



# Generic Industry Operations Manual

Developed with the support of  
LGIS – RLSSWA – LIWA Aquatics

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## Why do we need this?

- Section 7.8 of the Code of Practice mandates the development of a Operations Manual and Emergency Action Plans
- It provides critical documentation on how the facility is operated
- It is a risk management approach to facility operations

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## Industry Operations Manual

- Made up of the following:
  - Generic introduction for each facility to customise to their needs
  - CD Rom with generic procedures and policies to be customised to each facility
  - Folder made up of 11 sections and appendices
  - 170 documents and 30 appendices
  - The ability to update the manual quickly in response to industry best practice or facility design changes

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## Using the manual

- Open CD Rom and open Generic Operations Manual doc
- Review the generic introduction and delete sections that are not relevant to the operation of the facility
- Customise front page to include facility name, council logo's and details
- Save document to hard drive of computer

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## Using the manual

- Print hard copy of the Operations Manual and insert into file
- Open XL Spreadsheet Titled Operations Manual Content
- 11 Tabs represent the 11 Sections of the Code
- Click on the hyperlink and each document will open and can then be customised and saved to a file on your hard drive

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## Using the manual

- Continue reviewing and customising documents as required to complete the operations manual
- There are a range of appendixes that can be opened and customised to the facility needs
- Print, file and use the documents

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## The future

- LIWA Aquatics would be hopeful that once the documents are completed they would be uploaded to the LIWA Directory site for your pool
- This will provide security and develop a repository for industry documents

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## The future

QUESTIONS

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