

# Safety First

## A Work Health and Safety Guide for Fitness Businesses



# Introduction

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Dear Industry Member,

Fitness Australia has a strong history of raising the standard of excellence within the fitness industry. One example of this is to assist our fitness businesses with developing an effective Work Health and Safety (WH&S) program. Ensuring your business has an adequate WH&S program is critical to protecting staff and clients from injury and illness and in turn, protecting the long term viability of your business.

This Work Health & Safety Guide has been designed in conjunction with the risk management firm, RiskLogic, in consultation with member businesses to help you learn more about this important topic. The guide provides an easy to understand introduction to WH&S that can be used by both existing fitness businesses and those thinking about starting a new business or changing location. It contains practical considerations with simple checklists that can help you evaluate your existing program or assist in starting a new program.

Please use this guide as another means to enhance the effectiveness and success of your business.

Laretta Stace  
Chief Executive Officer

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## Work Health & Safety Responsibilities

All employers have a legal “duty of care” to ensure the health and safety of their staff. This duty of care also requires the employer to ensure that people (other than employees) are not exposed to health and safety risks arising from the operation of the business.

Work Health & Safety (WH&S) legislation within all states specifies obligations for all businesses, regardless of the number of people employed or the nature of the business. Under WH&S law, if you can ‘affect’ the health and safety of people in the workplace, you have a legal responsibility to implement appropriate precautions. Specifically, these responsibilities include:

- Maintaining the place of work and working environment under your control in a safe condition.
- Ensuring the safe use, handling, storage and transport of equipment & substances.
- Providing and maintaining “systems of work” (eg. policies and procedures) to ensure workplace safety.
- Providing the information, instruction, training and supervision necessary to ensure the health and safety of employees.
- Providing adequate facilities for the welfare of employees.
- Ensuring that risk management procedures are implemented to identify, assess, control and monitor workplace hazards.

- Ensuring that appropriate employee consultation arrangements are in place and implemented.
- Ensuring that injuries are reported within prescribed timeframes and that a system exists to facilitate the return to work for injured employees.

Although WH&S legislation focuses on staff safety, it also requires employers to ensure the safety of any visitors to the workplace. Furthermore, many of the measures required to protect employees will also apply to clients. Consequently, by implementing an effective WH&S program you can minimise the risk of injury to both staff and clients and reduce the likelihood of related fines and public liability claims.

Significant sanctions exist for a breach of regulatory terms. For example, the maximum penalty for offences under the WH&S Act in NSW is \$1,650,000 for corporations and \$165,000 or 5 years imprisonment for individuals. Please note that state authorities (eg. WorkCover or WorkSafe) have the right to enter your premises to conduct an inspection if they believe that there have been potential breaches of the Act or Regulation.

## Key Components of an WH&S Program

An effective WH&S program should address the general requirements specified by WH&S legislation as well as the specific risks associated with your business.

For example, all fitness businesses should have procedures in place to address the following general WH&S requirements:

### WH&S policy

An WH&S policy outlines the objectives and scope of your WH&S program and demonstrates management’s commitment to providing a safe workplace.

### WH&S Responsibilities

Specific health and safety responsibilities and accountabilities should be provided for key positions within your business including contractors where applicable.

### Training and competency

A procedure is required that identifies the formal qualifications required for staff working for you as well as any additional health and safety training needs. The procedure should also cover the induction provided to new staff to ensure that they are aware of all relevant safety procedures. Appropriate records should be kept of any required qualifications or training provided.

### WH&S Consultation and Communication

All businesses require a documented process, agreed to by employees, to enable employee involvement and consultation on health and safety matters.

### Hazard identification, risk assessment and control

A procedure must be developed to identify potential health and safety hazards, (including public safety hazards), assess the potential risks and develop control measures. This includes procedures for workplace inspections and hazard reporting (A risk assessment and sample inspection checklist to support these procedures is provided in Section 6 of this guide).

### Contractors

If contractors are used in your business, the health and safety responsibilities of the contractors should be clearly defined and communicated to the contractors.

### Equipment Safety

A procedure is required that outlines how you will ensure that equipment is safe to use. This includes procedures for inspecting, maintaining, and repairing equipment as well as ensuring that clients are aware of the correct use of equipment. Safety considerations when purchasing new equipment should also be included.

### Emergency preparedness and response

All potential emergency situations should be identified and emergency procedures developed to address these situations including training, first aid and equipment requirements.

### Injury Management

A procedure should exist that outlines the notification and claims management requirements for workplace injuries. This may involve different protocols for injuries sustained by staff and clients.

### Specific risk prevention measures

In addition to the above requirements, all fitness businesses should implement measures to minimise specific WH&S risks associated with their operations (eg. slips and trips, hygiene, security, etc.)

## Success Factors for WH&S Programs

While the above components provide the basic framework for an WH&S program that is compliant with legal requirements, it is important to recognise that implementing these components alone does not guarantee an effective WH&S program. Related research has identified a number of success factors that are critical to the effective implementation of an WH&S program. These include:

### Visible commitment from senior management

Successful WH&S programs require a “top down” approach that demonstrates the business owner’s commitment to the program. This is seen through the owner’s visible support of the program, on-going monitoring of program activities, regular follow-up of safety issues, etc. WH&S responsibilities should be reflective of line management structure in order to develop and maintain clear reporting pathways.

### Clear standardised approach

Successful programs ensure that there are clear and documented procedures that are applied in a consistent manner across the business.

### WH&S integrated into the business

Rather than being seen as an “add-on” responsibility, successful WH&S programs integrate WH&S into the normal operations of the business. Obtain clear verbal and written agreement from all staff that they understand their WH&S responsibilities (including WH&S policies and procedures) – this will assist towards creating a “safety culture” among all levels of staff.

### Clear objectives

Setting clear program objectives and performance targets enables effective planning strategies and monitoring efforts.

### Injury reduction focus

Programs that focus on the reduction of injuries as their goal instead of only legal compliance produce more successful outcomes.

### Preventive rather than reactive approaches

Rather than just responding to reported hazards or incidents, effective programs take a proactive approach by identifying potential risks and ensuring that appropriate control measures are in place to minimise the likelihood of an incident occurring.

### Regular program monitoring

Since WH&S programs are dynamic in nature, ongoing monitoring is required to identify opportunities for improvement and to address any changes in the business activities, legislative changes, etc.

### Adequate resources

WH&S programs must be adequately resourced to ensure success. This includes identifying all types of resources including time, financial expenses and expertise required during all program phases.

## WH&S Risk Assessment

The following risk assessment can help to identify the potential hazards associated with providing exercise training services. It can be used as a guide to locate hazards in your business and help to direct the implementation of appropriate measures to minimise risk to staff and clients. It should be noted that every fitness business is different, therefore it is important to look for any specific or additional hazards that may apply in your case.

It is also important to assess the significance of each hazard in order to prioritise which ones to address first. This can be done using the risk rating table shown below.

The risk rating is determined by assessing:

- The likelihood of an incident occurring as the result of the hazard, and
- The potential consequences of the incident

By referencing these two factors in the tables below, you will be able to determine whether the hazard presents a high, significant, moderate or low risk. Issues should be addressed in accordance with their risk rating, with high priority issues requiring immediate attention.

1 Estimate of Consequence (Severity of Impact)		
Level	Descriptor	Examples of Description
1	Insignificant	Minimal or no injury; or very low financial loss
2	Minor	First aid treatment; minor medical treatment but no lost time; or minor financial loss
3	Moderate	Medical treatment required; lost time injury; less than four weeks off work
4	Major	Extensive or multiple injuries; major back, neck, arm, leg, face or internal injury; extended absence of one or more employees; external investigation by WST; lost time over one month
5	Catastrophic	Death; or permanent or severe health effects for one or more employees; public/media cutrage; potential for huge financial loss

2 Estimate of Likelihood		
Level	Descriptor	Examples of Description
1	Rare	The event may occur only in exceptional circumstances; rare exposure to risk; very low probability of damage
2	Unlikely	The event could occur at some time; infrequent exposure to risk; low probability of damage; little or no history at this site
3	Moderate	The event should occur at some time; regular or occasional exposure to risk; moderate probability of damage
4	Likely	The event will probably occur in most circumstances; frequent exposure to risk; substantial probability of damage; some history of occurrence
5	Almost certain	The event is expected to occur in most circumstances; constant exposure to risk; high probability of damage; clear history of occurrence

3 Estimated Level of Risk (Risk rating = Consequences x Likelihood)						
		Consequences				
Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Rare	1	1 L	2 L	3 M	4 S	5 S
Unlikely	2	2 L	4 L	6 M	8 S	10 H
Moderate	3	3 L	6 M	9 S	12 H	15 H
Likely	4	4 M	8 S	12 S	16 H	20 H
Almost certain	5	5 S	10 S	15 H	20 H	25 H

L = LOW risk; acceptable risk perhaps, manage by routine procedures  
M = MODERATE risk; attend to in medium term, allocate management responsibility  
S = SIGNIFICANT risk; attend to in short term, senior management attention needed  
H = HIGH risk; immediate action detailed research and management planning required at senior levels

## Sample Risk Assessment for Fitness Businesses

Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <small>(eg. level of priority, difficulty/cost of implementation)</small>
<b>General – All Fitness Businesses</b>				
Issues relating to staff/contractor qualifications or training, visitors and deliveries	High		<ul style="list-style-type: none"> <li>Establish minimum qualification and professional registration for all staff or contractors.</li> <li>Ensure proof of qualifications before staff/contractors starting work.</li> <li>Identify and implement any additional training required (e.g. hazard identification and reporting, specific risk factors, medical assessment procedures etc.)</li> <li>Provide an WH&amp;S induction for all new staff/contractors.</li> <li>Visitors and contractors must comply with Centre rules &amp; regulations including wearing appropriate clothing &amp; footwear.</li> <li>Visitors &amp; contractors should sign the "visitors" book and be issued with a "visitor" sticker.</li> <li>All delivery personnel should report to Reception to receive instructions concerning the delivery. A register should be kept of all deliveries and the relevant recipient.</li> </ul>	
Health risks associated with fitness training	High		<ul style="list-style-type: none"> <li>Ensure an industry-endorsed pre-exercise screening questionnaire is completed by all members/clients to identify risk.</li> <li>Exercise programming services are to be tailored for the individual according to the results of the risk assessment.</li> <li>Following risk assessment certain clients may need to be referred to health practitioners prior to the commencement of an exercise program.</li> </ul>	
Injury due to damaged or poorly maintained equipment	Significant		<ul style="list-style-type: none"> <li>Ensure that all equipment is in good condition including exercise and weight machines, steps, balls, bars, weights, mats. etc.)</li> <li>Ensure that equipment is serviced on a regular basis by qualified personnel as recommended by the manufacturer.</li> <li>Conduct a weekly inspection of all exercise equipment to ensure that it is operating properly. Fitness businesses should have a checklist in place for what to look for on each product.</li> <li>Investigate any reports of defective equipment as soon as possible.</li> <li>Remove/disable and clearly mark any defective equipment to prevent its use.</li> <li>Ensure that there is a reporting and documentation procedure for faulty equipment.</li> </ul>	
First aid response to injuries	Moderate		<ul style="list-style-type: none"> <li>Ensure an adequate first aid kit is available and maintained on a regular basis.</li> <li>Ensure that an Accident and Incident Report is available and completed.</li> </ul>	

Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <i>(eg. level of priority, difficulty/cost of implementation)</i>
Transfer of information between trainers (eg. if one trainer fills in for another and is not familiar with the group/individual)	Moderate		<ul style="list-style-type: none"> <li>Ensure an effective means to transfer all key information (eg. individual health conditions and limitations, training program and status, etc.) between trainers.</li> </ul>	
Exposure to hazardous substances	Low		<ul style="list-style-type: none"> <li>Where possible, substitute safer materials for hazardous substances (eg. replacing harsh cleaning chemicals with milder ones).</li> <li>Ensure Material Safety Data Sheets (MSDSs) are readily accessible where employees are working with chemicals.</li> <li>Ensure employees are familiar with the safe storage, handling and use of any hazardous substances as outlined in the MSDS for the substance.</li> <li>A Hazardous Substance Register should be kept up to date by the Centre.</li> <li>Relevant and necessary PPE (Protective Equipment) should be provided and used in accordance with MSDSs (Material Safety Data Sheets).</li> </ul>	
<b>General – Indoor facilities</b>				
Electrical equipment hazards	High		<ul style="list-style-type: none"> <li>Implement regular testing and tagging of electrical equipment with the frequency based on the level of risk presented (refer to AS 3760:2001).</li> <li>Ensure all electrical fittings comply with relevant statutory regulations including correct use of cables, wiring extension cords and loading capacities.</li> </ul>	
Trip/slip hazards including obstacles on floor, loose carpets or tiles, electrical cords, etc.	Significant		<ul style="list-style-type: none"> <li>Provide adequate storage to eliminate storage on floor.</li> <li>Ensure carpets and floors are in a good condition.</li> <li>Where possible, install closer power outlets to minimise the need for extended power cords.</li> <li>Secure any electrical cabling so they do not extend into walkways.</li> <li>Regularly monitor trip hazards through informal and scheduled inspections.</li> </ul>	
Hazards relating to contracted services (eg. massages, juice bar, etc.)	Moderate		<ul style="list-style-type: none"> <li>Implement procedures/contract arrangements to ensure that adequate health and safety practices are maintained by contracted services.</li> </ul>	
Change room/ toilet facilities	Low		<ul style="list-style-type: none"> <li>Ensure that an adequate number of change rooms, showers, etc. are provided, they conform to appropriate building standards and are well maintained.</li> <li>Check maintenance and hygiene regularly as part of hazard identification.</li> <li>Provide a checklist for employees to complete when checking/cleaning / replenishing change room/toilet facilities. Record the date, time and initials of employee on the checklist.</li> </ul>	
Lighting hazards	Low		<ul style="list-style-type: none"> <li>Ensure adequate lighting in all areas.</li> <li>Check regularly as part of hazard identification.</li> </ul>	

Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <i>(eg. level of priority, difficulty/cost of implementation)</i>
Office ergonomics hazards	Low		<ul style="list-style-type: none"> <li>Provide ergonomic office chairs that have a full range of adjustability to ensure optimal postural support.</li> <li>Ensure that office staff are aware of how to properly adjust their workstation including seating, keyboard and monitor adjustments.</li> </ul>	
<b>Exercise Area</b>				
Health risk to members due to over exertion	High		<ul style="list-style-type: none"> <li>See health precautions listed under "General – All Fitness Businesses" section.</li> <li>Ensure members are informed of the health risks related to over exertion during the initial induction.</li> <li>Monitor the use of equipment for all new members to ensure that they are using equipment properly and at an appropriate exertion level for their level of fitness.</li> <li>Provide a clock in the cardio area to allow members to keep track of the time they are using the machine.</li> <li>Provide drinking fountains or other source of water nearby to prevent dehydration.</li> </ul>	
Injury due to improper use of machinery	High		<ul style="list-style-type: none"> <li>Provide guidance to all members in the use of gym equipment.</li> <li>Provide clear descriptions on the correct use of equipment on each machine.</li> <li>Equipment which is not operational should be marked "Out of Order" or removed from the floor if possible.</li> <li>Have an established maintenance plan and procedures which are implemented &amp; checked regularly.</li> </ul>	
Exercise machines obstructing the walkway/being struck by the movement of machines	Moderate		<ul style="list-style-type: none"> <li>Ensure that adequate space is provided between machines, including the space required to accommodate the machine's range of movement.</li> <li>Ensure that the machines do not intrude into the walkway when in use.</li> <li>Ensure signage to highlight any hazards that cannot be removed (e.g. steps/windows/walkways etc.)</li> </ul>	
Trip hazard from weights and other equipment left on floor	Moderate		<ul style="list-style-type: none"> <li>Use appropriate signage to remind members to replace weights onto weights rack after use.</li> <li>Ensure staff regularly monitor the presence of trip hazards and take corrective actions as required.</li> </ul>	
Risk of infection from unhygienic conditions (eg. sweat on gym equipment)	Moderate		<ul style="list-style-type: none"> <li>Provide appropriate wipe down dispensers with disinfectant solution.</li> <li>Install signage to remind members to wipe down equipment after use.</li> <li>Require all members to use a towel and to place it over machinery before use.</li> <li>Require all members to wear proper clothing and closed shoes.</li> </ul>	
Excessive noise	Moderate		<ul style="list-style-type: none"> <li>Ensure that noise levels (eg. from loud music) are kept to a level that does not risk hearing damage (especially for staff exposed to the noise for extended periods).</li> <li>Be aware of excessive noise levels or specific times that may cause complaints from neighbouring businesses or residences (including noise from air conditioning or other equipment).</li> </ul>	
Ventilation in gym area	Low		<ul style="list-style-type: none"> <li>Ensure adequate ventilation, especially in areas where there is strenuous physical activity (e.g. with fans, air conditioning, windows, etc.)</li> <li>Provide drinking fountains or other source of water nearby to prevent dehydration.</li> </ul>	

Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <i>(eg. level of priority, difficulty/cost of implementation)</i>
<b>Group Exercise Studios</b>				
Health risks associated with group exercise classes	High		<ul style="list-style-type: none"> <li>• See health precautions listed under “General – All Fitness Businesses” section.</li> <li>• Provide separate classes for different levels of fitness.</li> <li>• Use rostering systems that protect instructors from overuse injuries by ensuring adequate rest.</li> </ul>	
Flooring in studio is not appropriate for the exercise being performed	Moderate		<ul style="list-style-type: none"> <li>• Use slip resistant and/or impact absorbing flooring as required for the activity.</li> </ul>	
Injury due to coming into contact with equipment and other items while exercising.	Moderate		<ul style="list-style-type: none"> <li>• Ensure any equipment is positioned so that it does not present an obstruction or trip hazard.</li> <li>• Ensure mirrors are constructed of safety glass and securely mounted.</li> </ul>	
Space requirements to perform activities	Low		<ul style="list-style-type: none"> <li>• Limit the number of people in a class to suit the room and type of class. Ensure that the number of people do not exceed applicable standards or any fire restrictions for your buildings.</li> <li>• Ensure adequate clearance is available between members during exercise programs.</li> </ul>	
<b>Emergency Management</b>				
Emergency exit requirements	High		<ul style="list-style-type: none"> <li>• Ensure areas around emergency exits are kept clear at all times.</li> <li>• Ensure that exits are clearly signed.</li> <li>• Ensure all emergency exits are fitted with fast release door locks.</li> </ul>	
Emergency lighting to facilitate the evacuation process	High		<ul style="list-style-type: none"> <li>• Ensure that approved emergency lighting is installed.</li> <li>• Ensure that emergency lighting is checked on a regular basis to ensure that it is working properly.</li> </ul>	
Evacuation procedures	Significant		<ul style="list-style-type: none"> <li>• Develop emergency procedures for all potential scenarios.</li> <li>• Establish and train a warden team to ensure the safe evacuation from the facility.</li> <li>• Install evacuation diagrams that indicate the emergency evacuation route and assembly area. (Warden teams and evacuation maps may be done in conjunction with the building management if leasing space).</li> <li>• Ensure regular (twice per year) staff training/ drills to ensure procedures will be carried out in case of an emergency.</li> </ul>	
<b>Security</b>				
Security risk for staff working late at night or early in the morning	Significant		<ul style="list-style-type: none"> <li>• If possible, ensure that no staff member is working alone late at night or early in the morning.</li> <li>• Develop procedures to minimise the risk to those working alone.</li> <li>• If possible, install an emergency “panic button” at Reception.</li> <li>• Ensure staff have ready access to emergency contact numbers.</li> <li>• Ensure staff are familiar with Emergency Procedures.</li> </ul>	



Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <i>(eg. level of priority, difficulty/cost of implementation)</i>
Security risk to staff and members using car park	Moderate		<ul style="list-style-type: none"> <li>• Ensure the car park area is adequately lit.</li> <li>• If possible, install surveillance equipment in car park area and use appropriate signage that warns of the monitoring system in place.</li> </ul>	
Harassment to staff/members by irate/aggressive members	Low		<ul style="list-style-type: none"> <li>• Develop procedures to deal with irate or aggressive members and ensure staff are trained in the correct use of this procedure.</li> <li>• Restrict gym access to members or approved guests.</li> </ul>	
<b>Locker/change room</b>				
Floors may be slippery when wet	Moderate		<ul style="list-style-type: none"> <li>• Use anti-slip mats in showers or other areas that may become wet.</li> <li>• Use warning signs if floors are wet.</li> <li>• Perform regular change room checks and, where necessary, mop up excess water.</li> </ul>	
Toilets (eg. unclean sinks, overflowing bins, empty soap dispensers)	Moderate		<ul style="list-style-type: none"> <li>• Ensure toilet facilities are maintained and kept clean at all times.</li> <li>• Check maintenance and hygiene regularly as part of hazard identification.</li> </ul>	
Fire hazard relating to hair dryers or other electrical equipment	High		<ul style="list-style-type: none"> <li>• Ensure maintenance checks are performed regularly.</li> <li>• Ensure that hair dryers and other electrical equipment in locker rooms are tested and tagged every 6 months.</li> <li>• Use appropriate signage to warn members of fire hazard.</li> </ul>	
Members or staff using cameras in change room area	Moderate		<ul style="list-style-type: none"> <li>• Ensure a strict policy is in place which prohibits the use of cameras in the club</li> <li>• Where possible, have a policy which also prohibits use of mobile phones (due to cameras).</li> </ul>	
<b>Sauna/Steam Room</b>				
Health risks associated with the use of saunas (eg. heat stroke, dehydration)	High		<ul style="list-style-type: none"> <li>• See health precautions listed under "General – All Fitness Businesses" section.</li> <li>• Post signs warning against use if medical conditions exist or if under the influence of alcohol or drugs.</li> <li>• Provide a clock that is visible from the room.</li> <li>• Install a duress alarm</li> <li>• Ensure that appropriate temperature controls are in place and checked according to the manufactures recommendations.</li> <li>• Ensure that seating is a safe distance from heating sources.</li> <li>• Check maintenance and hygiene regularly as part of hazard identification</li> </ul>	
Items placed over or in close proximity of sauna heaters presenting a fire hazard	High		<ul style="list-style-type: none"> <li>• Use appropriate signage to warn members of fire hazard.</li> </ul>	
Injury due to faulty sauna equipment	Moderate		<ul style="list-style-type: none"> <li>• Ensure daily maintenance checks are performed on sauna</li> <li>• Install a duress alarm.</li> </ul>	

Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <i>(eg. level of priority, difficulty/cost of implementation)</i>
Unhygienic practices in sauna/steam room	Moderate		<ul style="list-style-type: none"> <li>• Ensure members wear shorts and use a towel when in the sauna/steam room.</li> <li>• Prohibit shaving in the sauna/steam room.</li> <li>• No food or drink (except) permitted in the sauna/steam room.</li> <li>• Shower before using the sauna/steam room.</li> </ul>	
<b>Solarium/Sun room</b>				
Health risks associated with solariums	High		<ul style="list-style-type: none"> <li>• Ensure UV eye protection is worn.</li> <li>• Ensure time restrictions for booths are posted and enforced.</li> <li>• Ensure members sign a tanning booth waiver before use.</li> <li>• Ensure signage is posted warning of the health hazards associated with the use of solariums.</li> </ul>	
Unhygienic practices	Moderate		<ul style="list-style-type: none"> <li>• Ensure beds and goggles are sanitised following usage.</li> </ul>	
Injury due to faulty equipment	Moderate		<ul style="list-style-type: none"> <li>• Ensure bulbs are regularly changed.</li> <li>• Ensure electrical cords are in a good condition.</li> <li>• Ensure a maintenance log is maintained.</li> <li>• Ensure staff are aware of, and adequately trained in, emergency procedures.</li> </ul>	
<b>Crèche area</b>				
Access to Crèche area by gym members/outside	High		<ul style="list-style-type: none"> <li>• Ensure that only parents who have completed a registration form are allowed in the crèche area.</li> <li>• Use appropriate signage to indicate that unauthorised access to Crèche area is not permitted.</li> <li>• Ensure supervision of crèche and children at all times by qualified staff.</li> <li>• Ensure that parents record their name and location in the centre on a sign in/sign out sheet.</li> </ul>	
Compliance with government regulations	Moderate		<ul style="list-style-type: none"> <li>• Ensure that all crèches comply with applicable state child care legislation and regulations. Ensure a working with children's check is performed on child care staff prior to employment.</li> </ul>	
Children wandering off from Crèche area	High		<ul style="list-style-type: none"> <li>• Use appropriate enclosures in Crèche area to prevent children wandering off.</li> <li>• Ensure adequate supervision is provided for children in Crèche area.</li> </ul>	

Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <i>(eg. level of priority, difficulty/cost of implementation)</i>
Injury to children in Crèche area	Significant		<ul style="list-style-type: none"> <li>• Ensure Crèche area is designed in accordance with relevant Australian standards.</li> <li>• Perform a risk assessment of the Crèche area to identify any potential risks to children and implement adequate control measures.</li> <li>• Ensure cabinets, electrical outlets and other potentially harmful items are made child safe.</li> <li>• Ensure toys and equipment are appropriately maintained.</li> <li>• Ensure Crèche workers are trained in first aid (particularly child first aid).</li> <li>• Ensure adequate emergency/evacuation procedures are in place, and that all crèche staff have received appropriate training.</li> <li>• Ensure crèche staff follow incident/accident reporting procedures.</li> <li>• Ensure a policy exists regarding the provision of food and beverage by parents.</li> </ul>	
<b>Outdoor Training</b>				
Health risks due to outdoor training	High		<ul style="list-style-type: none"> <li>• See health precautions listed under “General – All Fitness Businesses” section.</li> <li>• Ensure clients are aware of the type and level of training involved.</li> <li>• Liaise with health practitioners and follow modified training to accommodate known physical conditions.</li> <li>• Ensure that exercises match the client’s fitness levels and continue to be safe once the client is fatigued.</li> <li>• Monitor clients for signs of excessive exertion or distress.</li> </ul>	
Collision with vehicles	High		<ul style="list-style-type: none"> <li>• Only cross at intersections and obey traffic lights.</li> <li>• Wear highly visible clothing, including light coloured/reflective clothing conducting classes when dark.</li> <li>• Avoid use of MP3 players which can mask traffic warning sounds.</li> <li>• Ensure that there are an adequate number of trainers to maintain control of the group. (Refer to Fitness Australia for more information on acceptable group numbers).</li> </ul>	
Trips and falls including on uneven terrain, on wet surfaces and at night	Moderate		<ul style="list-style-type: none"> <li>• Whenever possible, use areas that you are familiar with.</li> <li>• Conduct a preliminary inspection of the area to identify any significant hazards before starting training (see Safety Inspection Checklist), and advise clients accordingly.</li> <li>• Limit outside training when dark and/or take additional precautions as required.</li> <li>• Ensure clients have suitable footwear (eg. treads that are in good condition to prevent slipping).</li> </ul>	
Unsafe public equipment used in training (eg. public exercise stations, park benches, stairs, etc.)	Moderate		<ul style="list-style-type: none"> <li>• Conduct a preliminary inspection of the area to identify any unsafe equipment before starting training (see Safety Inspection Checklist) and modify training accordingly.</li> <li>• Ensure that public equipment is not used unless it is specifically designed for exercise purposes (i.e. exercise stations).</li> </ul>	
Injury to others in the area (eg. collision while running, hit by thrown ball, etc.)	Moderate		<ul style="list-style-type: none"> <li>• Avoid exercise areas where others are likely to be, including: <ul style="list-style-type: none"> <li>– Pathways</li> <li>– Playgrounds</li> <li>– Stairways</li> </ul> </li> <li>• Ensure participants give way to the public at all times.</li> </ul>	

Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <i>(eg. level of priority, difficulty/cost of implementation)</i>
Health risks from exposure to extreme weather conditions (eg. heat, cold, lightning, smog, dust)	Moderate		<ul style="list-style-type: none"> <li>• Check weather conditions beforehand.</li> <li>• Cancel class or make alternate arrangements (eg. exercising indoors) if conditions present a health risk.</li> <li>• If exercising outdoors, ensure that appropriate precautions are taken such as: <ul style="list-style-type: none"> <li>– Modifying the training to accommodate the conditions</li> <li>– Ensuring appropriate clothing is worn</li> <li>– Encouraging adequate hydration</li> <li>– Taking more breaks</li> <li>– Exercising in the shade where possible</li> </ul> </li> <li>• Ensure that you are aware of anyone who may be particularly susceptible to adverse conditions (eg. asthma sufferers).</li> <li>• Ensure that appropriate first aid supplies are available (eg. a Ventalin inhaler for asthma attacks).</li> </ul>	
Sunburn	Moderate		<ul style="list-style-type: none"> <li>• Encourage use of sunscreen and protective clothing.</li> <li>• Train in the shade where possible.</li> </ul>	
Physical assault/robbery, especially if exercising in isolated areas	Moderate		<ul style="list-style-type: none"> <li>• Ensure that the group keeps together.</li> <li>• Identify and avoid high risk areas or times.</li> <li>• Identify and avoid any suspicious persons in the area.</li> <li>• Carry a mobile phone to call for help if required.</li> <li>• Ensure all valuables (e.g. keys, wallet etc) are locked up in a vehicle or safe place.</li> <li>• Carry a portable first aid kit at all times whilst off site.</li> </ul>	
Attack by dog	Moderate		<ul style="list-style-type: none"> <li>• Identify and avoid areas where dog(s) are off leash.</li> </ul>	
Insect bites and stings	Low		<ul style="list-style-type: none"> <li>• Be aware of any client allergies to insect bites (include this item on pre exercise screening).</li> <li>• Keep an appropriate first aid kit accessible.</li> </ul>	
Manual handling demands from carrying equipment from the vehicle to the training site	Low		<ul style="list-style-type: none"> <li>• Park your vehicle as close as possible to the training site.</li> <li>• Limit the amount of equipment carried to the site.</li> <li>• Enlist others to assist in carrying equipment.</li> <li>• Ensure training is provided so that all staff use and promote suitable manual handling techniques.</li> </ul>	
Complaints by others in the area	Low		<ul style="list-style-type: none"> <li>• Ensure that potential sources of complaints such as shouting, aggressive behaviour and loud music are minimised.</li> <li>• Ensure that the group size is not excessive. (Refer to Fitness Australia for more information on acceptable group numbers).</li> <li>• Check with Council to ensure compliance with local requirements including: <ul style="list-style-type: none"> <li>– The locations where fitness classes can be held</li> <li>– Permits and fees applicable</li> <li>– The type of activities allowed</li> <li>– The times permitted</li> <li>– Restrictions on the type of equipment to be used</li> <li>– The size of the group</li> </ul> </li> </ul>	

Safety Hazard	Sample Risk Rating	Your Risk Rating	Control Measures	Comments <i>(eg. level of priority, difficulty/cost of implementation)</i>
<b>Pools</b>				
Exposure to electricity	High		<ul style="list-style-type: none"> <li>Ensure all electrical installations are done in accordance with appropriate electrical safety standards and guidelines.</li> <li>Ensure no electrical equipment is used near the pool when the pool is in use.</li> </ul>	
Pool supervision, including for weak swimmers and/or misbehaviour	High		<ul style="list-style-type: none"> <li>Develop and display rules of use.</li> <li>If possible, ensure that a qualified person is present to supervise pool use.</li> <li>If this is not possible, conduct a risk assessment to identify appropriate control measures required to address potential risks to swimmers.</li> <li>Ensure appropriate rescue equipment is available.</li> </ul>	
Entrapment due to excessive suction at outlets	High		<ul style="list-style-type: none"> <li>Ensure that suction velocity does not exceed 5m/second.</li> <li>Provide at least 2 outlets to each suction line.</li> <li>Ensure that outlets cannot be covered by a single body.</li> </ul>	
<b>Trip/fall hazards including:</b> <ul style="list-style-type: none"> <li>Walkway close to deep end of pool</li> <li>Abrupt changes in floor level</li> <li>Defective ladder to access pool</li> <li>Slippery pool floor finish</li> </ul>	Moderate		<ul style="list-style-type: none"> <li>Restrict access to pool area.</li> <li>Ensure pool ladders are secure and well maintained.</li> <li>Ensure adequate slip resistance of floor finishes.</li> <li>Check for pooling of water on walkways.</li> <li>Ensure pool edge is well defined (eg. using contrasting colour).</li> </ul>	
<b>First aid facilities</b> (eg. adequate and/or accessible facilities, access for emergency vehicles, etc.)	Significant		<ul style="list-style-type: none"> <li>Ensure adequate and readily available first aid facilities.</li> <li>Ensure stretcher access to pool area.</li> </ul>	
Placement of water depth signs	Moderate		<ul style="list-style-type: none"> <li>Ensure accurate and clear water depth signage (pictorial where applicable).</li> <li>Ensure users with visual impairment are accommodated.</li> </ul>	
Excessive pool gradient i.e. greater than 1 in 15 or abrupt changes in water depth.	Moderate		<ul style="list-style-type: none"> <li>Ensure that changes in depth are clearly visible.</li> <li>Pay particular attention to young children using the pool.</li> </ul>	
Hazards for disabled pool users	Significant		<ul style="list-style-type: none"> <li>Ensure that those with special needs are identified and that adequate support is available to assist them.</li> </ul>	
Unsafe chemical storage	Significant		<ul style="list-style-type: none"> <li>Ensure that the operators have been properly trained in the correct handling, storage and use of the chemicals.</li> <li>Ensure that procedures and supplies are in place to deal with chemical spillages.</li> <li>Ensure that an eye wash station is available.</li> <li>Ensure that the chemical storage area is kept locked and that there is adequate ventilation and lighting.</li> </ul>	



# Safety Inspection Checklist

Use this checklist to identify safety hazards that can cause injury or illness in your fitness business:

Safety Inspection Checklist					
Name of person who completed checklist:				Date of inspection:	
	Yes	No	Action Required	Date Actioned	Initial
<b>Indoor Facilities</b>					
<b>Equipment</b>					
Is fitness equipment in good working order?	<input type="checkbox"/>	<input type="checkbox"/>			
Is equipment being used correctly?	<input type="checkbox"/>	<input type="checkbox"/>			
Is equipment clean and hygienic?	<input type="checkbox"/>	<input type="checkbox"/>			
Are paper towels and cleaning solution provided to wipe off equipment?	<input type="checkbox"/>	<input type="checkbox"/>			
Is there adequate space between machines?	<input type="checkbox"/>	<input type="checkbox"/>			
Are adequate instructions/signage provided on safe use of equipment?	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Manual Handling</b>					
Is there adequate storage to prevent items being stored on the floor?	<input type="checkbox"/>	<input type="checkbox"/>			
Is the storage designed to minimise bending & reaching?	<input type="checkbox"/>	<input type="checkbox"/>			
Are employees trained in manual handling techniques?	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Slips, Trips &amp; Falls</b>					
Are floor surfaces free of water or spills?	<input type="checkbox"/>	<input type="checkbox"/>			
Are floor surfaces even (e.g. no loose tiles or torn carpet)?	<input type="checkbox"/>	<input type="checkbox"/>			
Are walkways clear of obstructions or other trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>			
Is there good visual contrast at changes in elevation (eg. steps) and are slip resistant strips used on edge of steps?	<input type="checkbox"/>	<input type="checkbox"/>			

Safety Inspection Check List	Yes	No	Action Required	Date Actioned	Initial
<b>Electrical Safety</b>					
Are all power points, light fittings and switches free of obvious defects?	<input type="checkbox"/>	<input type="checkbox"/>			
Are power cords, extension leads & power boards in good condition and located in a safe position to prevent damage?	<input type="checkbox"/>	<input type="checkbox"/>			
Are main and isolating switches clearly labelled and accessible?	<input type="checkbox"/>	<input type="checkbox"/>			
Is electrical equipment in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Lighting</b>					
Is there adequate illumination?	<input type="checkbox"/>	<input type="checkbox"/>			
Is direct or reflected glare minimised?	<input type="checkbox"/>	<input type="checkbox"/>			
Are light fittings clean and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Office Ergonomics</b>					
Is office equipment (computer screens, desk lamps) adjustable to avoid strain?	<input type="checkbox"/>	<input type="checkbox"/>			
Are chair backs and seat heights adjustable?	<input type="checkbox"/>	<input type="checkbox"/>			
Are workstations adjusted properly for the operator (e.g. proper working height, posture, monitor distance, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Emergency management</b>					
Has a Warden Team been designated and trained to co-ordinate activities in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>			
Are sufficient numbers of fire extinguishers available and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>			
Are fire extinguishers regularly inspected and serviced?	<input type="checkbox"/>	<input type="checkbox"/>			
Are all exits clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>			
Is each exit route kept free of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>			
Are first aid kits clearly labeled and easy to access?	<input type="checkbox"/>	<input type="checkbox"/>			
Are supplies in first aid kits complete and current?	<input type="checkbox"/>	<input type="checkbox"/>			

Safety Inspection Check List	Yes	No	Action Required	Date Actioned	Initial
<b>General</b>					
Are areas kept clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>			
Is the temperature and ventilation appropriate?	<input type="checkbox"/>	<input type="checkbox"/>			
Are chemicals clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>			
Are there Material Safety Data Sheets (MSDS) for any hazardous substances?	<input type="checkbox"/>	<input type="checkbox"/>			
Are hazardous materials stored away from heaters, or any area where they could cause a fire?	<input type="checkbox"/>	<input type="checkbox"/>			
Are shower/sauna/toilet facilities clean and hygienic?	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Outdoor Training</b>					
Is there exposure to moving vehicles?	<input type="checkbox"/>	<input type="checkbox"/>			
Is there uneven terrain or other trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>			
Is the ground wet or slippery?	<input type="checkbox"/>	<input type="checkbox"/>			
Is visibility poor (e.g. dark, fog, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
Is any park equipment to be used in good condition?	<input type="checkbox"/>	<input type="checkbox"/>			
Are there others near the training area?	<input type="checkbox"/>	<input type="checkbox"/>			
Is the training conducted away from busy pathways or stairways?	<input type="checkbox"/>	<input type="checkbox"/>			
Are there any dogs nearby?	<input type="checkbox"/>	<input type="checkbox"/>			
Are there any suspicious/threatening people around?	<input type="checkbox"/>	<input type="checkbox"/>			
Are there adverse weather conditions (very hot/cold, lightning, smog, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>			
Do clients have appropriate clothing and footwear?	<input type="checkbox"/>	<input type="checkbox"/>			
Are there enough trainers for the size of the group?	<input type="checkbox"/>	<input type="checkbox"/>			

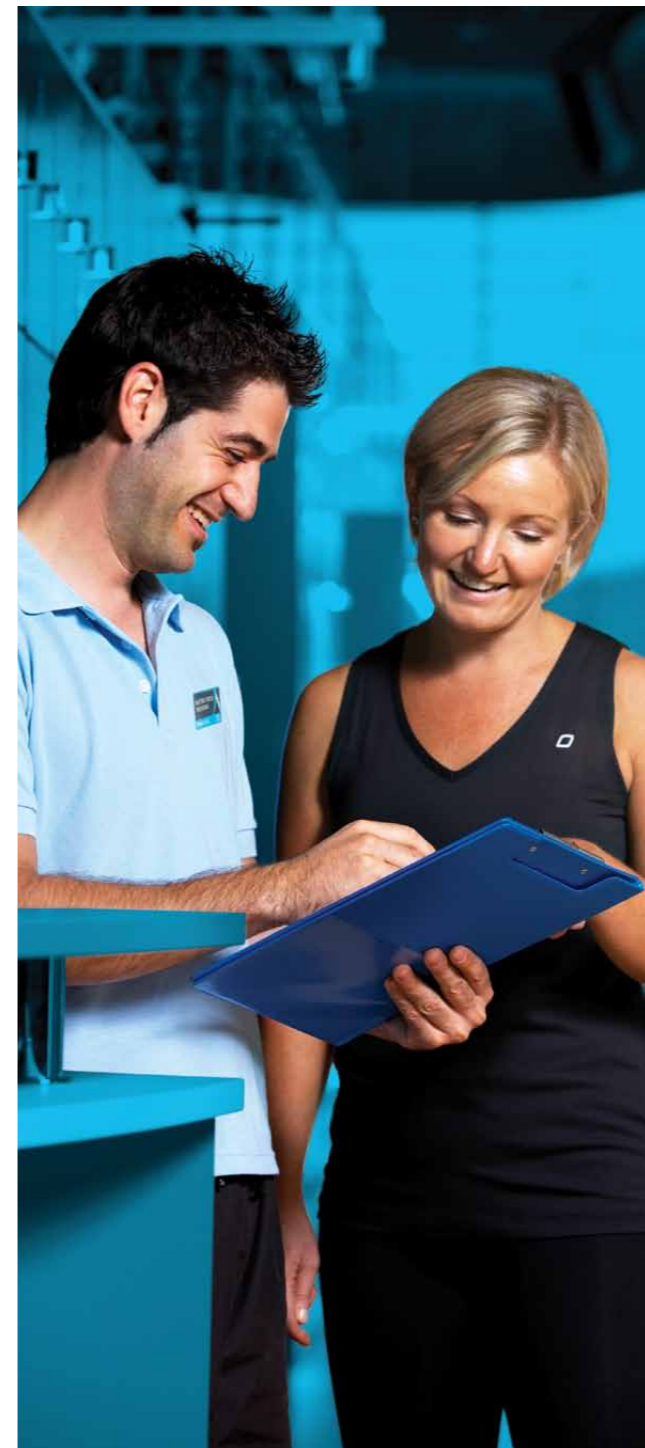
## WH&S Program Checklist

This checklist provides an overview of the key elements of an WH&S program for a fitness facility. You can use this to evaluate the current state of your WH&S program and identify any additional steps that may be required.

WH&S Program Checklist	Yes	No	Comments
<b>WH&amp;S Policies and Procedures</b>			
Company WH&S Policy developed	<input type="checkbox"/>	<input type="checkbox"/>	
WH&S responsibilities defined for staff and contractors	<input type="checkbox"/>	<input type="checkbox"/>	
Procedure developed for employee consultation arrangement	<input type="checkbox"/>	<input type="checkbox"/>	
Induction program developed for new staff/contractors	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment maintenance program developed	<input type="checkbox"/>	<input type="checkbox"/>	
Incident/accident reporting procedure in place	<input type="checkbox"/>	<input type="checkbox"/>	
Member orientation program developed	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-Exercise Questionnaire administered to members	<input type="checkbox"/>	<input type="checkbox"/>	
Safety/hygiene rules developed for members	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency procedures developed for all potential situations (eg. fire, bomb threats, medical emergencies, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency contact list developed & posted	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures developed for first aid equipment and personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Security procedures developed (eg. for staff working alone)	<input type="checkbox"/>	<input type="checkbox"/>	
Contractor management procedures developed for all contracted personnel or services (eg. massage, juice bar)	<input type="checkbox"/>	<input type="checkbox"/>	
Injury management procedures developed	<input type="checkbox"/>	<input type="checkbox"/>	



WH&S Program Checklist	Yes	No	Comments
Procedures for crèche security, childcare enrolment procedure/waiver developed.	<input type="checkbox"/>	<input type="checkbox"/>	
Procedure developed for use of hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
Smoking, drugs and alcohol policy developed	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Program Implementation</b>			
Minimum qualifications and training needs defined for staff and contactors	<input type="checkbox"/>	<input type="checkbox"/>	
Regular safety inspections conducted of all gym areas	<input type="checkbox"/>	<input type="checkbox"/>	
Hazards identified through the risk assessment or inspections are adequately addressed	<input type="checkbox"/>	<input type="checkbox"/>	
Facilities provided for wiping down equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Safety/hygiene warning signs posted in relevant areas (eg. workout areas, studios, sauna, solariums, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-Exercise Questionnaire completed by all members	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate first aid and emergency equipment is readily available	<input type="checkbox"/>	<input type="checkbox"/>	
Warden team in place and trained	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation maps posted in prominent locations	<input type="checkbox"/>	<input type="checkbox"/>	
Background checks conducted on all child care workers	<input type="checkbox"/>	<input type="checkbox"/>	
Records maintained for all training, equipment maintenance, employee consultations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	



## Next Steps

This guide outlines a range of WH&S requirements to protect your staff and clients while enabling compliance with WH&S legislation. By using this guide, you will be able to identify any gaps in your current WH&S program that need further attention.

When addressing any deficiencies, you may want to ask the following questions to help you decide on the best way to proceed:

- What items do I need to work on in order to improve my WH&S program?
- What items have the highest priority? (eg. what presents the greatest risk to my business?)
- Are there items that need to be done in a certain order? (eg. developing a clear procedure before implementation to ensure that all steps are implemented in a consistent manner).
- Do I have the necessary resources and expertise to address these issues? What assistance do I need?

For more information on how Fitness Australia can assist you with your WH&S program please contact us at 1300 211 311 or [info@fitness.org.au](mailto:info@fitness.org.au)

## State Work Safe Authority Contact Details

<b>ACT</b>	<b>ACT Work Safety</b>	<b>02 6205 0333</b>
	e. <a href="mailto:worksafety@act.gov.au">worksafety@act.gov.au</a>	<a href="http://www.worksafety.act.gov.au/">www.worksafety.act.gov.au/</a>
<b>NSW</b>	<b>WorkCover NSW</b>	<b>13 10 50</b>
		<a href="http://www.workcover.nsw.gov.au">www.workcover.nsw.gov.au</a>
<b>NT</b>	<b>NT WorkSafe</b>	<b>1800 019 115</b>
	e. <a href="mailto:ntworksafe@nt.gov.au">ntworksafe@nt.gov.au</a>	<a href="http://www.worksafe.nt.gov.au">www.worksafe.nt.gov.au</a>
<b>QLD</b>	<b>Department of Justice &amp; Attorney General</b>	<b>1300 369 915</b>
	e. <a href="mailto:safesmallbusiness@justice.qld.gov.au">safesmallbusiness@justice.qld.gov.au</a>	<a href="http://www.justice.qld.gov.au">www.justice.qld.gov.au</a>
<b>SA</b>	<b>SafeWork SA</b>	<b>1300 365 255</b>
	e. <a href="mailto:help@safework.sa.gov.au">help@safework.sa.gov.au</a>	<a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a>
<b>TAS</b>	<b>Department of Justice</b>	<b>(03) 6233 7657</b>
	e. <a href="mailto:wstinfo@justice.tas.gov.au">wstinfo@justice.tas.gov.au</a>	<a href="http://www.wst.tas.gov.au">www.wst.tas.gov.au</a>
<b>VIC</b>	<b>WorkSafe Victoria</b>	<b>03 9641 1555</b>
	e. <a href="mailto:info@worksafe.vic.gov.au">info@worksafe.vic.gov.au</a>	<a href="http://www.worksafe.vic.gov.au">www.worksafe.vic.gov.au</a>
<b>WA</b>	<b>Department of Commerce</b>	<b>1300 307 877</b>
	e. <a href="mailto:safety@commerce.wa.gov.au">safety@commerce.wa.gov.au</a>	<a href="http://www.commerce.wa.gov.au/WorkSafe">www.commerce.wa.gov.au/WorkSafe</a>

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This document has been produced by RiskLogic. The findings and recommendations in this document are based on information, certifications and materials provided by Fitness Australia. While every effort has been made to identify all pertinent WH&S issues, no guarantee is provided that all hazardous conditions have been fully and completely identified in this report.

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