



# Swimming pool safety inspector course guideline

September 2010

The Department of Infrastructure and Planning brings together planning, local government and infrastructure responsibilities into one department enabling government to deliver integrated solutions, face the state's population and economic challenges and secure a sustainable future for Queensland.

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Published by the Queensland Government, September 2010, 100 George Street, Brisbane Qld 4000.

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# Introduction

Legislative changes to the *Building Act 1975* (the Act) in 2010 require a pool safety certificate from a licensed swimming pool safety inspector to be in place as part of the sale and lease process of properties with swimming pools. Swimming pool safety inspector training courses are approved under the Act. This swimming pool safety inspector course guideline (the guideline) is issued under section 246EC of the Act, which allows the chief executive to issue the guideline.

The guideline sets out the requirements for swimming pool safety inspector training courses. Courses that do not comply with the guideline will not be approved. Approval of courses may be cancelled or amended if the course no longer complies with the guideline. Courses approved by the Pool Safety Council may be accredited courses or non-accredited courses.

Reference in the guideline to the term 'inspector' refers to a 'swimming pool safety inspector'.

References in the guideline to the Act include references to any relevant regulations, codes, standards, guidelines and any other documents made under, or referenced in or under, the Act.

Words defined under the Act that are also used in the code have the same meaning as that given in the Act.

## Purpose

The purpose of the guideline is to:

- set standards for swimming pool safety inspector courses
- assist course providers in developing and providing inspector courses
- assist the Pool Safety Council in performing its functions relating to inspector courses and course providers
- inform the community of the standards expected for inspector courses
- provide consumer, regulatory, judicial, employment and professional bodies with a basis for making decisions regarding standards expected for inspector courses.

## Pool Safety Council

The Pool Safety Council is a statutory body established under the Act. Its functions include approving swimming pool safety inspector courses, auditing course providers and licensing, auditing, investigating and disciplining inspectors. The Pool Safety Council must act independently, impartially and in the public interest.

Course providers are required to apply to the Pool Safety Council for approval of their courses. The courses need to comply with the guideline. The Pool Safety Council can conduct audits of course providers and can cancel or amend a course approval if necessary.

## Eligible course providers

The Pool Safety Council must consider applications made to it by eligible course providers for approval of inspector training courses. An eligible course provider can be a registered training organisation under the *Vocational Education, Training and Employment Act 2000* or another entity set out in the Building Regulation 2006 (the Regulation).

The function of eligible course providers is to issue certificates of competency to individuals proposing to apply to become licensed swimming pool safety inspectors. In doing this, course

providers must set educational and experiential standards that comply with the guideline for their training course and conduct the approved course.

## Application to conduct a course for swimming pool safety inspectors

Eligible course providers may apply to the Pool Safety Council to approve a training course they will conduct for persons proposing to apply to be inspectors. The approval remains in force for two years, unless earlier cancelled.

The application for approval of a training course must:

- be in the approved form
- contain sufficient details to show the training course complies with the guidelines
- be accompanied by the required application and approval fee
- provide evidence of provider's current status as a registered training organisation or another entity prescribed under the Regulation.

The Pool Safety Council has 40 business days to assess and make a decision on the application. The Pool Safety Council may ask for additional documentation or information to be provided, in which case the 40 day period is extended to allow for the additional material to be provided.

## Course presenters

A person who presents or delivers part or all of an approved inspector training course must:

- be licensed or registered in Queensland in an appropriate field, such as a building certifier, or have the qualifications, experience and knowledge required to be so licensed or registered, or have equivalent qualifications, experience and knowledge
- hold a Certificate IV in Training and Assessment or equivalent qualifications, experience and knowledge.

For the purposes of the above two points, the Pool Safety Council will determine, on a case by case basis, what an 'appropriate field' is and what constitutes 'equivalent'.

## Course criteria

Swimming pool safety inspector courses must contain adequate information and material to train inspectors. The minimum course criteria are provided in Schedule 1 of the guideline.

It is acceptable for these minimum course criteria to be met, either wholly or in part, through a "recognition of prior learning" process approved by the Pool Safety Council, such as recognition of a person's demonstrated existing qualifications, experience, knowledge, skills or competence.

It is also acceptable for a course to meet these minimum course criteria, either wholly or in part, by requiring completion of competencies from other existing courses that the Pool Safety Council determines meet the relevant minimum course criteria.

# Review of Pool Safety Council decisions

Eligible course providers can apply for certain decisions of the Pool Safety Council to be reviewed, such as refusal to approve or renew a training course, conditions of approval for a training course and cancellation or amendment of a training course approval. Review applications need to be made to the Queensland Civil and Administrative Tribunal (QCAT) within a set timeframe. The Pool Safety Council is required to appoint assessors with suitable knowledge, expertise and experience to help QCAT in conducting its proceedings.

# Schedule 1

Swimming Pool Safety Inspector Course: Module 1 Applicable legislation and standards relating to swimming pool safety		
Course module description	Criteria (what the Pool Safety Council needs to know)	Indicators (what the Pool Safety Council needs to measure)
<ul style="list-style-type: none"> <li>legislative powers (e.g. the Act allows the licensing of inspectors to carry out inspection functions)</li> <li>legislative requirements and duties</li> <li>legal implications (pool owner's rights, grievances and appeals)</li> <li>identify the scope of a licensed pool safety inspector's functions</li> <li>background about the pool safety laws, staged introduction and rationalisation of variation of safety standards</li> <li>workplace health and safety.</li> </ul>	<p>Does the module inform students of the relevant laws that apply to an inspector and an inspector's functions?</p>	<p>Identifies the applicable parts of the:</p> <ul style="list-style-type: none"> <li>Act</li> <li>Regulation</li> <li>Queensland Development Code (MP3.4)</li> <li>Australian Standard 1926 – 2007 parts 1 and 2</li> <li>Building Code of Australia</li> <li>Swimming pool safety guidelines</li> <li>Swimming pool safety inspector guidelines</li> <li>role, functions, powers and purpose of the Pool Safety Council</li> <li>Pool Register and swimming pool safety inspector register</li> <li>Wiring Rules Standard AS/NZS 3000</li> <li><i>Workplace Health and Safety Act 1995</i></li> <li>Workplace Health and Safety Regulation 2008</li> <li><i>Queensland Building Services Authority Act 1991</i></li> <li>Queensland Building Services Authority Regulation 2003</li> <li>applicable legislation relating to asbestos, such as:               <ul style="list-style-type: none"> <li>National Code of Practice for the Management and Control of Asbestos in Workplaces</li> <li>National Code of Practice for the Safe Removal of Asbestos 2nd Edition</li> </ul> </li> </ul> <p>Provides clear instruction on an inspector's role and procedures for inspections and issuing pool safety certificates and non conformity notices, registering such certificates and notices and reporting non-compliance issues to the Local Government.</p> <p>Provides clear understanding of the pool safety administrative and licensing framework set out under Queensland law.</p>

		<p>Provides clear instruction about the requirements for resuscitation signage.</p> <p>Provides clear instruction on the pool safety requirements for pools, spas and portable wading pools.</p> <p>Demonstrates applicable parts of associated legislation and common law that impact on inspectors, such as occupational health and safety, inspector's rights, home owner's rights, negligence, grievances and appeals.</p> <p>Provides awareness of the history of pool safety laws in Queensland, including the two-stage swimming pool safety improvement strategy of 2009 and 2010. It includes case studies, such as from the Queensland Commission for Children and Young People and Child Guardian or stories from parents whose child has drowned or suffered an immersion incident in a pool.</p> <p>Provides clear instruction on the requirements for equipotential<sup>1</sup> bonding under the Wiring Rules Standard applying to pool barriers, support structures and other fixed conductive material near a pool.</p> <p>Provides clear instruction on the safe handling and removal of asbestos and related products.</p> <p>Provides clear instruction of inspector obligations under Queensland Building Services Authority legislation.</p>
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**Examples of mandatory documentation:**

- detailed outline of module content
- teaching and learning materials that set out essential laws that apply to pool safety inspectors including:
  - the issuing of swimming pool safety certificates and non conformity notices
  - the functions of an inspector to inspect in accordance with the applicable laws and standards
  - for the purpose of issuing a pool safety certificate, an inspector is not required to investigate whether a pool or its barriers are approved under a law such as the *Sustainable Planning Act 2009*
- course material, for example, work books that are instructive and outline relevant legislation and obligations
- assessment activities and assessment methods to demonstrate a student's level of competency

<sup>1</sup> In general, pool fences and support structures situated closer than 1250mm to swimming pools may require connection of an equipotential bond (joining together metalwork that is or may be earthed so that it is at the same potential or voltage everywhere) which joins together all the conductive parts in and near the pool, the steel reinforcing in the shell and handrails which connects them to an earthing point.

- of knowledge of the legal frameworks that impact on an inspector
- assessor guide which, for example, includes methods used to calculate and rank a student's level of competency of knowledge of the legal frameworks that impact on an inspector.

**Swimming Pool Safety Inspector Course: Module 2**  
**Code of conduct for swimming pool safety inspectors**

Course Module description	Criteria (what the Pool Safety Council needs to know)	Indicators (what the Pool Safety Council needs to measure)
<ul style="list-style-type: none"> <li>requirements of the code of conduct for inspectors</li> <li>identify where the code is legislated and consequences if not adhered to</li> <li>identify the scope of minor repairs allowed and the responsibilities involved in issuing a safety certificate in respect of minor repairs carried out by the inspector.</li> </ul>	<p>Does the module inform students of the standards of conduct and professionalism required from inspectors under the code of conduct in conducting their functions?</p>	<p>Informs students of the standards of conduct expected from inspectors under the code of conduct.</p> <p>Informs the student of the standards of conduct and professionalism required from inspectors under the code of conduct and working in the interests of the public.</p> <p>Informs the student what constitutes a ground for disciplinary action under the Act.</p> <p>Informs the student of demerit offences under the Regulation.</p> <p>Informs the student of the scope of prescribed minor repairs.</p> <p>Informs the student of the scope regarding a conflict of interest.</p>

- Examples of mandatory documentation:**
- detailed outline of module content
  - teaching and learning materials that set out the standards of conduct and professionalism required from inspectors under the code of conduct in conducting their functions. For example presentations and module curriculum based on the code of conduct.
  - course materials and work books that are instructive, outline the standards of conduct and professionalism required by a licensed pool safety inspector, including where there is potential for a conflict of interest and how the conflict should be managed
  - assessment activities and methods used to calculate and rank a student's level of competency and knowledge of the code of conduct
  - assessor guide which, for example, includes methods used to calculate and rank a student's level of competency of knowledge of the code of conduct.

**Swimming Pool Safety Inspector Course: Module 3**  
**Pool safety barriers, standards and maintenance**

Course module description	Criteria (what the Pool Safety Council needs to know)	Indicators (what the Pool Safety Council needs to measure)
<p>Requirements for pool safety barriers, such as barrier heights, latches, inspection tools and processes, including requirements of the:</p> <ul style="list-style-type: none"> <li>• Act</li> <li>• Regulation</li> <li>• Queensland Development Code (MP3.4)</li> <li>• Australian Standard 1926 – 2007 parts 1 and 2</li> </ul>	<p>Does the module cover the various fence and barrier types, materials, construction methods and recommended maintenance cycles?</p> <p>Does the module cover common fence and barrier failures, such as those identified in coronial and other investigations?</p>	<p>Instructs on various fence and barrier types and materials which are described with regard to structural properties and maintenance requirements.</p> <p>Contains references made to the relevant parts of the:</p> <ul style="list-style-type: none"> <li>• Act</li> <li>• Regulation</li> <li>• Queensland Development</li> </ul>



<ul style="list-style-type: none"> <li>• Building Code of Australia</li> <li>• Swimming pool safety guidelines</li> <li>• Swimming pool safety inspector guidelines</li> </ul>	<p>Does the module identify and provide guidance about common interpretation issues?</p>	<p>Code (MP3.4)</p> <ul style="list-style-type: none"> <li>• Australian Standard 1926 – 2007 parts 1 and 2</li> <li>• Building Code of Australia</li> <li>• Swimming pool safety guidelines</li> <li>• Swimming pool safety inspector guidelines</li> <li>• role, functions, powers and purpose of the Pool Safety Council</li> <li>• Pool Register and Swimming pool safety inspector register</li> <li>• Wiring Rules Standard AS/NZS 3000</li> <li>• <i>Workplace Health and Safety Act 1995</i></li> <li>• Workplace Health and Safety Regulation 2008</li> <li>• <i>Queensland Building Services Authority Act 1991</i></li> <li>• Queensland Building Services Authority Regulation 2003</li> <li>• applicable legislation relating to asbestos, such as: <ul style="list-style-type: none"> <li>○ National Code of Practice for the Management and Control of Asbestos in Workplaces</li> <li>○ National Code of Practice for the Safe Removal of Asbestos 2nd Edition</li> </ul> </li> <li>• applicable decisions of courts, tribunals or similar bodies</li> </ul>
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<p><b>Examples of mandatory documentation:</b></p> <ul style="list-style-type: none"> <li>• detailed outline of module content</li> <li>• teaching and learning materials that accurately sets out legislative framework for swimming pool safety in Queensland. For example, presentations that provide instruction on pool safety compliance to the laws and standards.</li> <li>• course materials e.g. work books that provide adequate instruction, detail, interpretation, and examples that demonstrate the benefit of pool safety laws</li> <li>• assessment activities and methods. For example, multiple choice questions, sample questions to assess student’s competency of knowledge of the application of pool safety laws.</li> <li>• assessor guide which, for example, includes methods used to calculate and rank a student’s level of competency and knowledge of Queensland’s pool safety laws and compliance.</li> </ul>		
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<p><b>Swimming Pool Safety Inspector Course: Module 4</b> <b>How to conduct an inspection</b></p>		
<p><b>Course module description</b></p>	<p><b>Criteria (what the Pool Safety Council needs to know)</b></p>	<p><b>Indicators (what the Pool Safety Council needs to measure)</b></p>
<ul style="list-style-type: none"> <li>• procedures for the inspection of pool safety barriers</li> <li>• methods for testing pool safety barriers</li> </ul>	<p>Does the module cover the different methods of testing gates, fences and other pool safety barriers as per the</p>	<p>Explains testing methods from AS1926.1 – 2007, and location of barriers as AS1926.2. – 2007.</p>

<ul style="list-style-type: none"> <li>documents required to view in conjunction with inspection (alternative solutions, exemptions, variations, appeals etc)</li> <li>reporting of non compliance issues to the relevant authority.</li> </ul>	<p>Australian Standards and how these tests should be conducted?</p> <p>Does the module cover various components of a pool safety barrier and elements to be inspected to comply with the required standards?</p> <p>Does the module provide practical examples based on actual experience, such as that identified in coronial and other investigations?</p>	<p>Explains what elements can form a pool barrier.</p> <p>Provides a list of appropriate tools and equipment required to conduct an inspection.</p> <p>Provides instruction on conducting an inspection against an appropriate inspection checklist.</p> <p>Instructs on the preparation of an inspection report and on the issuing and registering of a pool safety certificate and non conformity notice.</p> <p>Provides for a practical component in undertaking physical inspections of a pool safety barrier.</p> <p>Provides evidence of recording procedures for inspecting a swimming pool barrier (e.g. taking photographs etc.).</p> <p>Instructs how inspectors should appropriately satisfy themselves about whether a pool in a remote area, under section 246ACA of the Act, is a complying pool or not (e.g. what documentation and evidence should be provided).</p>
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- Examples of mandatory documentation:**
- detailed outline of module content
  - teaching and learning materials e.g. purpose of inspection and scope of an inspection
  - course material e.g. work books that are instructive and outline relevant legislation and obligations
  - assessment activities and assessment methods to demonstrate a student's level of competency of knowledge e.g. practical tests, mock reports and on-site student assessment on their ability to conduct a pool safety barrier inspection
  - assessor guide which, for example, includes methods used to calculate and rank a student's level of ability to conduct a pool safety inspection
  - outline of activities for a practical component—minimum of two practical pool safety barrier inspections undertaken by students.

**Swimming Pool Safety Inspector Course: Module 5  
Customer communication and business components**

Course module description	Criteria (what the Pool Safety Council needs to know)	Indicators (what the Pool Safety Council needs to measure)
<ul style="list-style-type: none"> <li>customer communication and business components</li> <li>instruction on accurate record keeping and auditing</li> <li>knowledge and understanding of code of conduct</li> <li>requirements to maintain insurance, applicable fees</li> </ul>	<p>Does the module provide instruction on client and customer relations?</p> <p>Does the module provide instruction on filing of decisions, insurance and general administrative procedures?</p> <p>Does the module instruct on the</p>	<p>The module components address:</p> <ul style="list-style-type: none"> <li>record keeping of decisions</li> <li>code of conduct</li> <li>accounting practices</li> <li>insurance</li> <li>administration</li> <li>fees and charges</li> <li>conflict resolution</li> <li>customer communication and</li> </ul>

and charges <ul style="list-style-type: none"> <li>• active listening skills and conflict resolution techniques.</li> </ul>	swimming pool safety inspector licensing process?	interaction <ul style="list-style-type: none"> <li>• use of pool register</li> <li>• purchase of pool safety certificates</li> <li>• record keeping for issued certificates</li> </ul>
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<b>Examples of mandatory documentation:</b> <ul style="list-style-type: none"> <li>• detailed outline of module content</li> <li>• teaching and learning materials that set out the information required by this module. Course material, for example, work books that are instructive and outline relevant legislation and obligations.</li> <li>• assessment activities and assessment methods to demonstrate a student's level of competency of knowledge. For example, role play activities to assess ability for interpersonal communication skills and active listening skills, mock runs of using the swimming pool register.</li> <li>• assessor guide which, for example, includes methods used to calculate and rank a student's level of competency in the matters covered by this module.</li> </ul>
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**Swimming Pool Safety Inspector Course: Module 6**  
**Minor repairs**

<b>Course Module description</b>	<b>Criteria (what the Pool Safety Council needs to know)</b>	<b>Indicators (what the Pool Safety Council needs to measure)</b>
<ul style="list-style-type: none"> <li>• Minor repairs.</li> <li>• Knowledge of prescribed minor repairs under the Regulation.</li> <li>• Knowledge of relevant development applications.</li> <li>• Queensland Building Services Authority licensing requirements.</li> <li>• When minor repairs are applicable and necessary for compliance.</li> <li>• How to physically undertake minor repairs.</li> </ul>	<p>Does the module provide clear instruction on the difference between self assessable minor repairs and works requiring a development approval?</p> <p>Does the module provide instruction on the type of minor repairs and circumstances where a pool inspector may undertake minor repairs?</p> <p>Does the module instruct specifically on the prescribed minor repairs that may be undertaken?</p> <p>Does the module include practical directions for undertaking minor repairs?</p> <p>Does the module clearly instruct on the requirements of the code of conduct regarding minor repairs?</p> <p>Does the module clearly instruct on how to physically undertake minor repairs to the standard required by the Act?</p>	<p>Provides clear instruction on what is prescribed in the Regulation as minor repairs.</p> <p>Provides clear instruction of what would exceed minor repairs and qualify for a development approval.</p> <p>Provides clear instruction on when a development approval is required and options of application available.</p> <p>Provides clear instruction of minor repairs to avoid contravening the code of conduct.</p> <p>Provides clear instruction that minor repairs are not to exceed the pool inspector's limitations with the extent of work undertaken.</p> <p>Provides clear instruction on the requirements for equipotential bonding as per the Wiring Rules Standard applying to pool safety barriers, support structures and other fixed conductive material near a pool.</p> <p>Provides clear instruction on how to physically undertake minor repairs to the standard required by the Act, including the requirements of the Queensland Development Code (MP3.4) and the code of conduct.</p> <p>Provides clear instruction on the</p>

		safe handling and removal of asbestos and related products. Provides clear instruction about legal requirements associated with removing vegetation protected by law.
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**Examples of mandatory documentation:**

- detailed outline of module content
- teaching and learning materials that accurately demonstrate the extent of minor repairs. For example, actual panels of pool fencing, materials and methods to restrict access to a pool by a young child and scenarios to achieve compliance.
- at least one practical component for physically undertaking prescribed minor repairs to achieve a pool safety certificate
- course material, for example, work books that provide adequate instruction, detail, interpretation and examples of resolution based compliance scenarios
- assessment activities and assessment methods, including examples of scenarios with variations to achieve compliance
- assessor guide which, for example, includes methods used to calculate and rank a student's level of competency in the matters covered by this module.