



Staff Name: _____

Employed as: Wading Pool Attendant -TEY

Training Location: St. Parkdale C.C.

Date: June Time:

Staff In-Service Training Record

Trainer	Category	Data Covered	Employee Signature	Trainer Signature
10 Min	Registration	<ul style="list-style-type: none"> • Sign In • Agenda • Welcome and Introductions <p>*Wading pool manual and workers handbook received, reviewed and understood*</p>		
Gary Sanger Aquatic Supervisor TEY Nikki Chapman Aquatic Supervisor TEY 1 Hr	TBA	<ul style="list-style-type: none"> • Risk Management - Planning for the worst • Critical Incident - Dealing with stress, documentation, investigation • Fraud Waste Hotline - Reporting and documenting • Electronic devices • Workplace violence • Conflict of interest 		

*Staff initials on this form indicate that you understand the information covered in each session



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<p>TBA 30 Min</p>	<p>Local 79 Union Presentation</p>	<ul style="list-style-type: none"> • Collective Agreement • How and when to contact the union • Workers rights and responsibilities – Before 1040 Hrs Probationary period • Grievances - how to file • Reemployment forms • Police reference checks 		
<p>30 Min</p>	<p>Health & Safety</p>	<ul style="list-style-type: none"> • Staff injury procedure • WSIB • Safety equipment-S.O.P • Heat stress protocol • Confined spaces • Personal Safety 		
<p>30 Min</p>	<p>Forms and Policies</p>	<ul style="list-style-type: none"> • Child abuse reporting procedure • Photography policy and use of photographic devices • Major & Minor incident reports 		
<p>30 Min</p>	<p>Performance Expectations</p>	<ul style="list-style-type: none"> • Absenteeism-failure to report to work • Qualifications • Exceeding 80 hrs in a pay period 		

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		<ul style="list-style-type: none"> • Electronic games and entertainment devices • Use of personal cell phones, pagers and other electronic devices • Facility cleanliness • Reporting to work with charged city cell phone and keys • Smoking • Uniforms • Scheduled shifts and staff shift changes • Punctuality • Use of aquatic facilities (outside regular hrs of operations) • Personal Protective Equipment (PPE) and the law 		
20 Min	Administration	Logbooks- What needs to be documented? <ul style="list-style-type: none"> • Water chemistry • Incident reports • Maintenance staff & supervisory reports • Signing in/out • Bather load • Fill & drain times 		
15 Min	Communication	<ul style="list-style-type: none"> • Communicating and contacting your CRP & WPC -Emergency situations -Pay concerns 		

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		-Shift changes/replacements -Arriving late -Wading pool mechanical problems		
10 Min	Safety & Supervision	<ul style="list-style-type: none"> • Scanning of wading pool • Buddy guarding • Admittance policies • Public safety 		
15 Min	Customer Service	<ul style="list-style-type: none"> • Public education • Patron discipline • Patron bathing attire • Interactions with public and Patrons • Conflict Resolution • Professionalism 		
15 Min	Outdoor Pool Operations	<ul style="list-style-type: none"> • Sun protection/Sun smart • Pool closure due to bad weather • Designated breaks 		
1.5 Hr	Rescues and First Aid	<ul style="list-style-type: none"> • Recognition and Treatment • Review of CPR (adult, child, infant) • Review of Choking (adult, child, infant) • Major Situations • Minor Situations • Shallow Water Spinals 		

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I understand my responsibility as a City of Toronto staff to abide by all rules and regulations outlined through training, the wading pool staff manual and recreation worker hand book. I understand if these policies and procedures are not followed it may result in disciplinary action.

Staff Signature _____

Date _____

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