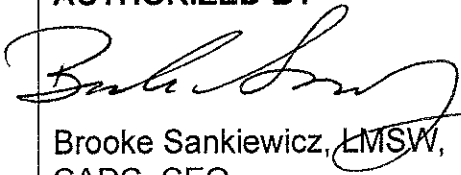


CHAPTER Facilities	CHAPTER 08	SECTION 003	SUBJECT 40
SECTION Safety		DESCRIPTION Gymnasium Safety	
WRITTEN BY Michael K. Vizena, M.B.A. Executive Director	REVISED BY Jacklyn Shillinger, BA, Quality Improvement Coordinator	AUTHORIZED BY  Brooke Sankiewicz, LMSW, CADC, CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) ensures safe use of the gymnasium and its equipment.

STANDARDS:

- A. All LCCMH staff, persons served, and visitors are expected to adhere to the following guidelines:
1. Appropriate footwear (e.g., athletic shoes or soft-soled shoes) is required except for prescription footwear. Bare feet or socks are not allowed.
 2. Persons served must be always supervised by appropriate staff.
 3. Staff using equipment are responsible for its proper use and storage.
 4. LCCMH is not responsible for injury resulting from the disregard of these guidelines. LCCMH is not responsible for injuries that occur in the gymnasium by persons other than LCCMH staff and persons served.

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PROCEDURES:

- A. The Gym Calendar is consulted to arrange and schedule gym times.
- B. All outside groups, agencies, or individuals desiring to use the gymnasium need to carefully review and sign the Application and Agreement for Use of Space at LCCMH Sites Form #206 according to Policy 08.001.10 Community Use of CMH Facilities. The Chief Executive Officer has the final authority to accept or refuse the application.
- C. For special events, the designated special event contact person or committee is responsible for clean-up.
- D. In the event the gym is under repair or maintenance, it is not to be used until the repair or maintenance is completed.
- E. Anyone using the gymnasium for physical exercise signs a Waiver of Liability/Hold Harmless Agreement.
- F. If an injury occurs in the gymnasium, the immediate supervisor is notified for further direction and the appropriate forms (Liability Claim/Incident Report and/or Workers' Compensation Forms) must be completed.
- G. The Health and Safety Committee reviews all incidents that have taken place in the gym and report the findings in the Health and Safety Committee meeting minutes.

REFERENCES:

- LCCMH Form #206 Application and Agreement for Use of Space at LCCMH Sites
- LCCMH Policy 08.001.10 Community Use of CMH Facilities
- Michigan Municipal Risk Management Authority Liability Claim/Incident Report Form
- Waiver of Liability and Hold Harmless Agreement
- Employee's Report of Injury Form
- Supervisor's Report of Accident Form

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This policy supersedes
#05/08031dated 05/19/2008.
