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Les experts en surveillance aquatique

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Safety Standards for Canadian Swimming Pools and Waterfronts Swimming Pool Standard

Public Swimming Pool Records Standard

Standard

Every owner and operator shall develop written policies and procedures that detail the collection, retention and protection of all necessary records and documents pertaining to the operations of the public swimming pool.

Definitions

Owner: The person or corporation who is the owner of an aquatic facility.

Operator: The trained individual designated by the owner to be responsible for the day-to-day operation of an aquatic facility.

Rationale

Maintaining accurate facility records assists owners and operators in ensuring all required documents are consistent and reflect the written operational practices of the facility. Accurate and complete records provide evidence of owner/operator vigilance of public swimming pools, the maintenance of safe water and of safe operational practices. ⁶

Implementation

Currently, there are a number of guidelines^{1,2,3,4,5} for the public sector to create records in specific circumstances. A document retention policy or recordkeeping policy will establish and describe how the owner expects the facility to manage records from creation through destruction.

- This policy must meet or exceed the minimum as required by the Government of Canada, provincial/territorial legislation and guidelines concerning swimming pool recordkeeping requirements and record retention.

- This policy should include direction concerning records that are no longer needed and how they are to be discarded such as at proper time, in the proper manner, and in keeping with policies concerning privacy and electronic document management.
- All records must have the name and signature of the staff member recording the information.
- All records must be dated on the date they were created.
- This policy should be included in facility policy and procedure manual, and staff must be trained in the policy.

Swimming pool daily records at a minimum should include:

- The free available chlorine and the total chlorine residuals or where bromine compound is used, the total bromine residual
- pH of the pool water*
- Clarity of pool water
- Occurrence of any pool foulings
- Total number of bathers admitted to the pool each day
- Make-up water added
- Emergency telephone checks
- Emergency equipment checks – including all rescue and first aid equipment
- Any emergencies, rescues or first aid assistance provided
- Occurrence of any equipment breakdowns and the action that was taken to rectify and the time of day that the action was recorded
- Procedures for Suction or Entrapment prevention⁷

** It is recommended that a Langelier Saturation Index be performed weekly on domestic water sources and each pool basin to ensure good water balance.*

Other records that should be kept include:

- Daily staffing levels and staff schedules
- Staff qualifications
- Ongoing in-service training⁸
- Weather conditions (outdoor facilities)
- Occurrences (public relation concerns, theft, vandalism, harassment or violence)

References

- [1] Government of Canada - Directive on Recordkeeping - <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16552>
- [2] Government of Canada - Policy on Information Management - <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12742>
- [3] Government of Canada - Canadian Standards Board - New Edition of CAN/CGSB-72.34-2017—*Electronic Records as Documentary Evidence* - <https://www.tpsgc-pwgsc.gc.ca/ongc-cgsb/programme-program/normes-standards/can-cgsb-72-34-eng.html>

- [4] Government of Canada – Department of Justice - *Educational Program, Work and Other Subject-matter Record-keeping Regulations* (SOR/2001-296) - <https://laws.justice.gc.ca/eng/regulations/SOR-2001-296/FullText.html>
- [5] Government of Canada – Department of Justice - *Strengthening the Access to Information Act - Duty to Document* - <https://www.justice.gc.ca/eng/rp-pr/csj-sjc/atip-aiprp/atia-lai/p7.html5>.
- [6] Court of Appeal for Saskatchewan Citation - 2019-05-23- *University of Regina v Biletski*
- [7] Lifesaving Society Canada - Safety Standard April 2012 - *Entrapment and Suction Hazards Standard* - <https://www.lifesaving.ca/swimming-pool-standards.php>
- [8] Lifesaving Society Canada - Safety Standard March 2019 - *Lifeguard In-Service Training Standard* - <https://www.lifesaving.ca/swimming-pool-standards.php>

Approval

- Approved by Lifesaving Society Canada’s Board of Directors on 10 April 2012 (Records Standard).
- Revised and approved by Lifesaving Society Canada’s Board of Directors on 21 April 2020.

Disclaimer

Lifesaving Society Canada’s National Safety Standards are developed using Coroners’ recommendations, the latest evidence-based research, and reflect the aquatic industry’s best practices at the time the publication was approved or revised.

The purpose of these standards is to encourage swimming pool, waterpark and waterfront owners, managers, operators and regulators to adopt these standards in order to prevent drownings in aquatic environments.

Lifesaving Society Canada’s National Safety Standards do not replace or supersede local, provincial/territorial or federal legislation or regulations, but they are considered the standard to which aquatic facility operators should work towards in order to enhance safety within their operations and to prevent drowning and aquatic-related injury.