

# RISK COMMUNIQUÉ

## ***Fitness Center Policies and Procedures***

*Organizations may provide fitness equipment for physical fitness purposes while anticipating that activities are done safely and within one's capabilities.*

*All department members are welcome to use the fitness equipment. It is important that individuals engaging in fitness activities have consulted their physicians and obtained approval to participate in such physical activities. The following general guidelines are provided for utilizing fitness equipment.*

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### **General Guidelines**

***For the safety of individuals utilizing the fitness equipment, consider the following guidelines:***

1. Consult with physicians before beginning a fitness program.
2. The use of the fitness center and its equipment is at the members' own risk. Please abide by all reasonable safety guidelines.
3. Children under 15 years of age are not permitted within the facility without adult supervision and are not permitted to use the fitness equipment.
4. Become familiar with the safety and operation of all equipment before using it. Do not work out on any piece of equipment that is unfamiliar.
5. Warm up before engaging in physical activity, e.g. light stretching, light running.
6. Work out with a buddy or at least make sure another adult is present in the fitness center while you are working out.
7. Use a spotter when bench pressing (no exceptions).
8. Start out with a light weight and then move up gradually.
9. The use of collars on free weights is required.
10. Remove all weights before moving the weight bench.
11. Return free weights to the weight storage racks after the completion of the lifting sequence or activity.
12. Do not attempt to remove a pin from a weight machine if it is stuck and weights are suspended.
13. If you become light headed or dizzy, do not continue to work out/lift weights.
14. Wear proper athletic attire, especially athletic shoes. No sandals/bare feet.

*This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.*

A technical reference bulletin by the Risk Control Services  
Department of the Glatfelter Insurance Group



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15. Horseplay or fooling around will not be tolerated.
16. Do not exceed reasonable speeds or time limits when using any fitness equipment.
17. Be courteous to others while using department equipment.

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