

POLICY AND PROCEDURES

NUMBER: 135

SUBJECT: Physical Training Room

ACA STANDARDS: 3-ALDF-1C-14

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 4/02, 3/11
2/13, 2/16



I. POLICY

The St. Louis County Department of Justice Services shall encourage physical health and fitness by making available to all staff a physical training room.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. DEFINITIONS

Spotter: A person who is used as a safety precaution to assist the weightlifter in case the lifter cannot complete the lift.

IV. PROCEDURES

A. Physical Training Room Rules

1. The Physical Training room shall be open 24 hours a day except:
 - a. During cleaning.
 - b. During training scheduled in that area.

2. Only Justice Services' employees and Corrections Medicine staff who have paid the annual fee may use the Physical Training room with exception of other County Government personnel who have been approved by the Director and paid the annual fee.
- [3. *Employees who choose to utilize workout equipment or workout in the Physical Training room will do so at their own risk. St. Louis County is not responsible for any injuries sustained when utilizing this area and/or equipment.*]
4. County Government employees, other than Justice Services' staff will sign in at the Receptionist's desk prior to working out in the gym.
5. Instructions for use of specified pieces of equipment will be posted in the Physical Training room on or near each piece of equipment.
6. All staff members will have equal access to the fitness equipment. Access will not be based on one's experience, ability, strength or knowledge of the fitness equipment.
7. Staff will be properly attired while in the Physical Training room. Athletic shoes must be worn. Shirts must be worn at all times.
8. Employees may play music or the television at a reasonable sound level.
9. Liquid drinks are allowed in the Physical Training room only if they are in a plastic or Styrofoam container. Food is not allowed in this area.
10. Each employee using the equipment will be responsible for wiping perspiration off of the machines and benches after each use.
11. Workout time on the aerobic equipment (stationary bikes, step machines, tread mills etc.) will be limited to 30 minutes if another employee is waiting to use the equipment.
12. When another employee is waiting to use a weight machine, the employee will alternate sets with the waiting employee.
13. Staff shall always use a spotter when utilizing free weights unless the equipment has a safety bar.

14. Staff shall put equipment back in its proper place when finished.
15. The on duty Watch Commander will conduct a tour of the training room at least once per shift to ensure no one has taken ill or become incapacitated.

B. Reporting Maintenance Problems

1. An employee who discovers a piece of equipment which appears to be damaged or malfunctioning will:
 - a. Place an "out of order" sign on the malfunctioning equipment.
 - b. Report the problem to the on duty Watch Commander.
2. The on duty Watch Commander will complete a work order for the damaged or malfunctioning equipment and process the work order to the designated staff member.

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