

May 30, 2012

Wading Pool Pit Cover Opening and Closing Procedures

SOP #: PFR- Rec-002 (excluding Etobicoke/York District)

The purpose of this operating procedure is to ensure the safe opening and closing of pit doors as well as the proper operation of valves and or tools which may be located in wading pool pits considered to be a confined space. The following procedures *must* be followed by *all* staff operating a wading pool.

Definitions:

Water Key (T-Bar) - Device used to open/close water and drain valves. Ensures safe operation of these valves and prevents staff from having to enter a confined space (pit). These must be stored outside of the confined space area or secured to ensure they are accessible to staff without staff reaching below the 6 inch (15.24cm) threshold.

Wading Pool Pit Access Lifter (Wading Pool PAL) - This tool consists of a pole with carabineer at the centre which attaches to the Pit Door handle. These are devices used to ensure staff members are able to safely lift open and safely let close the pit doors. They allow staff to maintain a safe distance from the doors while opening and closing, alleviating concerns of doors falling on staff and injuring them.

Confined Spaces – It has been deemed by City of Toronto officials that Wading pool water supply and drain pits are deemed to be confined spaces for staff that are required to enter them to complete repair work (non-aquatic staff). The potential atmospheric hazard especially at the bottom of the pit contributed to the pits being identified as *confined spaces*. For the purposes of the Aquatic staff who do not enter the wading pool pits, the confined space is more specifically defined as the enclosed space or area more than 6 inches (15.24cm) below grade or ground level.

Hazards and Controls:

Hazards at *all* wading pools include: water supply pits, drain pits, and pit doors.

Personal Protective Equipment

Steel toed safety boots.

Tools/ Supplies/Materials

Wading Pool Pit Access Lifter (Wading Pool PAL)

T – Bars/Water keys to operate fill and drain valves. (site specific)

Procedure

- 1) Obtain Pit Access Lifter (PAL) from storage location (this may include; box, shack, storage facility) and put on personal protective equipment i.e. steel toe boots.
- 2) Unlock Pit doors, place lock in safe location so it may be placed back on to the door when complete.
- 3) Opening the Pit doors using the PAL is a 2 person procedure. Never try to open Pit doors by yourself.

4) Secure the carabineer on the PAL to the handle of the Pit door. Observing proper lifting technique, jointly lift the PAL, opening the pit door slowly. Walk along the side of the pit to swing the door to the open position. Gently place the PAL on the ground. Secure any locking mechanisms on the pit door. If a second door must be opened, detach the carabineer from the first door handle and repeat the procedure with the second door. Be sure to maintain the maximum amount of space possible between yourself and the doors while opening.

NOTE: OPEN ONLY ONE DOOR AT A TIME.

5) When opening and closing water supply or drain valves staff must NOT reach past the 6 inch (15.24cm) threshold of depth into the Pit. If valves or appliances are located below this threshold, you MUST use a Water Key to safely operate these valves. Stand back from the edge of the pit. Place extension key onto valve while standing. If valves or appliances are located within 6 inches (15.24 cm) into the pit, staff should kneel or lie down to operate the valve to prevent falls.

NOTE: STAFF MUST NOT REACH, LEAN OR STRAIN TO OPERATE THESE VALVES (this would include having legs dangling into the pit while sitting on the edge and/or hanging down into the pit to operate a valve)

6) After fill valve has been turned on/off and drain valve has been opened/closed, staff must close and secure (lock) all pit doors the same way in which they were opened (refer to step 4). **DOORS SHOULD ONLY BE OPENED TO OPERATE VALVES OR DRAINS.**

NOTE: ENSURE THAT PIT DOORS ARE CLOSED AND LOCKED WHEN NOT IN USE.

NOTE: WADING POOL STAFF MUST NOT ENTER THE WATER SUPPLY OR DRAIN PITS UNDER ANY CIRCUMSTANCES. IF THERE IS NEED FOR ENTRY, CONTACT THE SUPERVISOR WHO WILL ARRANGE FOR TRAINED STAFF TO ATTEND THE LOCATION.

NOTE: NO ITEMS SUCH AS HOSES, CHEMICALS OR PERSONAL BELONGINGS ARE TO BE STORED IN THE PITS.

These steps must be taken by all staff when operating a wading pool. This includes wading pool attendants, wading pool coordinators, community recreation programmers and aquatic supervisors. All tools and personal protective equipment will be supplied to each location to ensure the proper steps can be taken. Failure to follow these steps may lead to disciplinary action.

Also refer to:

The Wading Pool Manual Section 4.8 – WHMIS & Safety Equipment
 Section 4.9 – Confined Spaces
 Section 4.10 – Use of Protective Equipment

City of Toronto Human Resources Policy – Confined Space

The Occupational Health & Safety Act, R.S.O. 1990, Confined Space Regulation 632/05

Approval Date: May 30, 2012 (at Branch Aquatic Supervisor meeting)

Date of Last Review: May 16, 2012

Next Review: Spring 2013

To be reviewed annually by the Aquatic Supervisor team and Corporate Occupational Health & Safety.