



Procedure 2010-01

PMSLSC Use of Gym and Related Equipment

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Purpose

To ensure the safety of members while using the gym and related equipment.

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 that is recommended by the Gym Manager and approved by the Management Committee

The Gym Manager is responsible for all gym equipment, ensuring it is in good working order and maintained

The Gym Manager is responsible for managing all gym application forms.

The Gym Manager 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 Management Committee will inspect the records of injuries/near misses and investigations provided by the Gym Manager and review control measures

The Gym Manager will conduct regular checks of the gym and report any issues including defective equipment to the Club Captain.

The Gym Manager or 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 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 Gym Manager or the Club Captain
 - 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 issues log in the gym and an email sent to gym@pmslsc.com.au outlining the date and description of the damaged equipment
12. Any injuries sustained in the gym or as a result of using the gym and associated equipment must be reported to the Gym Manager 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. In the first instance the Gym Manager will conduct all inductions

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. Overview of the gym facility and induction 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 safe 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

PMSLSC Constitution.