

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Substance Use Disorders-Four Winds Lodge **Policy Number:** HHS-SUD-FW 4714

Policy Title: Operations of Exercise Room

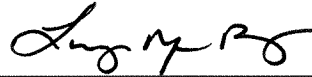
Attachments:

Revision History: 2/2017, 1/2018

Revised by/Date: Lindsay Misquadace-Berg 7/2021

Approved by:

Lindsay Misquadace-Berg, Four Winds Treatment Director



Date:

8/2/2021

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

8-8-2021

POLICY STATEMENT: It is the policy of Mille Lacs Band Four Winds Lodge that all staff understand the requirements to use and operate the exercise facility therapeutically and safely.

PURPOSE: The purpose of this policy is to ensure clients, staff, and visitors are safe when using the exercise room.

PROCEDURE:

A. Access to Equipment.

1. Exercise equipment in common areas: keys, or other equipment control mechanisms must be accounted for and under control. These items will not be left on the exercise equipment when not in use and unattended.
2. Exercise equipment in fitness center rooms or other rooms that can be isolated and locked: uncontrolled access to these areas will be avoided. These areas will be locked when not in use and not monitored.
3. At discretion of staff, the room may be locked at any time, if safety concerns arise.
4. Staff will be present within sight of the exercise room when in use.

B. Hours of Operation:

1. Four Winds Lodge will establish times when the fitness center will be open.
2. Staff must be available to monitor these areas while in use.
3. The fitness center will remain locked during non-workout times.

C. Room Usage:

All equipment will be used as recommended in equipment manual/literature, including the use of two individuals for safe operation of the equipment.

D. Training:

Clients and staff will receive thorough instruction on the proper and safe use of exercise equipment. Refer to the instruction manual for each specific piece of exercise equipment for information that must be covered.

E. Misconduct/Misuse: Consequences for deliberate misuse or unsafe behavior may be grounds for loss of privileges. Application of this policy will be consistently enforced.

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- F. Clearance to Use Equipment:
1. Clients will be physically and mentally able and approved for using exercise equipment by the treatment team, unless it is noted that they cannot tolerate physical activities during the intake H&P.
 2. Direct care employees will be informed of the approved individuals through a list of current clients who are eligible to use the exercise room. If a client is on increased observation status privileges will be suspended until routine observation is ordered.
 3. This list will be updated as needed, and kept in the nurse's station for easy access by staff assigned to monitor the exercise room.
- G. Cleaning and Disinfection of Equipment: Procedures will be followed in accordance with Infection Control policies.
- H. Damaged Equipment:
1. Staff and clients are required to report equipment damage and problems/concerns. Employees will ensure work orders are submitted and completed in a timely manner. All equipment will be periodically inspected and maintained (according to manufacturer recommendations) to ensure a safe operation.
- I. Information and Signage: Information will enhance the safe use and utilization of the equipment. This includes but is not limited to posters and signage for:
1. Proper settings, operation and use of equipment
 2. Warning and precautionary signs
 3. Emergency procedures
 4. Health hazards and symptoms to be aware of when using equipment. Copies of the user and/or operator manuals will be available for reference if available.
- J. Emergencies: Staff will follow the site succession plan and emergency operations plan if an emergency arises.

Internal and/or External References	
Compliance - Posting Date	8/8/2021 (H)
Replaces – Policy Number	
Next Review - Due Date	8/2024