

**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