

## Staff Manual Topic Suggestions

<p><b>INTRODUCTION</b></p> <ul style="list-style-type: none"> <li>• Organization Chart</li> <li>• Lifeguard Services Staff Manual</li> <li>• Definitions &amp; Terms</li> <li>• Disclaimer</li> <li>• Review Process</li> <li>• Standards of Conduct</li> <li>• Staff Conduct</li> </ul>	<p><b>STAFF POLICIES</b></p> <ul style="list-style-type: none"> <li>• Scheduling Policies</li> <li>• Shift Schedules</li> <li>• Call-in Policy</li> <li>• On-call Policy</li> <li>• Shift replacements</li> <li>• Confidentiality - Privacy</li> <li>• Staff Evaluations</li> <li>• Staff Discipline</li> <li>• Staff Development</li> <li>• Uniforms and Personal Equipment</li> <li>• Corrective Vision</li> <li>• Social Media Policy</li> <li>• Use of personal electronic devices</li> <li>• Staff Qualifications</li> </ul>
<p><b>STAFF DESCRIPTION AND ROLES</b></p> <ul style="list-style-type: none"> <li>• Eligibility</li> <li>• The Aquatic Staff Hiring Process</li> <li>• Terms of Employment</li> <li>• Staff Positions</li> </ul>	<p><b>PRE-SHIFT TRAINING</b></p> <ul style="list-style-type: none"> <li>• Patron Behaviour</li> <li>• Patron Aggression</li> <li>• Warning</li> <li>• Abusive Behaviour</li> <li>• Alcohol / Drug Intoxication</li> <li>• Violence in The Workplace</li> <li>• Managing Suspected Child Abuse</li> <li>• Sexual offenders</li> <li>• Indecent exposure</li> <li>• Theft and Vandalism</li> </ul>
<p><b>ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• Personnel Information</li> <li>• Wages</li> <li>• Income Tax</li> <li>• Canada Pension Plan</li> <li>• Employment Insurance</li> <li>• Vacation Pay</li> <li>• Workers Compensation</li> <li>• Statutory Holidays</li> <li>• Employees Standards Act</li> <li>• Workplace Health &amp; Safety</li> </ul>	

<p><b>STAFF TRAINING POLICIES</b></p> <ul style="list-style-type: none"> <li>• Working Alone Policies</li> <li>• Swimming Alone</li> <li>• Record Keeping</li> <li>• In-service –Training policy</li> <li>• On-boarding new staff</li> </ul>	<ul style="list-style-type: none"> <li>• Theft Response</li> <li>• Contracted Training Staff</li> <li>• Sign In/Out</li> <li>• Qualifications</li> <li>• Emergency Procedure Training</li> </ul>
<p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>• Serious Injury Staff</li> <li>• Reporting Staff injuries</li> <li>• Accident Reports</li> <li>• Reporting Safety issues</li> <li>• Use of Recreational Drugs, Alcohol and Prescribed Medication</li> <li>• Rescue Ready</li> <li>• Injuries</li> <li>• Alternative work</li> <li>• Return to work</li> <li>• Protective Measures Against Communicable Disease</li> <li>• Heat and Cold Distress</li> <li>• Bio-Mechanics Injuries</li> <li>• Employee &amp; Family Assistance Program</li> <li>• Sun Safety</li> </ul>	<p><i>Please Note: The provided Suggested Table of Contents is intended solely for reference purposes. It aims to aid the reader in crafting a staff manual and may not encompass all the policies necessary for your organization. Moreover, including or omitting specific sections or topics in the Suggested Table of Contents does not necessarily imply their significance or relevance. Readers are encouraged to carefully review both the document and their existing staff manuals to comprehensively understand their organization's specific needs.</i></p>