



HUMAN HABITATS

HH Gym: Company Responsibilities

Executive Policy

May 2025

Policy Summary

Policy Name: HH Gym Company Responsibilities Policy

Attributable to: Operations & Executive

Purpose

This Executive Policy outlines Human Habitats' overarching responsibilities and governance position in relation to the provision of an office gym. It acknowledges that, beyond staff waivers and usage policies, the company has legal, ethical, and operational obligations to ensure a safe and compliant environment in accordance with Victorian Work Health and Safety (WHS) legislation.

Duty of Care & WHS Compliance

Human Habitats recognises its duty under WHS laws to provide a safe working environment for all employees, inclusive of ancillary facilities such as the gym. As part of this duty, the company will:

- Conduct regular risk assessments and maintain records of identified hazards and mitigation actions.
- Ensure routine servicing and inspection of all gym equipment by qualified professionals.
- Provide clear, documented safety policies, including hygiene expectations and behavioural standards.

Insurance & Legal Risk Management

While employee waivers reduce legal exposure, they do not remove liability. To manage residual risks, Human Habitats will:

- Maintain appropriate public liability insurance that covers injuries occurring within the gym.
- Ensure workers' compensation coverage is not voided by gym incidents.
- Avoid unqualified advice by prohibiting non-certified staff from providing fitness instruction; where informal advice is offered, Human Habitats accepts no liability.

Access Control & Supervision

To protect users and maintain traceability of use:

- Gym access will be restricted to employees only, with access controlled through keycards or approved scheduling.
- Use outside business hours is not permitted unless express written approval is given.
- Human Habitats will monitor compliance with privacy obligations where security cameras are used.

Emergency Preparedness

To support immediate response in the event of an emergency:

- A fully stocked first aid kit and AED will be maintained on-site.



- Human Habitats will ensure designated staff are first-aid and CPR certified.
- Emergency plans and procedures will be clearly displayed and reviewed annually.

Medical Fitness & Discretionary Access

While participation is voluntary, Human Habitats will:

- Recommend that employees obtain medical advice prior to using the gym.
- Provide optional health screening questionnaires.
- Retain discretion to limit access if a staff member presents a high medical risk, pending written medical clearance.

Oversight of Gym Policies & Usage Rules

- Human Habitats will implement and regularly review a formal Gym Usage Policy and signed Waiver of Liability.
- These documents will be stored in HR records and updated as legislation, risk profiles or operational needs change.

Hygiene & Maintenance Protocols

To provide a safe, clean, and functional environment:

- Cleaning materials (wipes, sprays, sanitiser) will be provided and monitored.
- The gym will be cleaned regularly by staff or contractors.
- Airflow and ventilation will be maintained at safe levels.

Cultural Considerations & Mental Well-being

Human Habitats promotes an inclusive and non-judgmental fitness culture. The company will:

- Encourage respectful behaviour and discourage toxic competitiveness.
- Acknowledge that gym use is optional and will not be tied to employment performance.

Review & Governance

This Executive Policy will be reviewed periodically by the Operations team and ratified by the Executive team. Revisions will consider:

- Legislative changes
- Incident reports or complaints
- Evolving workplace practices