



# *PM SLSC Procedure 2010-01*

## *Use of gym and related equipment*

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### **Purpose**

To ensure the safety of members while using the gym and related equipment. It should be read in conjunction with the SLSA OHS policy (Guidelines for Safer Surf Clubs).

### **Background**

Port Macquarie SLSC is committed to helping members gain and maintain fitness so they can safely and effectively carry out their volunteer responsibilities. The gym facility and associated equipment has been purchased for use by members.

### **Responsibilities**

The Club Captain is responsible for acquiring gym equipment in good working order and ensuring its maintenance and managing gym application forms.

The Legislative and Compliance Officer, in their role as Chair of the OHS Committee, is responsible for ensuring appropriate procedures are in place, and equipment is safely secured and stored and the policies and procedures are communicated to Club members.

The OHS Committee will inspect the records of injuries/near misses and investigations and review control measures and conduct regular checks of the gym.

A person suitably qualified (preferably with a Cert III in Fitness (or equivalent)) will induct Club members in the use of the gym.

Members are responsible for ensuring they follow this procedure and consider their duty of care under the OHS Act when using the gym and associated equipment.

### **Procedure**

1. Only members of PM SLSC may use the gym and associated equipment
2. To use the gym, members must meet the following conditions
  - a. Be over the age of 16 years
  - b. Complete the Gym Conditions of Use Form (pre-activity questionnaire and gym membership form)
  - c. Be approved to use the gym by the Club Captain or the Management Committee

- d. Be inducted into the use of the gym by a suitably qualified person as nominated by the Management Committee
  - e. Get written clearance from a medical practitioner if requested by the Club Captain
3. Access to the gym will be restricted by lock and secure key. Such keys will only be issued to members who meet the conditions in 2.
4. Gym keys must not be lent to any other member
5. No member may use the gym while under the influence of alcohol or recreational drugs
6. No food is to be consumed in the gym area but consumption of water is encouraged
7. Members must not use any weight that they cannot lift at least eight times in each repetition of each set
8. Members must provide their own boxing gloves
9. Members should be considerate of others and use their own towel to wipe down benches after use
10. All equipment must be returned to its storage place after use
11. Any damaged equipment should be reported by note on the board provided
12. Any injuries sustained in the gym or as a result of using the gym and associated equipment must be reported to the Club Captain as soon as possible and recorded in the incident register located in the gym.

### **Induction Process**

The Management Committee will nominate who is suitably qualified to conduct the induction process for the Port Macquarie SLSC Gym.

The Induction Process will include:

1. Member completion of the pre-activity questionnaire
  - a. If a person states they are pregnant or have a pre-existing medical condition, a medical certificate from the doctor must be obtained before the Application is approved.
  - b. The Club Captain can place any condition on a person prior to accepting their Application based on the disclosure in the pre-activity questionnaire.
2. Tutorage of the safe usage of the equipment
3. Orientation of the gym and emergency procedures

4. Completion of the gym induction checklist
5. Instructions on hygiene and cleaning procedures

### **Sanctions**

Failure to comply with gym procedures and policy could result in the Club endorsed coach or Club Captain asking a gym user to leave the gym.

Depending on the severity and repetition of the breach of rules, the Club Captain or Management Committee may also suspend, cancel and/or permanently restrict a Club member or gym user from accessing the gym.

### **Associated policies**

SLSA OHS policy (Guidelines for Safer Surf Clubs, Volume 3) Copyright 2008

PMSLSC Constitution.