



HUMAN HABITATS

HH Gym Use Policy

Administrative Policy

April 2025

Policy Summary

Policy Name: HH Gym Use Policy

Attributable to: All Staff

Purpose

The Human Habitats Office Gym (our HELOOW Room), is provided as a benefit to employees to support health and wellness. This policy outlines the rules and guidelines for safe and responsible gym use.

Eligibility & Access

- The gym is for *Human Habitats employees only*. No guests or external visitors are allowed.
- All employees must complete a *mandatory gym induction* before using the facilities.
- Employees must sign the *Gym Waiver and Release of Liability* before gaining access.
- Access is restricted to *business hours only*, unless otherwise approved by management.
- Employees must use the gym booking system (where required) to manage capacity.

Health & Safety

- Employees must assess their own fitness levels before using the gym and seek medical clearance if needed.
- Employees must use gym equipment safely and responsibly. If unfamiliar with any equipment, they should seek guidance from management.
- *Working out alone* is permitted but discouraged. Employees who choose to exercise alone do so at their own risk and should inform a colleague before starting their workout.
- No use of the gym is permitted if an employee is under the influence of drugs or alcohol.
- Employees should report any faulty equipment, hazards, or injuries to management immediately.
- First aid kits are available in the gym area and an Automated External Defibrillator (AED) is available in the building (Melbourne Office – Ground Floor).

Equipment Use & Hygiene

- Employees *must wipe down equipment* after use with provided cleaning supplies.
- Proper gym attire, including athletic shoes, must be worn at all times.
- Weights must be re-racked after use, and equipment must not be moved without approval.
- No *personal training, coaching, or fitness instruction* may be provided unless conducted by a certified professional approved by management.



Emergency Procedures

- In case of an emergency, employees should call emergency services (000) and notify management immediately.
- Employees should familiarise themselves with emergency exits and procedures before using the gym.

Code of Conduct

- Employees must respect others using the gym and maintain a positive and inclusive environment.
- Loud music, inappropriate behaviour, or monopolising equipment is prohibited.
- Any misuse of the gym facilities may result in loss of gym privileges or disciplinary action.

Liability & Compliance

- Human Habitats is not responsible for any lost, stolen, or damaged personal belongings.
 - Employees are required to comply with this policy at all times. Failure to do so may result in revocation of gym access.
 - This policy is subject to review and updates at the discretion of management.
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