

FITNESS EQUIPMENT GUIDELINES

Are you interested in having fitness equipment available for staff to use at your work-site? These guidelines outline the requirements as well as some other best practice recommendations to consider when setting up fitness opportunities at work. While PHSA Workplace Health is able to provide recommendations and resources, please note that organizing and setting up a designated fitness area is the responsibility of staff on-site.

Requirements

In order to safely provide fitness opportunities at work, there are two critical steps which must be undertaken.

1. Any PHSA employee using the fitness equipment must first sign a waiver.
2. Proper signage must be posted in the designated fitness area.

Copies of the waiver and signage can be accessed on the [Onsite Fitness page on POD](#). Completed waivers must be sent to PHSA Workplace Health.

Best Practices

In addition to the requirements above, PHSA Workplace Health recommends the following best practices to ensure the health and safety of all PHSA employees when utilizing on-site fitness equipment.

1. **Identify an on-site fitness champion.** Having a volunteer staff member to oversee the fitness equipment on-site will help to ensure that all recommendations are put into practice.
2. **Provide dedicated space for all equipment.** All fitness equipment should be out of the way and not interfere with regular work operations. A dedicated closet, cabinet or shelf for storing small equipment is recommended. If there is not appropriate space for a piece of equipment (e.g. large standing equipment) it may be best to not bring it on-site.
3. **Regularly inspect and clean equipment.** Equipment should be cleaned regularly and checked periodically for damage. Damaged equipment should be repaired by a qualified professional, or otherwise removed from the work site.
4. **Ensure all equipment is used as intended.** Most pieces of fitness equipment come with an instruction manual, which should be made available to staff to ensure all equipment is used properly. If a piece of equipment is particularly difficult to use or is often used improperly, consider removing it from the worksite.
5. **Have staff sign in and out when using equipment and keep an inventory of all equipment.** This will assist in keeping track of who is using equipment and what equipment is available on-site.

PHSA Workplace Health is happy to provide further advice and resources for providing fitness equipment on PHSA property. If you are interested in setting up a designated fitness area at your workplace or have any questions about the above requirements and best practices, please email healthpromotion@phsa.ca.