

May 30, 2012

## **Wading Pool, Water Supply and Drain Pits Door Opening and Closing Procedures**

### **SOP #: PFR-Rec-003 (Etobicoke/York District - 'J' hook)**

#### **Purpose:**

This operating procedure ensures the safe:

- Opening and closing of Wading Pool, Water Supply and Drain pit doors
- Proper operation of valves and or tools which may be located in wading pool, water supply and drain pits (which may be confined spaces)

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.

**J-hooks** – These are devices ensure staff members are able to safely open and close 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. They are also used to retrieve any item (tools or appliances) in the "Wading Pool, Water Supply and Drain Pits" below the 6 inch (15.24cm) threshold.

**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: pits, pit doors & confined spaces.

#### **Personal Protective Equipment**

- Steel toed safety boots,

#### **Tools/ Supplies/Materials**

- J-hooks to open/close pit doors.

- T – Bars/Water keys to operate fill and drain valves. T-bars and water keys will be stored outside of pits where possible. At locations where this is not possible they will be accessible to staff above the 6 inch (15.42cm) threshold.
- Pylons mark the immediate area around the pit when it is opened (during opening and closing). This ensures the public are aware of the hazard and stays clear the pit and its doors while the hazard is present.

**Procedure for opening and closing pit doors &  
Safe operation of valves and appliances.**

**Steps:**

1) Obtain J-hook from storage location: This may include: box, shack, storage facility or pit and put on personal protective equipment (e.g., steel toe boots).

2) Place 2 pylons on each side of the pit, approximately 2 feet (60 cm) from the edge of the pit opening. One attendant must be supervising and guarding the pit while it is being opened, during the entirety of the time it is open, as well as while it is being closed. Only when the pit doors are closed and locked can the supervising attendant remove the pylons from the area and return to normal duties.

**NOTE: IF DOORS MUST BE OPENED (OTHER THAN FILLING OR DRAINING) WITH PATRONS IN THE POOL, ONE ATTENDANT MUST BE SUPERVISING THE PIT AND THE WADING POOL AT ALL TIMES. IF THIS IS NOT POSSIBLE AT YOUR LOCATION, THE POOL MUST BE CLEARED.**

3) Unlock pit doors, place lock in safe location so it may be placed back on to the door when procedure is complete.

4) Once pit doors are unlocked, position the J-hook so the hook portion faces upward. Hook the handle of the door and lift/pull the pit doors open slowly. This *only* applies to locations where the handle is located in the center of the door. If the handle is *not* located in the center of the door, staff should hook on to the center of the door itself (with the hook portion of the J-hook facing downwards). Staff must ensure that while lifting/pulling they keep their back straight and knees bent, lifting/pulling with their legs. Be sure to maintain the maximum amount of space possible between yourself and the doors while doing so by extending your arms fully.

**NOTE: OPEN ONLY ONE DOOR AT A TIME.**

5) Once doors are open staff needs to operate the valves while ensuring they do NOT pass the 6 inch (15.24cm) threshold. If the valves or appliances are located below this threshold, a water key is supplied for safe operation of these valves. Where possible, the water key is stored outside of the pits. Where this is not possible, the J-hook retrieves the water key from the pit by hooking the J-hook onto the chain fixed to the top of the water key. (Refer to site specific operational flow charts)

**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 reaching down into the pit to operate a valve)**

