

# **Recommended Guidelines**

## **Occupational Health and Safety (G-0511)**

### **Pool & Hot Tub Council of Canada**

#### **February 2012**

These guidelines are provided by the Pool & Hot Tub Council of Canada as reference documents for the use of pool and spa builders, contractors, retailers, equipment and chemical manufacturers, and service companies in communities across the country. Adherence to these guidelines assures a base level of safety for employees involved on work sites or performing maintenance functions on behalf of the aquatic leisure industry. In addition these guidelines include essential best practices for personnel stationed in retail outlets and manufacturing facilities.

The Pool & Hot Tub Council of Canada is a voluntary, not-for-profit association representing the interests of the pool and hot tub industry. As such it is not considered a harmonized organization, and therefore does not qualify as an accredited national standards-writing body. Notwithstanding the above, the thrust of these guidelines is the basic principle of making the workplace environment fundamentally safe for all employees and subcontractors. These guidelines are endorsed in principle by the Pool & Hot Tub Council of Canada, and the Council strongly recommends their widespread implementation.

Recommended Guidelines (G-0511) do not circumvent nor supersede existing requirements enshrined under federal, provincial or municipal law. Government codes take precedence over industry guidelines.

### **Introduction**

The obligation to foster a healthy work environment is enshrined within the Canadian Labour Code. According to the Code, "*Preventive measures should consist first of the elimination of hazards, then the reduction of hazards and finally, the provision of personal protective equipment, clothing, devices or materials, all with the goal of ensuring the health and safety of employees.*" At the provincial and territorial level, Ministries of Labour have enacted legislation that defines a general duty clause stipulating that employers are responsible to take every reasonable precaution in the circumstances for the protection of a worker.

A safe workplace also makes good business sense. Providing a secure atmosphere with appropriate safeguards and essential training programs in place tends to generate a more productive, confident and satisfied workforce. At the same time, successful identification and alleviation of potential risks significantly reduce lost time injuries and illnesses.

In keeping with the *Code of Ethics* of the Pool & Hot Tub Council of Canada, members of the association endorse these guiding principles (G-0511). As a condition of membership, all companies which belong to the Council are required to carry safety insurance for employees through the respective provincial agency that is responsible for administering the worker's compensation program.

The following best practices are recommended in order to maintain a safe working environment for industry employees and subcontracted personnel.

### **Safe Operating Procedures**

In order to create safe working conditions it is imperative to:

- i) encourage a high level of awareness about the importance of safety,
- ii) develop a set of safety rules and train all personnel to follow them,
- iii) make sure that all workers are cognizant of critical areas of concern specific to each workplace, as outlined in the following checklists:

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## Construction, Installation and Maintenance Sites

### **SAFETY CHECKLIST**

- ☐ Is overhead machinery deployed on the site? (e.g., crane, cement mixer, backhoe, etc.)
- ☐ Are tools in use on the site? Is dust or particulate matter prevalent?
- ☐ Are workers potentially exposed to sharp tools, abrasive materials or harsh chemicals?
- ☐ Are feet adequately protected?
  
- ☐ Are power tools or heavy equipment used on the site?
- ☐ Does any of the work on the site require electrical hookups or connections?
- ☐ Is staff knowledgeable to operate equipment according to the manufacturer's instructions?
  
- ☐ Do heavy items need to be moved on site?
  
- ☐ Are workers at risk of suffering from dehydration or heat stroke?
  
- ☐ Are workers exposed to UV radiation?
- ☐ Are workers outside during periods of cold weather?
- ☐ Is electrically operated equipment live?
- ☐ Is the workspace cluttered creating a potential danger for trips and falls?
- ☐ Is the work crew familiar with the building and electrical codes within the jurisdiction?
  
- ☐ Are volatile cleaning agents or solvents being used?
- ☐ Are potentially hazardous materials used or stored on the worksite?
- ☐ Are special skills required to perform certain tasks?
- ☐ In the event of an accident, are you adequately prepared?
- ☐ Are there warnings of potential hazards on site?
  
- ☐ Are workers equipped to handle a medical emergency?
- ☐ Are unauthorized individuals able to access the site?
- ☐ Upon completion of a project is the site left free of waste material?
- ☐ Are individuals working at elevated levels?

### **REMEDIAL ACTIONS**

- Ensure that hard hats are worn.
- Protective glasses/goggles shall be worn.
- Ensure that protective gloves are worn.
- CSA approved steel-toed, steel-plated footwear shall be worn on all construction sites.
- Ear plugs or ear muffs shall be worn.
- Effective Lockout procedures are to be established.
- Staff shall be trained on safe procedures for operating equipment that may be used.
- Heavy objects shall be lifted with assistance of fellow workers, mechanical hoists or dollies.
- Fluids shall be ingested regularly, especially during prolonged periods of hot weather.
- Workers shall wear sunscreen and hats when exposed to excessive sunlight.
- Warm, layered clothing shall be worn. Supplemental heaters may be provided.
- Electrical tools and devices not in use shall be unplugged.
- Tools and equipment not in use shall be placed in storage.
- Provide workers with a basic understanding of relevant provisions of applicable codes.
- Affected areas shall be ventilated or respirators shall be supplied.
- W.H.M.I.S. Material Safety Data Sheets will be made available to all workers.
- Only qualified workers shall be employed for jobs that require certification.
- A complete and current first aid kit shall be readily accessible on site.
- Signs and/or colourful markings shall be used to warn of areas of potential danger.
- Personnel shall be trained in basic first aid and cardio pulmonary resuscitation?
- Construction sites shall be isolated with temporary fencing.
- The site shall be cleared of all waste material.
- Ladders and scaffolding shall be secured.



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**Manufacturing Facilities and Warehouses**

**SAFETY CHECKLIST**

- ☐ Are potentially hazardous materials used or stored on the worksite?
- ☐ Are harsh chemicals stored on site or used in the manufacturing process?
- ☐ Are there vehicles used on site, such as fork lifts, trucks, etc.
- ☐ Are there blind corners in or around the building where vehicles are in use?
- ☐ Is overhead machinery deployed on the site? (e.g., crane, cement mixer, backhoe, etc.)
- ☐ Are tools in use on the site? Is dust or particulate matter prevalent?
- ☐ Are workers potentially exposed to sharp tools, abrasive materials or harsh chemicals?
- ☐ Are feet adequately protected?
- ☐ Are power tools or heavy equipment used on the site?
- ☐ Are entries, exits, and walkways well identified?
- ☐ Does any of the work on the site require electrical hookups or connections?
- ☐ Are equipment or materials stored outside?
- ☐ In the event of an accident, are you adequately prepared?
- ☐ Do you have safety rules in place for dealing with visitors to the facility?
- ☐ Are personnel adept in the handling of a chemical spill?
- ☐ Are special skills required to perform certain tasks?

**REMEDIAL ACTIONS**

- W.H.M.I.S. Material Safety Data Sheets will be made available to all workers.
- Install readily accessible water flushing stations in areas of risk.
- Warehouses and yards shall have clearly marked aisles and lanes warning of vehicle use
- Safety mirrors shall be installed at vehicle intersections on the site
- Ensure that hard hats are worn.
- Protective glasses/goggles shall be worn.
- Ensure that protective gloves are worn.
- CSA approved steel-toed, steel-plated footwear shall be worn on all construction sites.
- Ear plugs or ear muffs shall be worn.
- Key walkways and restricted entries shall be identified by signage and/or floor markings
- Effective Lockout procedures are to be established.
- Items stored outdoors shall be made inaccessible to non-employees
- A complete and current first aid kit shall be readily accessible on site.
- Develop rules and provide safety instruction to visitors.
- A 'HAZMAT' team of workers shall be trained on effectively roping off and cleaning an area.
- Only qualified workers shall be employed for jobs that require certification.

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**Retail Stores**

**SAFETY CHECKLIST**

- ☐ Do heavy items need to be moved on site?
- ☐ Are chemicals displayed or stored in a public area?
- ☐ Is the store environment of high humidity and conducive to the growth of mould?
- ☐ Are harsh chemicals stored or sold on the site?
- ☐ Do floors get wet and slippery at entrances during inclement weather?
- ☐ Are the exits well identified? Are the aisles, entrances and exits free of tripping hazards?
- ☐ Are special skills required to perform certain tasks?
- ☐ In the event of an accident, are you adequately prepared?
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**REMEDIAL ACTIONS**

- Heavy objects shall be lifted with assistance of fellow workers, mechanical hoists or dollies.
- Chemicals shall be kept beyond the reach of children.
- Proper ventilation shall be installed if standing water is retained on site.
- Install readily accessible water flushing stations in areas of risk.
- Ensure that the floor is dried regularly. Cautionary signs are to be posted – “Wet Floor”.
- Signs shall be posted prominently, and exit routes kept clear of clutter.
- Only qualified workers shall be employed for jobs that require certification.
- A complete and current first aid kit shall be readily accessible on site.
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**Corporate Vehicles**

**SAFETY CHECKLIST**

- ☐ Are vehicles checked for signs of undue wear, broken parts or non-functioning components?
- ☐ Are vehicles that have been deemed potentially defective taken out of active circulation?
- ☐ Are all vehicles routinely tuned-up according to the manufacturer's operating manual?
- ☐ In the event of an accident, are you adequately prepared?

**REMEDIAL ACTIONS**

- Prior to use each time, the driver shall circle the vehicle to verify that it is roadworthy.
- Vehicles in need of repair shall be tagged out and immobilized.
- Regular maintenance shall be performed on all vehicles in use.
- A complete and current first aid kit shall be kept with the vehicle.

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#### Resources

The Provincial and Territorial agencies responsible for promoting workplace health and safety are sources of additional information. Some offer training and education in this domain.

Alberta Employment and Immigration - Workplace Health and Safety  
<http://www.employment.alberta.ca/SFW/53.html>

WorkSafeBC  
<http://www.worksafebc.com>

Manitoba Labour & Immigration, Workplace Health & Safety Division  
<http://www.gov.mb.ca/labour/safety/>

WorkSafeNB  
<http://www.worksafenb.ca/>

Newfoundland and Labrador – Workplace Health and Safety Compensation Commission  
<http://www.whscc.nf.ca/prevention/prevention.whscc>

Northwest Territories and Nunavut – Workers' Safety & Compensation Commission  
<http://www.wscc.nt.ca/>

Nova Scotia Labour and Workforce Development - Occupational Health & Safety Division  
<http://www.gov.ns.ca/lwd/safety.asp>

Ontario Ministry of Labour - Occupational Health and Safety Branch  
<http://www.labour.gov.on.ca>

Prince Edward Island - Occupational Health and Safety Division - Workers' Compensation Board  
<http://www.wcb.pe.ca/>

Commission de la santé et de la sécurité du travail du Québec  
<http://www.csst.qc.ca/index.htm>

Saskatchewan Ministry of Advanced Education, Employment and Labour Occupational Health and Safety Division  
<http://www.lrws.gov.sk.ca/>

Yukon Workers' Compensation, Health and Safety Board - Occupational Health and Safety Branch  
<http://wcb.yk.ca/Default.aspx>

Federal agency responsible for promoting occupational health and safety:

Human Resources and Skills Development Canada  
[http://www.hrsdc.gc.ca/eng/labour/workplace\\_health/index.shtml](http://www.hrsdc.gc.ca/eng/labour/workplace_health/index.shtml)

#### Informative Web-links

Workplace Safety & Prevention Services (WSPS) – a Health & Safety Ontario Partner  
<http://www.healthandsafetyontario.ca/WSPS/Home.aspx> (refer to 'Resources' area)

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