




BUILD FITNESS 24/7 GYM MEMBER'S HANDBOOK

	The Construction Training Centre	Version – 2.0
	FOR-ASM-050	Issue Date: 23/03/2016
BUILD FITNESS 24/7 GYM MEMBERS HANDBOOK		

Introduction and purpose of handbook	1
About the concept	1
Who is Eligible?	1
Fees	1
Membership Process	1
Access Cards	1
AED	2
Alarm	2
CCTV	2
Dress Code	2
Equipment Available	2
Emergency Evacuation and Fire	2
First Aid	2
Gate Entry	3
Guest Passes/Visitors	3
Gym Rules	3
Health & Security Emergency – Duress Alarm	3
Hours of Operation	3
Lockers	4
Maintenance Matters	4
Parking	4
Personal Trainers	4
Privacy Policy and Member Information	4
Refund Policy	4
Showers	4
Smoking	5
Website	5
Schedule A – Evacuation Diagram	6

Introduction and purpose of handbook

Welcome to CTC'S gym, Build Fitness 24/7! We hope you enjoy your time with us. This handbook has been developed to provide you with an information resource about how the gym will operate.

About the concept

CTC is committed to providing extra opportunities for tenant's and their staff to build fitness in light of research of the health risks of increasingly sedentary lifestyles. In addition to offering bi-weekly fitness classes, healthy options at the cafe and shower amenities, CTC is now offering 24/7 access to gym equipment by creating the Build Fitness 24/7 Gym.

Who is Eligible?

CTC Tenants, their current employees and CTC staff over the age of 18 are eligible. Should your employment at these cease, your gym access must be surrendered. Please refer top Refund Policy for further details.

Members outside of this (i.e. friends and/or family) are not currently eligible.

Fees

The amenity (access) fee is paid annually, and runs per fiscal year. Membership fees are due on 1st July of each year, paid in full for the entire year.

The current fee is \$60 (including GST).

Refer to the refund policy for other details.

Membership Process

Step 1. Complete Build Fitness 24/7 Membership & Induction Application Forms

Step 2. Return forms to CTC Gym Manager or email to bookings@ctc.qld.edu.au.

*Step 3. Confirm appointment with CTC personal trainer to complete physical gym fitness induction. *please note that a medical waiver may be required*

Step 4. Pay amenity fee & collect Access Card.

Members are personally responsible for their own health and safety while using this facility. The induction process assists in this regard.

Inductions are organized on Wednesday mornings from 8am to 10am, subject to availability and by appointment only as advised by the Gym Manager.

Access Cards

An access (swipe) card will be provided to you upon successful application and will enable access 24 hours a day, 7 days a week to the facility. These should be kept on your person at all times while accessing the facility to avoid lockout.

Should you lose or misplace your access card, please inform CTC immediately to enable this to be cancelled and ensure security of the facility. A replacement will be issued at a cost of \$7.70.

Access cards must be returned to the CTC office upon leaving CTC's or CTC tenant's employment. Any applicable fee refund will be dependent upon this access card being returned, and subject to the refund policy.

AED

A defibrillator is available in the gym in the event of a cardiac emergency. Also refer to the Duress alarm.

Alarm

There is a 30 minute access period granted on swiping your access card to enter the facility.

Should no activity be picked up by the sensors after half an hour, a buzzer will sound, which will provide a further 5 minutes grace before the area will be alarmed.

Any movement should activate the sensors, giving gym members an additional 30 minute access period upon movement.

CCTV

Gym members should be aware that there are a number of CCTV systems located on the site and that they are likely to be recorded as a result.

Dress Code

Appropriate workout wear should be worn at all times, including footwear. A gym towel is also mandatory.

Equipment Available

Current equipment available in the Gym:

- Concept 2D Model Rower
- Sole F85 Treadmill
- Schwinn 470 with Incline Elliptical
- Diamondback 91UB Bike
- Adjustable bench with weight sets
- Medicine balls

Should any machine not appear to be working correctly or if you have any concerns about its use, please cease use immediately, and advise CTC on bookings@ctc.qld.edu.au or 3216-6711.

Emergency Evacuation and Fire

In the event of an emergency, please evacuate to the nearest evacuation point (refer to attached schedule A at end of handbook).

If during business hours, please follow the directions given by CTC staff on site.

First Aid

Should any gym member require First Aid, they are to report this to the Gym manager.

CTC staff members are trained in First Aid and the precinct has a First Aid Room (located in Building I across from the Precinct Management Office), and will be able to assist you during CTC business opening hours.

Note that these services will only be available during business days and office hours.

Gate Entry

Please note that Gate 2 will be locked outside normal open hours. Members will have pedestrian access to the facilities.

Guest Passes/Visitors

Gym membership is open to CTC staff, CTC tenants and their current employees only.

No guest passes or guests are permitted into the facility. Membership may be forfeited should this be breached.

Gym Rules

There are a number of rules that gym members must abide by:

- No towel = NO gym
- Wipe down equipment after use (with the disinfectant and paper towels provided for this purpose)
- Proper work-out attire must be worn
 - athletic shoes, no denim, streetwear or work boots
- No children under 18
- Current members only
- Report damage, faulty equipment, inappropriate and suspicious behavior to CTC Management
- No tampering with the 'Panic Button' or defibrillator
- No food, smoking, alcoholic beverages or glass containers
- Share equipment when others are present
- Be mindful of others and keep noise down

- Re-rack and replace equipment when you've finished your work-out and leave the gym clean and tidy
- Maximum time on individual equipment is half an hour (if another user is waiting to use it)

CTC reserves the right to suspend or terminate memberships should gym rules not be followed.

Health & Security Emergency – Duress Alarm

The Gym has been equipped with a duress alarm linked directly to our security provider – GMR Security. If activated, a mobile patrol will be dispatched to investigate. Should the mobile security patrol arrive and require ambulance services, these will be contacted.

Should you require ambulance assistance, press the duress alarm as you call 000.

Please do not tamper with this alarm unless required in an emergency.

Should this duress alarm be accidentally activated, follow the instructions located above the alarm in the gym.

Hours of Operation

The gym is available 24 hours a day, 7 days a week using your access card. The CTC office hours are 7:00 am until 5:00 pm (business days only).

Lockers

Six lockers are provided at the rear of the Gym location for current, registered Gym members to use. This use is restricted to periods the members are engaged in gym activities only.

These are “coin return” operated. This means that in order to use these lockers, you insert a \$2 coin, so that you can lock the locker and remove the key.

Once you use the key to unlock, the \$2 coin is returned to you.

Please note that these lockers are intended for short term use and only for the duration of your gym visit.

Maintenance Matters

The CTC Gym Manager manages the Build Fitness 24/7 Gym.

Should any matter require notification to CTC, please email the matter to his/her attention at bookings@ctc.qld.edu.au for resolution.

Parking

Free parking is available across the precinct. The only restricted area is at the rear (east side) of the Ian Barclay Building which is allocated staff parking.

Personal Trainers

Use of a personal trainer in the facility is restricted to CTC’s nominated training organizations. CTC can provide their contact details on request or on the Build Fitness 24/7 website www.buildfitness.me.

Privacy Policy and Member Information

CTC will maintain records relating to gym members’ applications, induction questionnaires and payments, in accordance with our privacy policy.

No personal details will be divulged to third parties.

Refund Policy

CTC will refund your amenity fee in full should the applicant not pass the induction or not wish to provide a mandatory medical waiver (if required).

Should the member terminate their employment at a tenant, CTC will refund the balance of the amenity fee pro rata, full months only (no part month refund will be made).

Showers

Showers are available for use by Gym members, and are located at the following locations:

- Ian Barclay Building
 - level 1 disabled toilet
- Building 1
 - Disabled toilet
 - Men’s toilet amenity
 - Ladies toilet amenity
- Building 4
 - Disabled toilet
 - Men’s toilet amenity
 - Ladies toilet amenity

Gym members will be required to provide their own toiletries and towels.

Smoking

CTC maintains a non-smoking policy within its buildings and premises. Smoking is only permitted within designated smoking areas.

There is currently a smoking area located outside the centre of Building 1 (next to entry 2).

Website

CTC maintains a website (www.buildfitness.me) dedicated to the gym with links to other allied services which promote overall wellbeing. Examples are naturopaths, dietitians and physiotherapists etc.

CTC does not warranty any of these services, nor is there any relationship to the providers listed.

Schedule A – Evacuation Diagram

BUILDING EMERGENCY EVACUATION DIAGRAM

CONSTRUCTION TRAINING CENTRE
IAN BARCLAY BUILDING Ground Level - 1.6

460-492 Beaudesert Road
Salisbury, Qld. 4107

EMERGENCY EVACUATION PROCEDURE

In the event of any emergency requiring the evacuation of any or all of the buildings in this complex, all tenants, staff, students and visitors are to comply with this **Evacuation Plan**.

FIRE

- Upon hearing the audible alarm and /or so ordered to evacuate by **Centre Management**, all personnel are to proceed to the **Assembly Area** as marked on the room/office/work area Evacuation Plan.
- Each organisation occupying facilities in the **Centre** is responsible to have a record of their staff, students and visitors for **Assembly Point** roll call.
- Regular drills will be conducted.
- DO NOT RE-ENTER THE BUILDING UNTIL THE FIRE BRIGADE / CHIEF WARDEN DECLARE IT SAFE TO DO SO.**

BOMB THREATS

- Upon receiving a bomb threat you are requested to keep the line open -- **DO NOT HANG UP.**
- Immediately notify the Police Service on **000** and Centre Management on **3216 6711**.
- Initiate your own evacuation. Centre Management will advise the rest of the complex.
- Evacuate to an area well back from suspected bomb area.

FIRE EXTINGUISHER OPERATION

Stand well back from fire (3m)
Always face fire with back to clear exit
Always be in pairs
Use the PASS method

- P** = Pull pin from extinguisher
- A** = Aim extinguisher at base of fire
- S** = Squeeze handle of extinguisher
- S** = Sweep extinguisher from side to side

FIRE HOSE REEL OPERATION

Go to fire hose reel
Turn water supply handle (NOT Nozzle) to the ON position
Take hose reel to fire
Stand well back from fire (3m)
Always face fire with back to clear exit
Always be in pairs
Aim at base of fire
Open nozzle
Sweep from side to side

GROUND FLOOR



IN CASE OF FIRE Fire/Evac Procedure

- R** REMOVE PEOPLE FROM IMMEDIATE DANGER AREA (Do not obstruct Exits and Exit Routes)
- A** ALERT PEOPLE NEARBY AND RAISE AN ALARM (000, 999 and ask for the fire brigade)
- C** CONFINE FIRE AND SMOKE (Close doors behind you and where practicable, windows. (Do not contain Broken Glass))
- E** EVACUATE (Evacuate the premises)

SAFETY MEASURES IN CASE OF FIRE

- Turn off electrical appliances and shut **ALL** doors.
- Only fight fire if safe to do so and you feel confident to do so.



Mobility impaired persons should evacuate immediately on hearing alarm assisted by nominated person.

LEGEND & FIRE FIGHTING EQUIPMENT

- | | | | |
|--|---------------------------------------|--|----------------------|
| | Fire Hose Reel | | Manual Call Point |
| | Fire Extinguisher - DCP | | Fire Blanket |
| | Fire Extinguisher - Carbon Dioxide | | Path of Exit |
| | Fire Extinguisher - Wet Chemical | | Assembly Area |
| | Fire Extinguisher - Vaporising Liquid | | First Aid Room |
| | Fire Indicator Panel | | Fire Hydrant Booster |
| | Exit Signs | | Fire Hydrant |
| | Hazmat Box | | |



Updated 18/06/2014