

**SAMPLE PLAN/CHECKLIST TO MINIMIZE RISK  
HOT TUB**

I. Equipment/Set-up (check to indicate completion)

- \* confirm rental company has insurance to cover faulty 'tub' \_\_\_\_\_
- \* ensure tub has GFI protector \_\_\_\_\_
- \* ensure tub pumps are CSA approved and grounded \_\_\_\_\_
- \* use only 3-prong plug/outlet \_\_\_\_\_
- \* lock tub at all times that it is not in use \_\_\_\_\_
- \* ensure student leader(s) have salt and matting to prevent ice from forming if water splashes out of tub \_\_\_\_\_
- \* ensure mops are available to clean up splashed water and keep entrances to building/hall dry at all times \_\_\_\_\_
- \* locate hot tub in a safe place adjacent to building/hall and off all pathways clear of entrances and fire exits \_\_\_\_\_
- \* the tub must be equipped with a thermometer \_\_\_\_\_

NOTE: Complete the following if hot tub is heated by propane:

- \* light and use propane heater outdoors only \_\_\_\_\_
- \* ensure propane tank is secured and stabilized \_\_\_\_\_
- \* ensure burner remains lit at all times when in use \_\_\_\_\_

II. Instructions/Rules

- \* hours of operation to be posted in close proximity to tub \_\_\_\_\_
- \* post who may use hot tub in close proximity to the tub \_\_\_\_\_
- \* there will always be one student leader by the hot tub at all times to ensure that the following rules are enforced \_\_\_\_\_
- \* ensure that there will be no more than 8 people in the hot tub at one time \_\_\_\_\_
- \* ensure that no alcohol be allowed outside of hall/building and no beverages or glassware be allowed in or near hot tub \_\_\_\_\_
- \* ensure that no smoking be allowed in or near hot tub \_\_\_\_\_
- \* ensure a 20-minute time limit/per person in the hot tub \_\_\_\_\_
- \* ensure that there be no jumping/diving/running into the hot tub \_\_\_\_\_
- \* ensure that there be no horseplay in or around the hot tub \_\_\_\_\_
- \* all participants must wear a swimsuit at all times \_\_\_\_\_
- \* there will be no polluting water in any manner \_\_\_\_\_
- \* no intoxicated person will be permitted to enter the hot tub. This decision will be made at the discretion of the non-drinking student leader on duty \_\_\_\_\_
- \* anyone using hot tub must supply their own towel and dry off before re-entering bldg./hall \_\_\_\_\_
- \* ensure radios or other electrical appliances are not placed within 10' of the hot tub \_\_\_\_\_
- \* no person should use the hot tub if pregnant \_\_\_\_\_
- \* no person with open sores or communicable disease should be allowed to use the tub \_\_\_\_\_
- \* shoes should be worn to and from the tub \_\_\_\_\_
- \* check heat setting hourly; tub is not to be used if the temperature exceeds 110F \_\_\_\_\_

Any person breaking these rules will be ejected from hot tub and lose their hot tub privileges.

\_\_\_\_\_ Date

Primary Event Organizer

\_\_\_\_\_ Date

McMaster University Official