FITNESS AND RECREATIONAL

SPORTS CENTERS

NAICS CODE

713940 Fitness and Recreational Sports Centers

Section 9

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often and observe these precautions and good common sense in carrying out their duties.

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ALL PERSONNEL

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use a carrying aid such as a cart, or get assistance from a coworker.

4. If assistance is required to perform a lift, coordinate, and communicate your movements with those of your coworker.

5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Face the load.

7. Bend at the knees and keep your back straight.

8. Get a firm grip on the object with your hands and fingers. Use handles when they are present.

9. Hold objects as close to your body as possible.

10. Perform lifting movements smoothly and gradually; do not jerk the load.

11. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

12. Set down objects in the same manner as you picked them up, except in reverse.

13. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

TRAINERS/INSTRUCTORS/LIFEGUARDS/POOL CLEANERS

Trainers/Instructors

1. Warm up and stretch at the beginning of your work shift.

2. Drink plenty of clear liquids during your breaks.

3. Stay clear of guests playing sports activities such as tennis, racquetball, basketball, football, or volleyball.

Lifeguards/Pool Cleaners

1. Drink plenty of clear liquids during your breaks.

2. When working outdoors during the day, wear sun block.

3. Close outdoor pool operations during electrical storms and go inside the building.

4. Keep electrical cords away from the pool area.

5. Never operate electrical equipment bare footed. Wear rubber-soled or insulated work boots.

6. Wear rubber gloves when handling pool products such as chlorine or muriatic acid.

7. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.

OFFICE/PRO SHOP PERSONNEL: Cashier, Sales, Secretary, Pro Shop Employee

General Rules

1. Do not stand on furniture or counter tops to reach high places. Use a ladder or step stool to retrieve or store items that are located above your head.

2. Do not kick objects out of your pathway; pick them up or push them out of the way.

3. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances or exits.

4. Keep doors in hallways fully open or fully closed.

5. Do not store or leave items on stairways or walkways.

6. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a coworker.

Office

1. Open one file cabinet drawer at a time.

2. Put heavy files in the bottom drawers of file cabinets.

3. Use the handle when closing doors, drawers, and files.

4. Do not tilt the chair you are sitting in on its back two legs.

5. Use a staple remover, not your fingers, for removing staples.

6. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.

Pro Shop

1. Use a closed fist or the back of your hand to close cash register drawers.

2. Do not allow merchandise to accumulate on the floor behind the counter.

Unpacking Merchandise

1. Wear safety glasses when cutting strapping bands, uncrating materials, and driving nails.

2. Stand to the side of the strapping band when cutting it.

3. Store case cutters, exacto knives or other tools with cutting edges in sheaths when they are not in use.

4. Visually inspect for sharp objects or other hazards before putting hands, legs, or other body parts into containers such as boxes or crates.

5. Remove staples from crates and boxes before unpacking.

Stocking Shelves

1. When manually stocking shelves, position the materials to be shelved slightly in front of you, so that you do not have to twist when lifting and stacking materials.

2. Do not let items overhang from shelves into walkways.

3. Place heavier merchandise on the lower or middle shelves.

4. Remove one object at a time from shelves.

5. Place items on shelves so that they lie flat and do not lean against each other.

Hand Trucks

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.

2. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.

3. When loading hand trucks, keep your feet clear of the wheels.

4. Push the load so that the axle and not the handles will carry the weight. The operator should only balance and push.

5. If your view is obstructed, use a spotter to assist in guiding the load.

6. Do not walk backward with the hand truck, unless going up stairs or ramps.

7. When going down an incline, keep the hand truck in front of you so that it can be always controlled.

8. Move hand trucks at a walking pace.

LAUNDRY PERSONNEL

General Rules

1. Read and obey safety warnings posted on or near any machinery.

2. Do not wear loose clothing or dangling jewelry in the laundry room.

3. Do not try to stop laundry as it goes through the press rollers. If the machine becomes jammed, disconnect the power before clearing the jam.

4. Before putting an iron into its storage place; test the iron for heat by placing the heating surface on a dry cloth and then touching the cloth. If the cloth feels warm, allow the iron to cool before putting it away.

Towel Handling

1. Use a cart to transport bundles of wet towels.

2. Move towel carts by pushing them rather than pulling them.

3. If your view is obstructed, use a spotter to assist in guiding the cart around corners and through corridors.

4. Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into laundry bags or towel hampers.

5. Wear latex gloves when handling towels that are visibly stained with blood or other bodily fluids.

6. Do not use latex gloves that have split seams, pin holes, cuts, and tears or is otherwise visibly damaged.

7. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

8. Let the dryer cool for several minutes after it stops before removing towels from it.

HOUSEKEEPING/CLEANING PERSONNEL

General Rules

1. Mop up water around drinking fountains, drink dispensing machines and ice machines.

2. When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.

3. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

4. Do not place material such as boxes or trash in walkways and passageways.

5. Keep power cords away from path of vacuum cleaners and floor polishers.

6. Keep doors fully open or fully closed.

7. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you use when cleaning.

8. Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into trash cans, boxes, laundry bags or used towel hampers.

9. Follow this procedure before picking up any trash bags or laundry bags: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

Locker Rooms

1. Upon discovery of wet or soapy floors, take short steps when walking on them.

2. Mop up standing water upon discovery.

3. When spraying tile and window cleaner, hold the spray bottle at arms length away and direct the spray away from your face.

4. Open shower curtains slowly.

5. Do not stand on sinks or toilets.

6. Wear latex gloves when handling towels that are visibly stained with blood or other bodily fluids.

7. Do not use latex gloves that have split seams, pin holes, cuts, tears, or other signs of visible damage.

8. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

MAINTENANCE PERSONNEL - Equipment Repair, Plumbing, Electrical

General Rules

1. Do not handle hot items such as water lines or pool pumps with your bare hands; use cloth gloves.

2. Open the gate valve to release the pressure from the steam lines and turn off the boiler before servicing steam room equipment.

3. Stop outside work and go indoors during lightning storms.

4. Stay clear of guests playing sports activities such as tennis, racquetball, basketball, football, or volleyball.

Ladders and Step Ladders

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.

2. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

3. Do not place a ladder at a blind corner or doorway without blocking or roping off the area and posting warning signs that will detour traffic away from your work.

4. Allow only one person on the ladder at a time.

5. Face the ladder when climbing up or down.

6. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down the ladder.

7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

8. Do not stand on the top two rungs of any ladder.

9. Do not place ladders on boxes or other unstable bases.

10. Do not carry items in your hands while climbing up or down a ladder.

11. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

Electrically Powered Tools

1. Do not use power equipment or tools on which you have not been trained.

2. Do not use cords that have splices, exposed wires or cracked or frayed ends.

3. Do not carry plugged in equipment or tools with your finger on the switch.

4. Do not carry equipment or tools by the cord.

5. Disconnect the tool from the outlet by pulling on the plug, not the cord.

6. Turn the tool off before plugging or unplugging it.

7. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.

8. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

9. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.

10. Do not use an adapter such as a cheater plug that eliminates the ground.

11. Do not connect multiple electrical tools into a single outlet.

12. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

2. Keep the blade of all cutting tools sharp.

3. Carry all sharp tools in a sheath or holster.

4. Tag worn, damaged or defective tools "Out of Service" and do not use them.

5. Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.

6. Do not use impact tools such as hammers, chisels or punches that have mushroomed heads.

7. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

8. When using knives, shears, or other cutting tools, cut in a direction away from your body.

9. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

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