

Risk Management Guideline

Workout Room Use By Employees

Background:

As a result of funding made available to schools for exercise equipment, some CRSIG members have considered offering use of the facility to employees in order to support good health and physical conditioning.

CRSIG recognizes the benefits derived from improvements in the area of physical conditioning and strength for school staff members. CRSIG does however hold the expectation that its members will ensure the proper risk management of this of activity in order to protect the school employer from increased workers' compensation exposure for staff who may use workout rooms.

Recommendation:

All workout room use by employees should be approved by an administrator who can verify compliance with the CRSIG Risk Management Guidelines.

Special attention should be paid to the exposures created when adults who are not in top physical condition, participate in attempts to improve his/her physical conditioning and strength. The provision of education on use of the equipment and how to improve physical health progressively should be a priority.

Guidelines:

The Administrator should ensure that the following is implemented and required for all employee participants:

- a) Define the time periods the workout room will be available for employee use.
- b) Ensure that participating employees have received instruction on how to use the workout equipment. This instruction should be provided by the certificated teacher who delivers curriculum to students and the instruction should also include the safety curriculum used for student instruction.
- c) Require that each employee complete a Employee Use of Workout Room Form.
- d) Require that each employee sign in and sign out each time the individual arrives to utilize the workout room on the Use of Gymnasium Sign-In and Sign-Out Log.
- e) Prohibit use of the workout room by employee family members and others not employed by the school district.