



GYMNASIUM

POLICY & GUIDELINES

June 2025

INTRODUCTION

The Shire of Goomalling Gym is committed to increasing the health and wellbeing of the community and endeavours to facilitate the needs of all its members. The objective of this document is to ensure the Shire of Goomalling Gym (the gym) has a successful safety and operational process relating to the running of the gym. It defines and provides advice and suggestion on how to avoid physical injuries. It also outlines the rules and code of conduct when accessing the gym, including who may use the facilities.

GUIDELINES

WEIGHTS

The skill of using weights must be taught carefully as poor technique, reckless advancement and irresponsible behaviour can cause injury or accidents. Safety requirement will vary for specific weight training techniques.

- Keep talking limited to motivational communication when people are lifting
- All movements should be smooth and controlled both up and down
- When lifting or lowering weight to the floor level, try to:
 - Keep back straight and lift using legs bend at the knee,
 - Lift and lower dumb-bells along the side of the body; and
 - Ensure weights are as close to your body as possible before lifting

INJURY PREVENTION

Common Gym injuries

- Muscle Strains to back or limbs
- Sprains or injuries to ligaments
- Fractures
- Internal or external bleeding such as bruising or minor cuts;
- Head injuries such as concussion or eye damage
- Heat and cold related injuries
- Spinal injuries

Injuries occur suddenly, they are a result of over-exertion, inattention, poor technique, or through the incorrect use of equipment. Some gym injuries can develop more slowly, particularly from overuse.

It is important that members are alert to body signals that can be identified as early warning signs of impending injury.

The best approach to preventing Gym injuries is to identify and avoid injury in the first place by using safe practices and safe gym equipment. Using the safe practices and equipment appropriate to the activity reduces injury risk.

STRETCHING | WARM UP | COOL DOWN

Warming up before exercise is essential in reducing the risk of injury. Inactive joints, tendons and muscles are more likely to get strained or sprained by sudden movement or exertion. In normal conditions, a five to ten minute warm up is adequate but should be increased in cooler weather. Focus on “warming’ activating the muscle groups used in the activity. “Cooling down” after exercise is equally important and should be a part of your injury prevention strategy. Cool downs should include light movement to stop the blood pooling in the body. Static and dynamic stretches during both the warm-up and cool down period are effective.

HYDRATION

Maintaining body fluid level is critical and requires replenishing throughout a gym activity, as thirst may not indicate dehydration. Ingesting fluid before, during and after the activity is advised. Water is often the most effective fluid although some sports drinks or specific dissolving additives can help replace electrolytes lost through rapid depletion of bodily fluids.

TRAINING

Taking appropriate training before undertaking the activity is essential to minimising injury risks. This may include:

- Knowing the “rules of the gym”, the activity’s potential risks and how to avoid these
- Proper lifting techniques to minimise injury
- Familiarisation with the venue and facilities
- Tailored activities to building strength and fitness to undertake the activity safely
- An understanding of the best warm-up and cool-down methods for the activity

TREATING AN INJURY

- All attending gym members must show a duty of care to fellow members and assist in an injury situation.
- The injured individual should be advised to attend a trained First Aid person if available or a medical practitioner/health care professional, depending on the nature of the injury.
- You need to notify management personnel immediately if you are injured
- Appropriately trained medical practitioners need to treat severe injuries as soon as possible. Severe injuries include fractures, dislocations, head injuries and severe bleeding.
- Meanwhile, apply first aid to stabilise the severe injury or treat less severe injuries.

- The RICE Method is a simple and effective treatment for serious sprains and strains
 - R *Rest*, avoid any movement or activity that causes pain
 - I *Ice*, once bleeding is controlled, apply wrapped ice pack or cold compress to help reduce swelling and ease pain and discomfort. Apply this for at least 20 minutes as soon as possible after the injury, then every four (4) hours while you are awake, for next 48 hours.
 - C *Compression*, use a firm crepe or elastic pressure bandages on the affected joint or limb with a light padding under the bandage if the pain is severe.
 - E *Elevation*, Keep the injured arm or leg raised, ideally above the heart, to slow the flow of blood and reduce swelling.

POLICIES

Shire of Goomalling Gym operates as a **20-hour** access gym (no access between midnight to 4am)

1. Only members of the Shire of Goomalling Gym may utilise the gym facility and associated equipment in which case all members must hold their gym membership card whilst on the premises.
2. To use the gym, members must meet the following criteria
 - a. Be over the age of 16 years
 - b. Complete the Gymnasium Enrolment Form
 - c. Be approved to use the Gym
 - d. Be inducted into the use of the gym by a suitably qualified person as nominated by the Shire of Goomalling.
 - e. Get written clearance from a medical practitioner if requested by the qualified person as nominated by the Shire of Goomalling as result of medical questionnaire.
3. At no time may a current member allow a non-member/s (Adult/kids) access to the gym. This will result in an automatic cancellation of their membership.
4. No member may utilise the gym whilst under the influence of alcohol or recreation drugs. Medical advice must be obtained in the case of prescription medications.
5. Smoking is prohibited
6. IPODS/Mobile phones/sound devices are to be made inaudible to other users.
7. No food is to be consumed in the gym area but consumption of water is encouraged.
8. Members must not use any weight that they cannot lift at least eight times in each repetition of each set.
9. Members should be considerate of other and use their own towel to wipe down benches after use.
10. All equipment must be returned to its original storage place after use
11. Any damaged equipment should be reported. Please fill out the Works Request forms as supplied at the entrance to the gym and put in Shire administration office night

mailbox (left hand side of entry), 32 Quinlan Street, Goomalling or email to goshire@goomalling.wa.gov.au.

12. Any injuries sustained in the gym as a result of using the gym and associated equipment must be report to management staff as soon as possible and a feedback/incident/equipment condition form completed, the incident must also be recorded in the incident logbook.

13. Payments are non-transferable and non-refundable

We encourage members to be vigilant about personal safety at all times when entering and leaving the facility. Access to the facility will be available to financial gym members.

GENERAL ADVICE

- Gym users must not knowingly place their own safety or that of others in jeopardy
- Gym users must report any situations or practices that place their own, or the health of others at risk
- If you have an injury or concern, all related gym use should cease until the concern is fully investigated or problem rectified
- If gym users know or reasonably suspect that he or she may be at risk by participating in a particular fitness activity, the user must inform management staff.

CODE OF CONDUCT

1. Take all actions reasonably possible to provide a safe training environment
2. No smoking, food or drink (other than water bottles/water cooler) is permitted in the gym
3. Remove no equipment from the gym
4. Patrons must respect other gym members at all times, show consideration for beginners, overweight and unfit users.
5. Derogative comments or abusive language will not be tolerated
6. Inappropriate and disruptive behaviour will not be tolerated
7. Always use a separate towel for hygiene purposes and wipe equipment after use
8. If you the last person in the gym, switch off all electrical equipment on leaving and leave safely
9. Wear gloves when using boxing equipment
10. Lifters must use collars on every set and must not drop weights on floor
11. Lifters must use spotters on all moderate to heavy sets
12. Replace all weights and do not leave weights on the floor
13. Return all equipment to its allocated position
14. Please wear body deodorant at all times
15. Gym users must adhere to dress code at all times
16. Close all doors as you leave
17. The Shire of Goomalling encourages you to not train alone.
18. Express concerns directly with management staff

19. Do not stand waiting for machines – this can rush users and cause incorrect exercise procedure
20. Do not sit on equipment during long rest periods, thus preventing use by others

GYM DRESS CODE

1. You must be dry and clean before entering the gym
2. Covered athletic shoes must be worn with laces tied at all times
3. Lower body clothing: athletic shorts, tights or aerobic outfits
4. Upper body clothing: T-shirts, singlets, sweat shirts.
5. Athletic hats are acceptable
6. Prescription glasses are permissible. NO sun-glasses permitted
7. Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted. Small earring and items that cannot inhibit or injure a user are permitted.

GYM HINTS

1. Don't Compete. Just improve your own performance. Work to your own limits
2. Please ask for assistance or advice on correct technique and posture
3. Warm up muscles and stretch before exercises
4. Use safe progressive movements
5. Ensure all collars and weights are secure and stable
6. Do not use any equipment if you aren't informed of the correct technique
7. Breathe correctly, Exhale when exerting pressure and inhale when relaxing
8. Rest between sets to allow muscles to recover
9. Stay hydrated at all times

EXCLUSION

The Shire of Goomalling excludes the liability for any death or personal injury however arising from members use of the Shire of Goomalling Gym.

EMERGENCY & EVACUATION PROCEDURES

IN CASE OF EMERGENCY CALL 000

1. Assist any person in immediate danger, ONLY if SAFE to do so.



2. Close the door to isolate FIRE, make sure no-one is inside.



3. Ring 000, advise the location of Cnr of Quinlan & Hoddy St.



4. Evacuate to assembly area (muster point).



5. Remain at assembly area and ensure everyone is accounted for.



(The Defibrillator is located on the right of the entrance of the weights room)

AFTER HOURS CONTACTS

NAME	AUTHORITY	MOBILE
Natalie Bird	DCEO/Gym Instructor	0428 881 350
Samuel Bryce	CEO	0439 496 559

By signing this form you are acknowledging you have read and understood the policies, guidelines and information within this document, and that you will adhere to them whilst using the gym.

Name:

Signature:

Date:

MEMBER INITIAL _____ STAFF SIGNATURE _____