

| | | | |
|--|--|--|---|
| 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) is committed to ensuring the safe use of its gymnasium and 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 always be 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.

| | | | |
|-----------------------|---------------|---------------------------------|---------------|
| CHAPTER Facilities | CHAPTER 08 | SECTION 003 | SUBJECT 40 |
| SECTION Safety | | DESCRIPTION Gymnasium Safety | |

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

JS

Supersedes: #05/08031 dated 05/19/2008