



**Omeo District Health**

Omeo and Swifts Creek

# Community Gym

## Members Information Booklet

For community members, clients and staff.

Current as of September 2022

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## **PURPOSE**

This document will provide you with an outline of the scope and detail the guidelines for use of the Community Gym facilities.

The Community Gym aims to provide a safe, well equipped gymnasium environment for community members of the Omeo Region to undertake structured exercise programs for fitness, rehabilitation and improving or maintaining physical wellbeing.

We hope that you enjoy your experience with using the facility.

## **CONTACTS**

**For further information or enquiries please contact:**

**Omeo District Health on:**

**Phone: (03) 5159 0100**

**Email: [reception@omeohs.com.au](mailto:reception@omeohs.com.au)**

## MEMBERSHIP

### Types of Memberships available

3 month; 6 month or 12 month memberships.

#### **Membership:**

3 month	Full fee \$50.00	Concession \$ 40.00
6 month	Full fee \$100.00	Concession \$ 80.00
12 month	Full fee \$200.00	Concession \$ 160.00

*\*Concession includes students aged 16 years +, aged pensioners and health care card holders)*

Fees will be charged at a monthly pro-rata rate based on quarterly membership periods (March, June, September and December).

#### **Assessment Fee: \$20.00**

All new members will incur a one off assessment fee as part of their gym membership.

It is strongly recommended that ongoing members complete a reassessment annually. Assessments can be arranged on request at reception (*Fee applies see page 6*). If a membership has lapsed for more than 12 months a reassessment will be required.

Memberships include:

- Initial health and fitness assessment
- Induction orientation
- Standard program
- Full access to ALL ODH gym facilities and ODH exercise classes (where available).

## NON MEMBERS

Non members **are not** to use the gym for personal gym programs without prior registration and orientation by an ODH qualified fitness instructor.

## GROUP EXERCISE CLASSES

Registered members of the Omeo District Community Gym are entitled to access unlimited group exercise classes under auspice of Omeo District Health at no extra cost.

It is not a requirement to be a gym member to access gym based group exercise classes however Non Members will be charged a per session fee, payable on the day. This fee varies depending on the class type.

## REHABILITATION PROGRAM USE

Registered clients of Omeo District Health undertaking structured rehabilitation or exercise programs will not require a gym membership if their program is completed during a supervised session with a qualified allied health practitioner or allied health assistant;

Rehabilitation clients wishing to extend their use of the gym outside of a supervised session may purchase an approved 'rehabilitation only' membership at the discounted cost of 50% of the membership fee.

## ADMINISTRATION

- Membership fees will be processed by ODH reception staff.
- Participants will be issued with a receipt upon payment and provided with a letter/email of Membership Confirmation .
- Reminders for membership renewals will be sent prior to each quarterly membership block.
- Membership renewals **must** be received by the date of expiry.

## LIABILITY INSURANCE COVERAGE

Registered gym members will be considered to be participating in an ODH health promotion program and will be covered whilst using the facilities under the regular ODH VMIA liability insurance cover.

## USE OF GYM BY CHILDREN UNDER 18

Children between the ages of 16 and 18 may participate as a registered participant in group exercise programs if the program is supervised by a qualified staff member; or as a registered gym member completing a personal program if accompanied by a parent or guardian.

Use of the gym by children under the age of 16 is generally not available; however some exceptional circumstances may be negotiated following assessment and recommendation by a qualified ODH practitioner.

Children under the age of 18, who are accompanying their parent or guardian whilst in attendance at the gym are permitted to be present as a non-participant. Children present however do pose associated Occupational Health & Safety risks.

If children are present the following guidelines must apply:

- The parent or guardian has the responsibility to provide full supervision to the child throughout the visit
- The child must not be playing on the gym equipment
- The child must not be running freely around the facility
- A participant may be asked to leave if the child/children's presence is having a negative impact on other gym users.

## ASSESSMENT

An initial assessment will be conducted for all new memberships.

This assessment includes: Personal Details; Health Assessment; Fitness Assessment; Goal Setting

This assessment will be conducted by an Omeo District Health staff member with qualifications in either: Physiotherapy, Registered or Enrolled nurse, or hold a current certificate 3 or 4 in fitness.

## **ASSESSMENT continued**

A gym program plan will be recommended following assessment.

For people who have specific health risks identified in their initial assessment, a medical clearance will be required prior to commencement of the gym program.

**Omeo District Health strongly recommends that if you have angina, unstable asthma, epilepsy, diabetes on insulin with hypoglycaemic episodes or severe joint pain/debility that you do not access the gym unsupervised or without an exercise buddy.**

Reassessments are recommended annually, however may be undertaken sooner by initiating an appointment by contacting Reception at Omeo District Health. (An additional standard assessment fee of \$20.00 will be charged).

## **HOURS OF OPERATION**

**The community gym is available for use between 6.00am–8.00pm, DAILY at ALL venues.**

**Venues are located at Benambra ‘School’, Omeo District Health and the Swifts Creek Hall.**

### **Special Considerations:**

The Swifts Creek Gym hours of operation may change according to community bookings of the venue.

**Note:** Timetabled rehabilitation, allied health programs and group exercise classes will have priority access. Gym members may not be able to access the gym during these times.

## **KEY ACCESS**

Access to the Community Gym facilities at all locations during these set hours of operation is available via a key lock box located next to the front door. This will require a key code which will be allocated to you on completion of your membership orientation.

Key codes will be changed on a regular quarterly basis, scheduled for the 30th March, June, September and December.

New codes will be allocated to participants once membership payment has been received. Members who hold longer term memberships will receive code change notifications as needed.

The key must be returned to the key box prior to leaving the facility and the code jumbled.

## **SUPERVISED ACCESS**

The gym will be available for use for different purposes, depending on availability of staff.

In general:

- Rehabilitation programs for individuals or groups will be staffed by a physiotherapist, Occupational Therapist or Allied Health Assistant.
- Structured group exercise classes will be staffed by a practitioner with minimum qualification of certificate in fitness level 3 or relevant qualification.
- Members and Non Members are welcome to attend supervised classes. Non members will be charged a per session class fee as nominated per class type.
- Personal fitness programs will be set following assessment by a practitioner with a minimum qualification of fitness certificate level 3 or appropriate allied health professional (e.g. Physiotherapist)

## UNSUPERVISED ACCESS

The gym environment will be available for unsupervised use under the following conditions:

Minimum requirement for unsupervised use of the gym is:

- Participants **must** be current paid gym members.
- Participants **must** have undergone a standard assessment, orientation to the equipment and follow a prescribed personal gym program plan prior to using the gym.
- It is strongly encouraged that the gym be utilised in the presence of another person. **In the event that a member accesses the gym without another person present, members do so at their own risk.**
- Participants must sign in and out of the attendance book located in the gym.
- Members accessing the gym during unsupervised times will be responsible for set up, pack up and lock up.
- All gym members must have access to a mobile phone as part of emergency safety requirements.

## REGISTRATION/SIGN IN BOOK

All gym users will be required to sign in and out in the registration book. This book will be located on the desk in the Community Gym.

## LOCK UP RESPONSIBILITIES

- Leave gym in tidy state.
- Turn off all electrical equipment– e.g. bike, treadmill and TV and CD player.
- Air Conditioner/Heater.
- Lights.
- Close Windows (if open).
- Lock door.
- Return key to key lock box located at the entry.

**SWIFTS CREEK**– Turn isolator switch to off beside the switchbox.



## **PERSONAL RECORDS**

In accordance with privacy legislation, personal fitness assessments will be stored in a locked storage area, accessible to ODH staff.

Individual exercise records will be stored in an unlocked location so they may be accessed readily for each visit to the gym. Please note that these individual exercise records will be stored in an unsecure environment.

It is expected that all gym users will respect the privacy of other gym member's records by accessing only their own exercise program.

## **RECOMMENDED CLOTHING/FOOTWEAR**

- Closed toe sports shoes;
- Comfortable clothing;
- Water bottle; and
- Towel.

## **HEALTH AND SAFETY**

### **Infection Control**

In line with infection control recommendations, each gym will be cleaned at a minimum of once per week, including wiping of touchpoints. All Gym users are requested to assist in maintaining a COVID safe environment by wiping over equipment before and after every use. Anti-bacterial wipes are provide for this purpose. In addition, please use hand sanitiser before and after using the gym.

### **Emergency procedures/first aid:**

For medical emergency: Available persons to apply first aid within level of knowledge and qualification.

- At Omeo: Dial for assistance from ODH nurse in charge: 5159 0167. If nurse is unavailable call the Ambulance 000. If dialling from ODH based phone dial '0' then phone number.
- At Swifts Creek and Benambra phone 000 from personal mobile.

## **HEALTH AND SAFETY continued**

### **Incident reporting:**

All incidents, including physical accidents or inappropriate behaviour, near misses or a significant breach of a membership agreement, are required to be documented with the assistance of an ODH staff member in the ODH 'Riskman' incident reporting format .

### **Maintenance of equipment:**

In the event of equipment being damaged or broken – it is the responsibility of the user to report this to ODH reception or to the Nurse in Charge outside business hours.

Omeo District Health and class facilitators have a shared responsibility for safety checks of gym equipment and gym environment.

A professional gym maintenance company has been appointed to undertake assessment and maintenance of the ODH gym equipment. This will be completed on a 6 monthly basis.

### **Cleaning:**

All gym users are required to leave the gym in a clean and tidy state after use.

Cleaning of gym equipment, surfaces and floors is conducted on a weekly basis by an appointed/contracted cleaner.

### **Drugs and Alcohol**

Gym members are not permitted to access the gym when under the influence of drugs and/or alcohol.

**Please return the following Orientation Checklist and Membership Agreement with your gym membership application.**

## **ORIENTATION CHECKLIST**

- ☐ Registration form and assessment completed.
- ☐ Instructor has orientated you to the gym facility, including where the bathroom and personal belongings storage is situated.
- ☐ The instructor has discussed your program with you and has demonstrated correct technique of exercises you have identified as requiring assistance.
- ☐ You have been educated on the correct use of the equipment. You know where to access the equipment user guides for further information or review.
- ☐ You are familiar with the access and lock up procedures including where to access the key and the locking up checklist.
  - ☐ Omeo
  - ☐ Swifts Creek
  - ☐ Benambra
- ☐ You are aware that you need to sign in and out of the gym and know how to access the your program sheet for your own records of achievement.
- ☐ You are aware of the emergency and evacuation procedures and know where this information is displayed.

## Omeo District Health Community Gym Membership Agreement

- ☐ I have had explained and have read the 'Gym Membership Information Booklet'
- ☐ I understand that there are risks involved in exercising in a gym environment.
- ☐ I agree to abide by the terms and conditions contained within this booklet and will abide by the direction of designated Omeo District Health gym staff.
- ☐ In the event that I access the gym without another person present, I do so at my own risk; and
- ☐ I accept responsibility for any incident or injury that may arise through the misuse of the gym equipment or facility.

**If you agree to the terms and conditions of the community gym please sign and date the membership application form in the space provided.**

### ADDITIONAL MEMBER DOCUMENTATION

- ☐ Community Gym Membership Application Form
- ☐ Community Gym Assessment form
- ☐ Community Gym Personal Fitness Program
- ☐ As Omeo District Health is committed to providing the best possible service you can complete the 'suggestions for improvement' slips at anytime and place in the box provided. Surveys will be administered from time to time.

*Community Gym Membership Booklet*

*Current September 2022*