

Woodridge Swim Club

Safety Tips & Guidelines

It is our hope that each Woodridge employee enjoys working collaboratively with others in an atmosphere that is fun, **safe**, and rewarding. Each employee is considered to be a valued member of a special team of people who work together to deliver quality service and help maintain a beautiful pool. While Woodridge is a fun place to work, we also want to make sure it is a safe place.

With your safety in mind, we would like to share a few tips and guidelines to follow:

- Employees should not be at the pool, at any time, alone (use the buddy system when opening and closing)
- Be aware of the members and guests who enter the pool
- Limit access to the clubhouse doors (pull the doors closed) when the pool is not open to members – before opening and after closing time
- Empty garbage 15-30 minutes prior to closing, while it is still light out and other staff members are at the pool
- Use provided walkie talkies for communication between manager, front desk, and snack bar
- Locate and be aware of the emergency phone numbers listed in the office
- Follow safety procedures and precautions
- Do not take unnecessary risks
- Trust your instincts
- If you sense danger at any time, do not hesitate to contact the manager on duty or police

Thank you for helping us keep Woodridge a fun *and* safe place to work! We look forward to having a great summer with our valued employees and members. If there are any questions or concerns, feel free to contact our Pool Manager or our Personnel (Hiring) Committee at woodridgeswimclubpa@gmail.com

Sincerely,
Woodridge Swim Club Board of Governors
Personnel Committee & Management