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## Fitness Guidelines

PHSA Health Promotion works with the third party corporate wellness provider, Curtis Health Personalized Management Inc. (Curtis Health) to ensure employees have an opportunity to safely participate in fitness activities.

Below are steps you can take to keep your fitness experiences safe, fun, and injury-free. Learn about **using fitness spaces for personal use, starting or teaching a fitness class, and participating in fitness classes.**

### Using fitness spaces for personal use

Employees are welcome to use designated fitness spaces on PHSA sites for personal use. For use of a fitness space with an instructor, please see the following two sections. If you would like to set up a designated fitness area at your worksite, please refer to the Fitness Equipment Guidelines ([POD](#) | [BCEHS Intranet](#)).

- 1. Stay informed about the risks.** Before participating in any physical activity, you should consult with your doctor to learn about the risks involved and whether exercise is right for you at this time. After being cleared by a physician, you **must** complete a [waiver](#) before participating in physical activity onsite. Once completed, this form should be scanned and sent to PHSA Workplace Health by email (see details in form).
- 2. Make use of personal equipment.** You can bring in your own small equipment to use in a fitness area (e.g. resistance bands, yoga mats or skipping ropes) but ensure it is for your use only; others who are not familiar with the equipment may injure themselves when using it.
- 3. Keep rooms clean at all times.** After each use, ensure you have restored the fitness space to its original state. Do not leave behind any personal belongings or equipment as they may be stolen or create hazards for others using the room.

### Starting a fitness class

Fitness classes on PHSA sites need to be led by a Curtis Health instructor; this helps to minimize risk to staff by ensuring all instructors have the appropriate credentials, certifications and insurance. Working together with a Personal Trainer onsite is not permissible at this time.

- 1. If you would like to start a new class but don't have an instructor to teach it,** start by completing the [Fitness Class Request Form](#) and email it to Health Promotion. This form helps us learn what you are interested in so we can try to find the best instructor. A minimum of 15 people must indicate their interest in attending your proposed class before an instructor will be contacted.
- 2. If you would like to start a new class and have a non-Curtis Health instructor in mind,** send an email to Health Promotion with the completed [Fitness Class Request Form](#) and contact information of the instructor. We will guide them through the process of becoming a member of Curtis Health and after this, we will help start a class for you.

- 3. If you would like to lead a fitness class yourself**, contact Health Promotion and we will assist you in becoming contracted under Curtis Health to help protect you from potential liability issues.

## Participating in fitness classes

There are a number of fitness classes being offered on PHSA sites. The full schedule is [available on POD](#). At your first class, please complete the following:

- 1. Complete a PAR-Q and liability waiver form.** When attending a fitness class for the first time, your instructor will ask you to sign a liability waiver and a Physical Activity Readiness Questionnaire (PAR-Q) form. A PAR-Q form is a pre-screening questionnaire that helps the instructor determine if you can safely participate in the fitness activities. Additionally, Curtis Health will use the liability waiver form to go over any potential dangers of the activities being performed.
- 2. Discuss your concerns about fully participating in a class.** Your instructor is available to discuss your strengths and limitations prior to beginning a class. Be sure to bring up any concerns you may have even as classes get underway to help you avoid injury.

If you have any additional questions, please contact [healthpromotion@phsa.ca](mailto:healthpromotion@phsa.ca).