Sample Employee Fitness Center Orientation

Employees will only be able to use the fitness center after they have been oriented to equipment and safety/security procedures.

Orientation staff: Initial next to each item after it has been reviewed with the employee. Give a copy to the employee and retain a copy for the fitness center records.

- Review key code or access procedure;
- Hours of operation;
- Security/safety considerations:
  Only persons who have completed this orientation can use the fitness center; and
  Providing access to unauthorized personnel will result in revocation of privilege to use the fitness center.
- Prohibited items:
  Food;
  Beverages other than water;
  Loud music without headphones; and
  Weapons.
- Emergency procedures:
  Location of phone, Automatic External Defibrillator (AED);
  What to do in case of medical emergency;
  Safety alarm location;
  Fire alarm and extinguisher; and
  Security procedures.
- Courtesy considerations:
  No food or beverages on machines;
  Use headphones for music;
Do not use equipment for over 30 minutes when others are waiting;

Clean equipment after use;

Note availability of wipes and cleaning solution; and

Lockers are to be used only during workout. Bring your own locks. Locks left overnight will be cut off.

• Sign in procedures;

• Use of televisions and location of remotes;

• Equipment review:

Multi-strength machines:

Safety issues; and

Instructions.

Treadmills/elliptical/cycles:

Safety issues; and

Instructions.

Free weights:

Safety issues;

Instructions;

Reminder to not drop weights; and

Reminder to return weights to rack.

• Waiver form review and sign:

Completed wellness profile;

Completed stress map; and

Completed health questionnaire(s).
Signatures:

Orientation Staff

Employee

Provide a copy of this form and the waiver form to the employee. Keep a copy of both forms in the fitness center files.