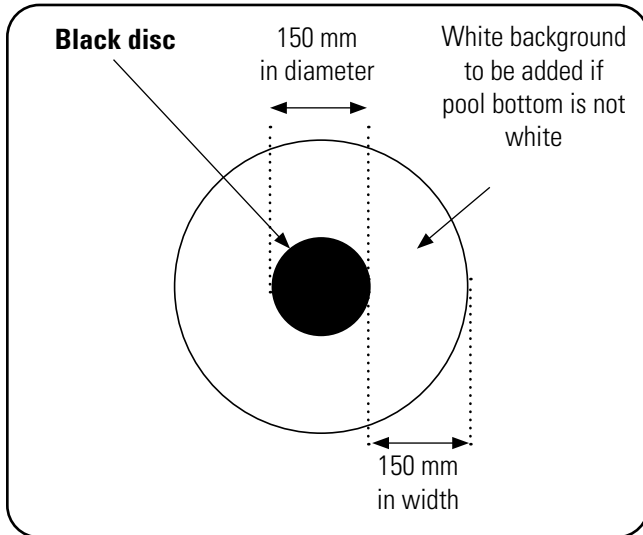
6. Water depth markings

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

- deep points
- shallow points
- breaks between gentle and steep bottom slopes
- DEEP AREA and SHALLOW AREA at their respective locations (10 cm high)

Black Disc

A black disc 150 millimetres in diameter on a white background must be permanently affixed to the bottom of the pool at its deepest point.



7. Notice of no supervision (Section 17)

Class A pools must always have lifeguards on duty.

Class B pools may or may not have lifeguards on duty.

Only Class B pools that are less than 93 square metres can operate without safety supervision (excluding pools operated in conjunction with day camps or child care centre).

a) For Class B pools without safety supervision

Class B pools which are **greater than 93 square metres** can

operate without safety supervision, unless they are operated in conjunction with day camps or child care. The following notice must be posted within the pool enclosure, printed in letters at least 2.5 centimetres high



CAUTION

This pool is unsupervised.

Bathers under twelve years of age are not allowed within the pool enclosure unless accompanied by a parent or his or her agent who is not less than sixteen years of age. The total number of bathers on the deck and in the pool shall not exceed 10.

NOTE: The bather load is always 10 regardless of the actual calculation.

For Class B pools that are **less than 93 square metres**, the bather load must be calculated and stated on the health notice sign (see Calculations).

in a conspicuous place at each entrance to the public cold plunge pool with the word CAUTION in letters not less than 50 millimetres high, with all other lettering not less than 10 millimetres high and with a minimum five millimetre stroke in either case:

8. Signage for hot water pools

Every owner and operator of a public pool that operates at a temperature of 35 degrees Celsius or greater shall ensure that the following message is posted in a conspicuous place at each entrance to the public pool that operates at a temperature of 35 degrees Celsius or greater with the word CAUTION in letters not less than 50 millimetres high, with all other lettering not less than 10 millimetres high and with a minimum five millimetre stroke in either case:

CAUTION

Children under the age of 12 are not allowed in the hot water pool unless supervised by a person who is 16 years of age or older.

Pregnant women and persons with known health or medical conditions should consult with a physician before using a hot water pool.

Overexposure may cause fainting. 10 to 15 minutes may be excessive for some individuals.

Cool down periodically and leave the hot water pool if nausea or dizziness occurs.

Enter and exit the hot water pool slowly, to prevent slipping

9. Signage for cold plunge pools

A health warning sign with the following message posted in a conspicuous place at each entrance to the public cold plunge pool with the word CAUTION in letters not less than 50 millimetres high, with all other lettering not less than 10 millimetres high and with a minimum five millimetre stroke in either case:

CAUTION

Children under the age of 12 are not allowed in the cold plunge pool unless supervised by a person who is 16 years of age or older.

Use of a cold plunge pool may trigger a cold shock response. Persons with known health or medical conditions should consult a physician before using a cold plunge pool.

Enter and exit the cold plunge pool slowly, to prevent slipping.

Do not play or swim near drains or suction devices. Your body, body parts, hair, jewelry and other objects may become trapped and cause injury or drowning. People with long hair should be especially careful.

Do not enter or remain in a cold plunge pool if a drain cover or suction fitting is loose, broken or missing. Immediately notify the cold plunge pool operator.

Calculations

Total surface area

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

Step 1

Length of shallow end _____

Width of shallow end _____

Area of shallow end Length x Width = _____

Step 2

Length of deep end _____

Width of deep end _____

Area of deep end Length x Width = _____

Step 3

Area of shallow end + Area of deep end = **Total surface area**

+ =

Allowable bather load (Section 10)

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

Maximum bather load calculation:

$\frac{\text{Shallow area}}{1.4} + \frac{\text{Deep area}}{2.5} = \text{_____ people}$

Note: For unsupervised Class B pools with a pool water surface area of greater than 93 square metres, the bather load must always be 10, regardless of the actual calculation.

Deep = area in square metres where the water is deeper than 1.35 metres

Shallow = area in square metres where the water is 1.35 metres in depth or less

Turnover rate

When an amount of water equal to the total volume of the pool has moved through the recirculation system, it is called a **turnover**. The time it takes for the total volume of water to circulate through the recirculation system is called the **turnover period**. The **turnover rate** is a measure of the amount of water moving through the recirculation system in a 24 hour period of time.

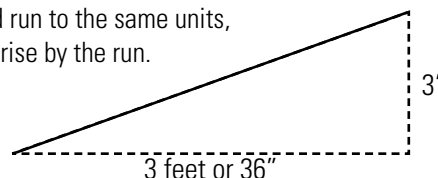
Type	Turn over rate - number of times/day	Required time
Class A pool	4x/day	Once every 6 hrs
Class B pool	3x/day	Once every 8 hrs

Buoy line for Class B pools

Class B pools, where the slope of the change in depth is greater than eight per cent, require a buoy line at the break between depths. To calculate the slope, complete the following calculation:

Convert the rise and run to the same units, and then divide the rise by the run.

Slope = $\frac{\text{Rise}}{\text{Run}}$



Slope = $\frac{3''}{36''} = 0.083 \times 100 = 8.3\%$

Rise= the difference in depth from shallow to deep

Example: Three feet shallow and six feet deep, the rise= three feet

Run= the difference from the point of the break to the end of the slope,

Example: the distance between the break and the bottom of the pool is 30 feet 3 feet/30 feet= 0.1 x 100 = 10 per cent: requires a buoy line



Pool chemistry

Test kits and reagents (Section 7)

It is important that you be able to measure and record:

- free available chlorine (FAC) or total bromine
- total alkalinity
- total chlorine (TC)
- pH
- cyanuric acid (outdoor pools only)

There are many types of test kits commercially available from a pool supply company. In addition, service providers are also available to conduct tests and inspection. Always follow the manufacturer's instructions and always use the correct manufacturer's reagents with a kit; do not mix and match.

Dip and read strips must not be used to measure chlorine, pH or total alkalinity.

- take the water sample away from any jets
- submerge the comparator tub at least 18 inches from the water surface
- the manufacturer should provide detailed advice on the management of their pool

It is recommended that pool test reagents be replaced as per manufacturer's recommendation (i.e. expiry date). Reagents lose their strength over time. Storing them in direct sunlight and in filter/equipment rooms where the conditions are warm and humid will ruin the reagents. Storing them in cold temperature (i.e. outdoor shed in winter) may destroy the reagents. Mixing various reagents from other kits will not provide accurate results either.

Required tests and inspections (Section 7)

All tests must be recorded daily and the operator should sign the records (see [Appendix C](#) for sample daily log sheet). Records must be kept for a minimum of one year from the date

of making the record and must be available for auditing by a Public Health Inspector. See the following tables for lists of required tests and inspections.

Table A: Required chemical tests without automatic sensing device

Frequency	Chemical test/inspection	Requirement
Daily 1/2 hour before opening and every two hours while open (When there is NO ORP/automatic sensing device)	Free available chlorine (FAC) for a pool	0.5 ppm (unstabilized)- 10 ppm 1.0 ppm (stabilized) - 10 ppm
	Free available chlorine (FAC) for a cold plunge pool or floatation pool	5.0 ppm - 10.0 ppm
	Free available chlorine (FAC) for a hot water pool >35°C	5.0 ppm - 10.0 ppm
	Total chlorine (TC)	TC - FAC = Combined chlorine (CC) Shock treatment should be considered when combined chlorine reaches 0.2 ppm or above
	Total bromine	2.0 ppm - 8.0 ppm
	Bromine for a hot water pool >35°C	5.0 ppm - 10.0 ppm
	Total alkalinity	60 ppm - 180 ppm
	pH	7.2 - 7.8
	Water clarity	Black disc visible from nine metres

Oxidation reduction potential (ORP) (Section 7)

Oxidation reduction potential (ORP) is a measure of the effectiveness of the pool sanitizer (i.e. chlorine or bromine) and its ability to destroy harmful organic matter, namely bacteria and viruses. ORP is measured on an automatic sensing device / controller. ORP value must be between 600-900 milli-volts

(mV). Readings should be taken and recorded when sanitizer tests are taken. Refer to manufacturer instructions for proper installation and maintenance of measuring equipment to ensure an accurate ORP reading. See [Appendix E](#) - Pool Parts.

Table B: Required chemical tests with automatic sensing device

Frequency	Chemical test/inspection	Requirement
Daily 1/2 hour before opening and every four hours while open (When there is an ORP/ automatic sensing device)	Free available chlorine (FAC) For a pool	0.5 ppm (unstabilized) - 10 ppm 1.0 ppm (stabilized) - 10 ppm
	Free available chlorine (FAC) for a cold plunge pool or floatation pool	5.0 ppm - 10.0 ppm
	Free available chlorine (FAC) for a hot water pool >35°C	5.0 ppm - 10.0 ppm
	Total chlorine (TC)	TC - FAC = Combined Chlorine (CC) Shock treatment should be considered when combine chlorine reaches 0.2 ppm or above
	Total bromine	2.0 ppm - 8.0 ppm
	Bromine for a hot water pool >35°C	5.0 ppm - 10.0 ppm
	Total alkalinity	60 ppm - 180 ppm
	pH	7.2 - 7.8
	Water clarity	Black disc visible from nine metres
	Oxidation Reduction Potential (ORP) sensor reading	600 mV - 900mV

Table C: Other required testing

Frequency	Chemical test/inspection	Requirement
Daily: ½ hour before opening	Emergency telephone	Include time check made Must be operational
	Water temperature (for hot pools >35°C)	Not to exceed 40°C (104°F)
Daily	Make up water (when applicable)	Record make up water metre reading 15 litres of water for every bather to a maximum of 20 per cent of volume of pool
	Bather load	Record total number of bathers
	Safety equipment including first aid box	Must contain required supplies
	Water temperature (for hot pools >35°C)	Not to exceed 40°C (104°F)
	UV treatment system (for floatation pools)	Appropriately sized for the pool with an automatic shut off or audible/visual alarm.
As they occur	Chemical added	Record details including the time
	Emergencies and rescues	Record details on an Incident Report Form (see Appendix D)
Weekly (Outdoor)	Cyanuric Acid	Not greater than 60 ppm
Every 30 days	Suction drain covers/skimmer lids	Must be secure and operational
	Emergency stop button (if applicable)	Labeled and tested Must be operational
Each month (every 30 operating days) or according to manufactures instructions, which ever is more frequent)	Ground fault circuit interrupter	Must be operational
		Include time check

Enforcement

Pool closure criteria

A Public Health Inspector has the authority under the Health Protection and Promotion Act to close a pool when an existing condition is identified that poses an immediate health threat or safety hazard. The public pool must be inaccessible to users when closed. The reasons for closure of a public pool can include:

- water clarity poor or black disc not available for clarity test
- pool not made inaccessible when closed

fouling: faeces, vomit, blood or chemical (visit the Centre for Disease Control and Prevention website at

www.cdc.gov/healthywater/swimming

for information on disinfection and remediation of pools

- filtration or circulation system is not operative or malfunctioning
- outlet covers not secured properly
- equalizer valve(s) not sealed
- emergency telephone missing or malfunctioning
- lifesaving safety equipment not available or is unsafe
- ground fault circuit interrupter missing or not working
- no free available sanitizer
- insufficient number of qualified lifeguards (where applicable)
- any other conditions that may constitute a health hazard

Fines

Public Health Inspectors can issue fines for non-compliance with the Public Pools Regulation ranging from \$55 to \$465. Fines can be greater for continued non-compliance.



Class C requirements (public wading pool, spray/splash pad or water slide receiving basin, public floatation tank)

(Section 26.1 to 26.5)

General requirements for a wading pool

Every operator of a public wading pool shall:

- render the pool inaccessible when not in use
- meet water quality and chemistry requirements (refer to pool chemistry section) and maintain records as required
- provide a first aid kit
- provide a device for emergency communications
- provide emergency equipment which is appropriate for use in the public wading pool
- ensure a Wading Pool Attendant is supervising at all times that the public wading pool is in operation
- ensure that where the wading pool is operated in conjunction with a public pool, the required supervision of the wading pool is in addition to any required bathing supervision for the public pool

Wading Pool Attendants:

- Wading Pool Attendants supervising the pool should be at least 14 years of age, familiar with the operation and emergency procedures of the wading pool and hold a valid Standard First Aid with CPR-C Wading Pool Attendant training from a certified association
- Wading Pool Attendants supervising the pool should be easily identified by the users
- Wading Pool Attendant supervision responsibilities should include:
 - determining appropriate use of facility in accordance with the setting, number and capability of users in the wading pool at any one time, such as parental or guardian supervision or individual users
 - continuous visual observation of user safety and
 - discontinuing use of the facility when water chemistry is not within recommended levels, when clarity is poor or a health or safety concern is identified
- Wading pools with a depth of 15 cm or less may operate unsupervised if:
 - Public Health is notified and provided with a written safety plan
 - The following notice, printed in letters at least 25 millimeters high, is displayed in a conspicuous location within the public wading pool enclosure:

CAUTION
THIS POOL IS UNSUPERVISED. BATHERS UNDER TWELVE YEARS OF AGE ARE NOT ALLOWED WITHIN THE PUBLIC WADING POOL ENCLOSURE UNLESS ACCOMPANIED BY A PARENT OR HIS OR HER AGENT WHO IS NOT LESS THAN SIXTEEN YEARS OF AGE.

Splash pad water quality and signage:

Every operator of a public spray pad or public splash pad shall ensure that, where water is recirculating, the water is filtered and disinfected as approved by the Medical Officer of Health or Public Health Inspector.

There must be clear visible signage in a conspicuous place notifying parents/guardians to supervise their children at all times when using the public spray pad or public splash pad.

Record keeping:

Operator shall record the results of inspections of safety related equipment present in the facility daily or after periods of non-use.

Glossary

Hot water pool - heated pools with a temperature of 35°C or greater.

Modified pool - a public pool that has a basin-shaped floor sloping downward and inward toward the interior from the rim

Public cold plunge pool - a public pool that is maintained at a temperature of 15°C or less, with or without hydrojets, that is not drained, cleaned, sanitized and refilled before used by each individual.

Public floatation pool - a public pool that contains a saturated bathing solution of magnesium sulphate for floatation purposes, is not drained, cleaned, sanitized and refilled before use by each individual, and is designed for multiple persons.

Public floatation tank - a basin, chamber or tank that, contains a saturated bathing solution of magnesium sulphate for floatation purposes, is not drained, cleaned, sanitized and refilled before use by each individual, is designed for up to two bathers, and provides a light and sound reduced environment.

Public spa - a hydro-massage pool containing an artificial body of water that is intended primarily for therapeutic or recreational use, that is not drained, cleaned or refilled before use by each individual and that utilizes hydrojet circulation, air induction bubbles, current flow or a combination of them over the majority of the pool area.

Public spray pad or public splash pad - an indoor or outdoor installation that includes sprayed, jetted or other water sources contacting bathers and not incorporating standing or captured water as part of the bather activity area, other than a private residential spray pad or splash pad or a spray pad or splash pad for display or promotional purposes only.

Public wading pool - any structure, basin, chamber or tank containing or intended to contain an artificial body of water having a depth of water equal to 75 centimetres or less at any point, that is provided for the recreational or instructive use of young children, other than a private residential wading pool or a wading pool for display or promotional purposes only.

Wave action pool - a public pool that is provided with a means for inducing wave motion in the water.

Pool opening notification

(Ontario Regulation 565, Section 5)

This form is for reference only. To submit an opening notification form, visit regionofwaterloo.ca/poolopeningnotification/

Class/type of facility

Spa/whirlpool Class A public pool (including public pools, hot water pools, cold plunge pools, floatation pools) Class B public pool (including public pools, hot water pools, cold plunge pools, floatation pools) Class C (splash/spray pad, wading pool, water slide, floatation tank)

Facility name: _____

Site address: _____

Phone number: _____ Extension: _____

Owner name: _____

Address: _____

Email address: _____

Phone number: _____ Extension: _____

Designated operator name: _____

Address: _____

Email address: _____

Phone number: _____ Extension: _____

Is there a Building Permit number available: Yes (required for new construction or alterations) No

Building Permit number: _____
(applicable to construction or alteration)

Intended opening date (dd/mm/yyyy): _____

Please note: A pool or spa that has been closed more than four weeks, is a new build or undergoes construction/alteration is required to provide a notification of opening/reopening. Pools or spas may not open/reopen without notification to the Region of Waterloo Public Health and an inspection by a Public Health Inspector.



Region of Waterloo
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PARAMEDIC SERVICES

Health Protection and Healthy Environments
99 Regina Street South, 3rd Floor
Waterloo Ontario N2J 4V3
Phone: 519-575-4400
Fax: 519-883-2226

Health Protection and Healthy Environments
150 Main Street, 3rd Floor
Cambridge Ontario N1R 6P9
Phone: 519-575-4400
Fax: 519-622-1235

Public pool daily records log

To be inspected/tested 1/2 hour before opening

Date: _____

Pool location: _____

	Requirements	Time	Signature
Water clarity	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency telephone properly functioning	<input type="checkbox"/> Yes <input type="checkbox"/> No		
First aid kit fully stocked	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pool rule notice posted (two posted)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Ground fault detector de-energizing device activated	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Non-conducting reaching pole on deck	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Spine board on deck	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2 buoyant throwing aids on deck	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Entrance inaccessible when not in use	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Water temperature <40°C/104°F For hot water pools	<input type="checkbox"/> Yes <input type="checkbox"/> No		



Public pool water chemistry tests

Tests shall be conducted every 1/2 hour before opening and every four hours for pools with an automatic sensing device (ORP) or every two hours for pools without automatic sensing device (ORP).

Time:	am/pm 1/2 hour before opening	am/ pm	am/ pm	am/ pm	am/ pm	am/ pm	am/ pm	am/ pm	am/ pm	am/ pm	am/ pm	am/ pm
Free available chlorine Unstabilized: 0.5 ppm – 10ppm Stabilized: 1.0 ppm – 10ppm												
Free available chlorine (cold plunge pool, floatation pool or hot water pool) 5.0 ppm - 10.0 ppm												
Total chlorine TC-FAC= combined chlorine (CC) Shock treatment should be considered when combined chlorine reaches 0.2 ppm or above												
Total bromine 2.0 ppm – 8.0 ppm												
Total bromine (hot water pool >35°C) 5.0 ppm – 10.0 ppm												
Free available chlorine (cold plunge pool, floatation pool or hot water pool) 5.0 ppm - 10.0 ppm												
Total alkalinity 60 ppm - 180 ppm												
pH 7.2 - 7.8												
Water clarity												
Water temperature <40°C/104°F for hot water pools												
Total number of bathers												
O.R.P (if applicable) 600mV – 900mV												

Water meter reading		Records of any emergencies, rescues, or breakdowns of equipment, maintenance, chemicals added etc.; note the time:
Reading at beginning of day	Reading at end of day	
Make-up water added 15 L per bather/day		
UV treatment system functional for floatation pools – correct size with automatic shut off or audible/visual alarm		
Weekly cyanuric acid test for outdoor pool: (sign and date) (maximum 60 ppm)		

Pool monthly tests

(Ontario Regulation 565, Section 16.1)

Month	Inspection of gravity and suction outlet covers, etc.	Ground fault circuit interrupter <small>Must be tested either monthly or according to the manufacturer's instructions, whichever is more frequent</small>	Emergency stop button <small>(if applicable)</small>
January	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
February	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
March	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
April	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
May	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
June	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
July	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
August	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
September	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
October	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
November	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken
December	Month/day/year	Month/day/year	Month/day/year
	Signature	Signature	Signature
	Action taken	Action taken	Action taken

Pool and spa incident report form

Date of report: _____

Facility name: _____

Date and time of incident: _____

Location of incident: (check all that apply)

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> outside pool grounds | <input type="checkbox"/> dressing rooms | <input type="checkbox"/> pool/spa deck | <input type="checkbox"/> open lawn |
| <input type="checkbox"/> fence | <input type="checkbox"/> pool | <input type="checkbox"/> shallow end | <input type="checkbox"/> deep end |
| <input type="checkbox"/> diving board | <input type="checkbox"/> wading pool | <input type="checkbox"/> spa | <input type="checkbox"/> water slide |
| <input type="checkbox"/> floatation tank | <input type="checkbox"/> other _____ | | |

Name of person involved: _____ Age: _____

Address: _____

Phone number: _____

Details of incident (include activity at time of incident): _____

Description of injuries (including exact location of body): _____

Treatment or action taken by staff (include if treatment refused): _____

Treatment given by emergency services (ambulance, police, fire etc.): _____

Emergency contact notified: Yes No

Environmental conditions: Water (temperature, visibility, etc.) _____

Air (temperature, wind, etc.) _____

Deck (condition etc.) _____

Victim followed all rules and safety procedures: Yes No

Witness name: _____ Age: _____

Address: _____

Phone number: _____

Name of staff involved: _____

Name of person completing report: _____

Pool parts

The following table provides a list and description of mechanical parts that are typically found in public pools.




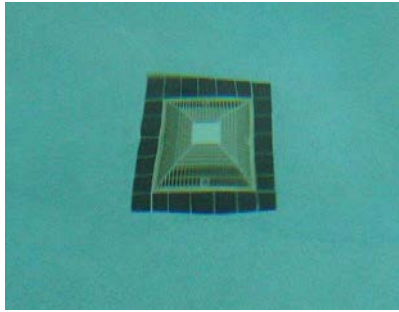
<p>Make-up water meter</p> 	<ul style="list-style-type: none"> • Measures the amount of fresh water added to pool everyday • Fresh water prevents Cyanuric Acid from build up and dilutes swimmer pollutants • 15 L of fresh water per bather must be added to the pool daily
<p>Filter</p> 	<ul style="list-style-type: none"> • Removes dirt, debris and undissolved solids from the pool water • Two types of filters, sand and diatomite • Some water is wasted to make room for fresh water • Filter is cleaned by backwashing
<p>Flow meter</p> 	<ul style="list-style-type: none"> • Calculates turnover rate of the water • 15 per cent of the total volume of the pool water must be withdrawn from the pool (via skimmers or gutter) daily and discharged to waste drains
<p>Skimmers</p> 	<ul style="list-style-type: none"> • Located under the pool deck • Removes water from the surface for filtration and circulation • Removes objects which float on the surface of the water • Each skimmer contains a basket, floating weir and equalizer line

Table continued on next page →

Labelling of lines

- Label exposed piping within pool enclosure
- Colour code pipes
 - Chlorine - yellow
 - Potable water - green

Main drain

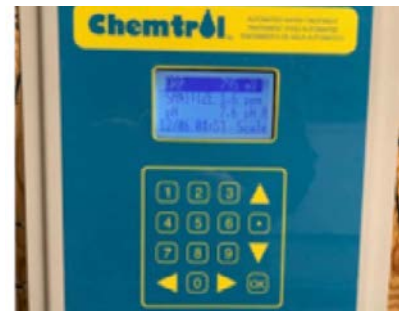
- Located at the deepest end of the pool
- Removes and returns water to pool
- Cover must be secure to floor of pool bottom
- Must be checked daily, recorded monthly

Pressure gauges

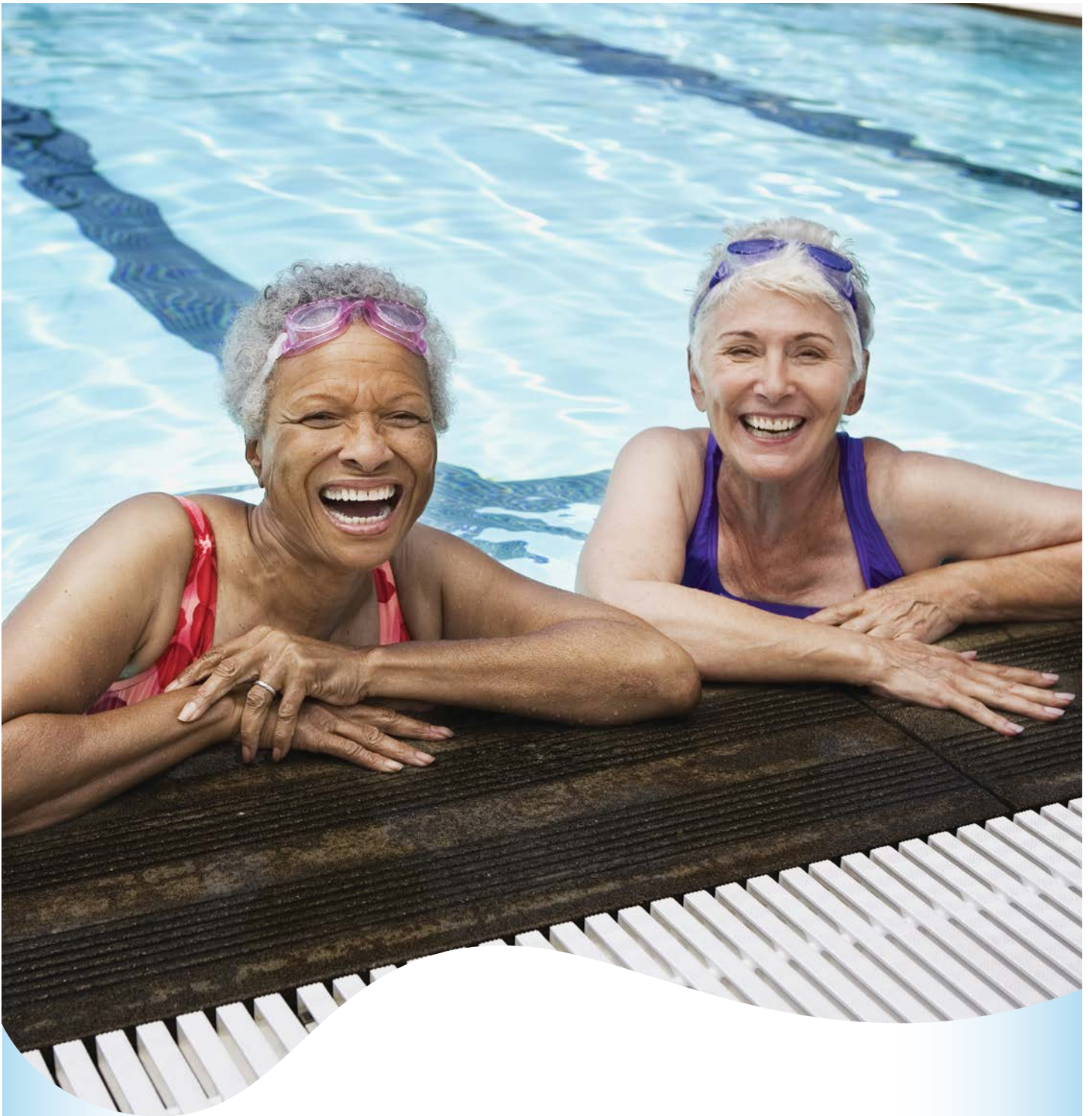
- Two gauges are located on the top of the filter tank; one measures the amount of water flowing into the tank and one measure how much flows out of the tank. When too much dirt collects in the filter medium, the water flow rate drops. The difference is indicated on the gauges. If you notice a difference between the gauges, consult or refer to the manufacturers directions as filters vary in backwashing and pressure requirements.

Recirculation pump

- Pulls water from the pool and pushes it through the filter or pulls the water through the filter and pushes it back to the pool
- Must be capable of pumping enough water through the system to provide the required number of turnovers

Automatic sensing device

- Oxidation Reduction Potential (ORP)/ Automatic Sensing Device System
- Measured in milli-volts (mV)
- Monitors the sanitizers ability to work
- Manual tests conducted 1/2 hour before opening and every four hours; need to reflect the device reading
- Maintaining the probe is critical for accuracy



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Accessible formats of this document are available upon request.