

## Sample Employee Fitness Center Orientation

Employees will only be able to use the fitness center after they have been oriented to equipment and safety/security procedures.

Orientation staff: Initial next to each item after it has been reviewed with the employee. Give a copy to the employee and retain a copy for the fitness center records.

- Review key code or access procedure;
- Hours of operation;
- Security/safety considerations:

Only persons who have completed this orientation can use the fitness center;  
and

Providing access to unauthorized personnel will result in revocation of privilege to use the fitness center.

- Prohibited items:

Food;

Beverages other than water;

Loud music without headphones; and

Weapons.

- Emergency procedures:

Location of phone, Automatic External Defibrillator (AED);

What to do in case of medical emergency;

Safety alarm location;

Fire alarm and extinguisher; and

Security procedures.

- Courtesy considerations:

No food or beverages on machines;

Use headphones for music;

Do not use equipment for over 30 minutes when others are waiting;

Clean equipment after use;

Note availability of wipes and cleaning solution; and  
Lockers are to be used only during workout. Bring your own locks. Locks left overnight will be cut off.

- Sign in procedures;
- Use of televisions and location of remotes;
- Equipment review:

Multi-strength machines:

Safety issues; and

Instructions.

Treadmills/elliptical/cycles:

Safety issues; and

Instructions.

Free weights:

Safety issues;

Instructions;

Reminder to not drop weights; and

Reminder to return weights to rack.

- Waiver form review and sign:  
Completed wellness profile;  
Completed stress map; and  
Completed health questionnaire(s).

Signatures:

\_\_\_\_\_  
Orientation Staff

\_\_\_\_\_  
Employee

Provide a copy of this form and the waiver form to the employee. Keep a copy of both forms in the fitness center files.



Employee Health Promotion  
Disease Prevention

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Center for Engineering & Occupational Safety and Health, and  
Occupational Health Strategic Healthcare Group, Office of Public Health (10P3)  
Veterans Health Administration, Department of Veterans Affairs  
[www.publichealth.va.gov/employeehealth](http://www.publichealth.va.gov/employeehealth)