



Shire of
Koorda

KOORDA
KINETIC
CENTRE
USER POLICY

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Background of this policy

The purpose of this policy is to equip all stakeholders (including gym users) with guidelines detailing the expected behavior of gym members when utilising the facility including operating and safety guidelines. Further to this, this policy outlines the ramifications should guidelines be breached. A copy of this document is to be provided and read by all prospective members. The policy will also be accessible to view at the facility, on request and online at www.koorda.wa.gov.au

Gym Operating Guidelines

- Due to the nature of the gym, there will be NO supervision of members and equipment whilst members are utilising the gym facility. Therefore, when utilising the facility and its immediate surrounds, both a member's property and person shall be at their own risk. It should also be noted that CCTV cameras are recording 24 hours a day and may have remote video or other guarding services. This system is used for security purposes and it does not guarantee against harm.
- Key fobs are issued to members only. Members ARE NOT permitted to allow access to the Koorda Kinetic Centre (the Gym) and its facilities to non-members of the Koorda Kinetic Centre. This will result in a non-refundable cancellation of gym membership and recovery of any losses.
- If entering the gym as a group, or with multiple members, please ensure all members swipe their fob to gain entry so individual access details are recorded.
- All gym users must complete a gym induction with a qualified gym instructor prior to gym usage.

Emergency Procedures



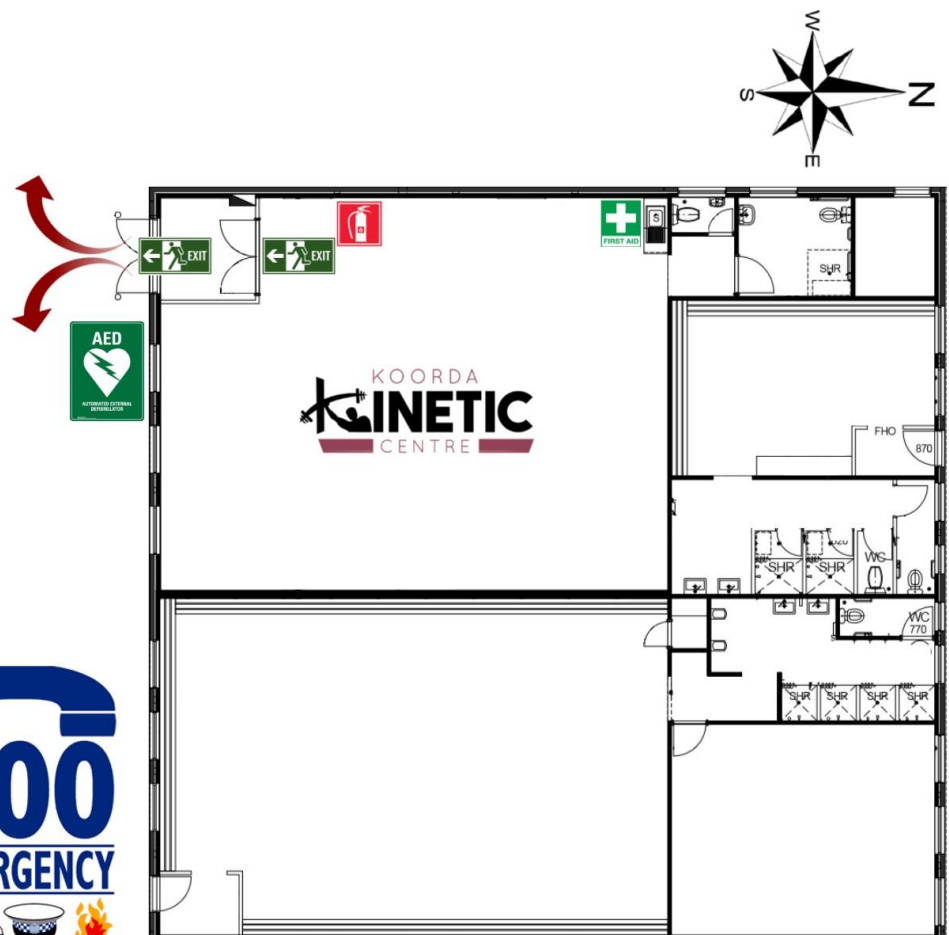
EVACUATION PROCEDURES

1. Remain calm. Do not panic.
2. Leave building by exit.
3. Proceed to Assembly Area (see map)
4. Remain at Assembly Area until otherwise directed by Shire Staff/Emergency Services

EVACUATION PROCEDURES

Do not attempt to fight fire alone

- Stay back from fire 2-3 meters
- Check pressure gauge
- Ensure clear path behind you
- Use P.A.S.S method
Pull pin
Aim at the base of the fire
Squeeze the handle
Sweep the fire



Koorda Kinetic Centre Code of Conduct

- All members must utilise equipment in the manner clearly detailed with the guidelines of use displayed with each item of equipment and as demonstrated during induction. Members utilise the equipment at their own risk and failure to do so may result in injury or damage to the equipment.
- Under no circumstances is food, beverages or alcohol to be taken into the gym area, and members are reminded that the consumption of large quantities of food or any levels of alcohol immediately prior to training is dangerous and counter-productive to healthy and safe training sessions.
- Only sports drinks and water in sealed drinking bottles and sports cap canisters may be taken into the gym. Spills must be wiped up immediately.
- Equipment cannot be removed from the gym without approval from the Shire of Koorda.
- Gym members must bring a towel when using the gym. The towel is for hygiene purposes. Immediately after using the equipment, members are required to wipe each piece of equipment with supplied sanitising wipes (dispensers can be found near the kitchenette and foyer doors).
- All members are to ensure their own personal hygiene is acceptable. Deodorants/ antiperspirants/ or similar must be used when exercising. Consider other users of the gym and use antiperspirant/ deodorant perfume, after shave or cologne when working out.
- The last person in the gym is responsible for switching off all electrical equipment, air-conditioners, music/radio equipment and lights upon leaving the gym.
- Lifters must not drop weights on the floor.
- Lifters must use spotters on all moderate to heavy sets.
- Move weights from the racks to the bar only. Do not leave weights on the floor.
- Always reset machine weights to the lightest option.
- Return all equipment to its allocated position.
- Gym users must dress appropriately at all times:
 - Athletic shoes must be worn with laces tied at all times;
 - Lower body clothing – athletic shorts, tights or aerobic outfits;
 - Upper body clothing – t-shirts, singlets, sweat shirts and unaltered tank tops;
 - Athletic hats are acceptable.
- All footwear must be clean and clear of mud, grass and soil from outside.
- No running in the gym.
- No inappropriate physical contact, sexual harassment, behaviour or language.
- Any user who becomes aware of equipment becoming faulty is to isolate and tag the equipment concerned as per guidelines under “**Faulty or broken equipment**” section of this policy.
- For safety reasons, it is incumbent upon the members using the gym to identify and report any member not complying with the gym policies and procedure to the Shire of Koorda Staff by emailing shire@koorda.wa.gov.au or calling 9684 1219.
- Access to the gym is for gym use only, access to the gym for purposes other than this is strictly prohibited.
- Key fobs are issued to paid members only. Members ARE NOT permitted to allow access to the Koorda Kinetic Centre and its facilities to non-members of the Gym.
- Gym users must report any situations or practices that place their own, or health of others, at risk – including any damage/problems with equipment. Please call the office on 08 9684 1219, or email shire@koorda.wa.gov.au or fill in forms supplied and return to the Shire of Koorda Office.

Terms of Use

- I declare I am fit and able to engage in physical training, I also declare that if I have any known conditions that may adversely affect my ability to participate in gymnasium activities, medical advice has been obtained, and I will strictly adhere to any medical recommendations and/or restrictions.
- I am a free agent in choosing to use the gym and am under no obligation by the Shire of Koorda to use its facilities, nor am I being paid to do so.
- I acknowledge and declare that while I am using or present on the premises and surrounds, both my property and my person shall be so at my own risk. I release and discharge the Shire of Koorda (or any of its employees or contractors) from any liabilities resulting from personal injury, aggravation of medical conditions, loss of or damage to property, however caused.
- I acknowledge I received and read the gym policy and guidelines and understand I must comply with these at all times. I agree to observe and abide by all rules, regulations and advice within the gym and surrounding complex, inclusive of signage, verbal instruction or email correspondence from the Shire of Koorda staff and contractors.
- I accept that it is my responsibility to utilise the gym facilities and equipment in a safe manner and I use the gym at my own risk. I acknowledge I received an induction into the appropriate and safe use of all equipment before commencing gym use and seek qualified advice if ever I am in doubt. I use the gym at my own risk, and I acknowledge there is a risk of injury or aggravation of existing medical condition associated with the activity.
- I acknowledge that for my safety and other users, CCTV cameras are recording 24 hours a day and may have remote video or other guarding services. This system is used for security purposes and it does not guarantee against harm.
- I acknowledge that the security access key fob that I have been provided with, will electronically store all personal details I have supplied on this form, inclusive of membership expiry, and that the key fob will cease activation at 11pm on the final day of my membership period. I am also aware that it will electronically record all details of my access to the gym area. I further acknowledge that this key fob remains the property of the Shire of Koorda and must be returned within 3 working days of membership expiry, unless a renewal form is completed with relevant fee paid. I agree that I will be responsible for a replacement fee if I fail to return my allocated key fob upon expiry. A replacement fee will also apply if I misplace, damage or lose my allocated key fob.
- I will promptly notify the Shire of Koorda if I perceive any risks or hazards within the gym and surrounds, in order to ensure a safe environment for all gym users
- I will not allow any non-members access to the gym facilities or equipment, at any time.
- I understand that under no circumstances I am permitted to bring children into the gym. I release the Shire of Koorda from any responsibility for the safety or wellbeing of any such children.
- All members aged under 16 to 18 years must be accompanied by a responsible adult when utilising the gym
- I hereby forever release and discharge the officers at the Shire of Koorda from all liability for any and all damaged. I acknowledge that participation is entirely by my own choice and understand the risk of accidental injuries possible from any activity within the gym.

WARNING: Any activity involving physical exercise creates the possibility of accidental injury and aggravation of a pre-existing injury. The Shire of Koorda Gym and it's equipment is intended for use only by registered, fully paid and inducted members, inclusive of the member. Gym use without

previous instruction is dangerous and should not be undertaken. Before commencing your workout, know your limitations and those of the equipment you plan to use.

Faulty or broken equipment

Faulty, broken or unsafe equipment should be identified, removed from service and only returned to service after it has been repaired and made safe to use.

The steps to be taken to remove faulty or broken equipment from service include:

- Switch off and remove equipment from an energy source if safe to do so and if applicable (eg: treadmill from electricity)
- Remove and isolate the item from area if safe to do so (eg: physically removing the item from the area, isolation of energy sources, signage, Out of Service Tags)
- Fix an *Out of Service Tag* to the equipment and any other warning signage
- Fill in an incident form and report the faulty/broken equipment to the Shire of Koorda immediately by emailing shire@koorda.wa.gov.au or by calling the Shire Office on 9684 1219 during work hours Monday-Friday, 8.00am-4.30pm (closed public holidays)



Example – Out of Service Tag

The responsible Staff member for the area should ensure action is taken to repair the faulty/broken equipment, or for it to be decommissioned and removed from the Kinetic Centre.

Out of Service Tags

An out of service tag is used to indicate an item of equipment is defective and that the equipment will not be used until cleared for safe operation by an authorized and competent person. The following requirements apply to out of service tags:

- An out of service tag will be placed on all defective equipment as soon as the defect has been recognised;
- The item of equipment will not be used while the out of service tag is in place. The tag will remain in place at all times while the equipment is isolated, defective or being worked on;
- The tag will indicate the date and time that it has been applied and the name of the person who placed the tag;
- An out of service tag will only be removed by a competent person once the defect has been corrected.

Assistance

If you have any further questions or concerns, please contact the Shire of Koorda on 9684 1219.

 **The *Out of Service Tags* can be found in the notice board by the foyer and fire extinguisher** 

Incident Reporting

It is important that all accidents, incidents, injuries or dangerous occurrences are reported, by the quickest practicable means (this usually means by telephone, alternatively email).

A factual report, including any statements taken, should be forwarded to the Shire of Koorda using the Accident & Incident Report Form **no later than 24 hours** after the incident.

Forms can be submitted over the counter at the Shire of Koorda office, via email shire@koorda.wa.gov.au or by calling the Shire Office on 9684 1219 during work hours Monday-Friday, 8.00am-4.30pm (closed public holidays)

If you have any further questions or concerns, please contact the Shire of Koorda.

 **The *Incident Forms* can be found in the notice board by the foyer and fire extinguisher** 

All gym users must comply with the Gym policies and also read and sign they acknowledge the Terms of Use.

Failure to comply with any of the points raised in these documents may result in:

- An immediate and non-refundable cancellation of gym membership including deactivation of key fob
- A ban from the Koorda Kinetic Centre, up to and including a lifetime ban
- Legal action