

Village of Harrison Policy

Employee Use of Village-Provided Fitness Room

Fire Station 70

1. Purpose

The Village of Harrison provides a fitness room at Fire Station 70 to support employee wellness, operational readiness, and promote wellness among employees. It is our belief that wellness will increase productivity as well as show a positive result relative to healthcare costs. This policy establishes expectations for safe, secure, fair, and accountable use of the facility.

2. Scope

This policy applies to all active Village employees authorized to access the Fire Station 70 fitness room, including employees of Harrison Fire-Rescue, Public Works, Administration, and Harrison Utilities.

3. Policy Statement

Use of the fitness room is voluntary and is a privilege, not a condition of employment or a guaranteed benefit. Employees must comply with this policy, posted rules, and security requirements. The Village may suspend, restrict, or revoke access at any time based on operational needs, safety concerns, or policy violations.

4. Location, Hours, and Operational Priority

- The fitness room is located at Fire Station 70, W5662 Manitowoc Road.
- Use is permitted only during hours approved by the Fire Chief or designee, in coordination with the Village Manager.
- Station operations, trainings, and other official duties take priority over fitness room use.

5. Eligibility and Authorization

Employees may use the fitness room when following requirements are satisfied:

- The employee is an active Village employee in good standing.
- The employee has signed the required Fitness Room Use Waiver and Acknowledgment.

Guests, family members, and other non-employees are not permitted to use the facility.

6. Access Control and Security

- Access is limited to authorized employees.
- Village-issued fobs, access codes, or other credentials may not be shared, loaned, duplicated, or used to admit unauthorized persons.
- Lost, stolen, or compromised credentials must be reported immediately to the Village Manager or designee.
- Employees may not prop open secured doors or allow tailgating entry.

7. Rules for Use

Employees using the fitness room shall:

- Use equipment only as intended and follow posted instructions and safety guidance.
- Exercise within their personal limits and use spotters when appropriate.
- Wear appropriate workout attire and clean, closed-toe athletic footwear.
- Share equipment courteously and allow others to rotate during busy periods.
- Return weights, accessories, and equipment to their proper location after use.
- Wipe down equipment after each use using disinfecting supplies.
- Respect station personnel and other users as to not interfere with on-duty operations.

Employees shall not:

- Use the fitness room while impaired by alcohol, cannabis, controlled substances, or medication that may affect safe use.
- Bring weapons into the fitness room.
- Record video or audio, or take photographs in the fitness room, without prior approval.
- Engage in horseplay, harassment, unsafe conduct, vandalism, or conduct that interferes with station operations.
- Access station areas unrelated to approved fitness room use.

8. Health and Safety

- Use of the fitness room is at the employee's own risk.
- Employees are strongly encouraged to consult a medical professional before beginning or changing an exercise program, particularly if they have medical conditions or concerns.
- Employees should not use the fitness room when ill, injured, or experiencing symptoms that make exercise unsafe.
- Employees must stop exercising immediately if they experience dizziness, chest pain, unusual shortness of breath, injury, or other concerning symptoms.

In an emergency, employees shall call 911 as appropriate and notify on-duty station personnel immediately if inside the station.

9. Cleaning, Sanitation, and Hygiene

- Wipe down equipment after each use with the disinfectant supplies provided.
- Closed-lid water bottles are permitted.
- Food and glass containers are prohibited in the fitness room.
- Spills, damaged sanitation supplies, or biohazards must be reported to on-duty fire department personnel as soon as possible.

10. Equipment Care and Maintenance

- Employees may not modify, relocate, or repair equipment without approval.
- Damaged, malfunctioning, or unsafe equipment must be reported immediately and should not be used.

11. Injuries, Incidents, and Reporting

All injuries, incidents, unsafe conditions, damaged equipment, or security concerns occurring in or related to the fitness room must be reported to a supervisor as soon as practicable and documented in accordance with Village procedures.

12. Violations

Violations of this policy may result in loss or suspension of fitness room privileges and/or discipline, up to and including termination, consistent with Village policy, applicable law, and any applicable labor agreement.

Examples of violations include, but are not limited to, sharing access credentials, bypassing security controls, allowing unauthorized entry, unsafe conduct, harassment, vandalism, use while impaired, failure to clean equipment, and failure to comply with directives from the Fire Chief, designee, station officer, or on-duty personnel.

13. Required Acknowledgment

Before using the fitness room, each authorized employee must sign the Village of Harrison Employee Fitness Room Use Waiver and Acknowledgment. The signed acknowledgment will be maintained according to Village recordkeeping practices.

Village of Harrison
Employee Fitness Room Use Waiver and Acknowledgment
Fire Station 70 Fitness Room

1. Voluntary Use and Condition of Access

I understand that use of the Village of Harrison fitness room at Fire Station 70 is voluntary and provided as a privilege, not a condition of employment or a guaranteed benefit. I understand that access may be suspended, restricted, or revoked for operational needs, safety concerns, violation of Village policy or station rules, or unsafe conduct.

2. Assumption of Risk

I understand that exercise and use of fitness equipment involve risks, including slips and falls, strains, sprains, musculoskeletal injuries, overexertion, equipment-related injuries, serious injury, or death. I voluntarily assume the risks associated with my use of the fitness room and equipment, whether known or unknown, and whether arising from my actions, the actions of others, or facility conditions.

3. Health Acknowledgment

By signing below, I acknowledge that:

- I am responsible for determining whether I am physically able to exercise and will exercise within my personal limits.
- I have been advised to consult a medical professional before beginning or changing an exercise program, especially if I have medical conditions or concerns.
- I will not use the fitness room if I am ill, injured, impaired, or experiencing symptoms that make exercise unsafe.

4. Compliance with Rules

I agree to comply with the Village of Harrison Employee Use of Village-Provided Fitness Room Policy, posted rules, station security requirements, and any lawful directive from the Fire Chief, designee, station officer, or on-duty personnel. I understand that fitness room use must stop immediately if emergency operations, station needs, or authorized personnel require it.

5. Access Control and Security

I understand that any key, fob, code, or other access credential issued to me is for my use only and may not be shared or used to admit unauthorized persons. I agree to access only authorized areas, secure doors, avoid restricted areas, and immediately report lost, stolen, or compromised credentials.

6. Injury Reporting and Emergency Response

I agree to report any injury, incident, unsafe condition, damaged equipment, or security concern related to the fitness room to my supervisor and/or on-duty station personnel as soon as practicable. In an emergency, I will call 911 as appropriate and follow posted emergency procedures.

I understand that the Village will evaluate whether an injury is work-related based on the facts, applicable policies, and applicable law, and that prompt reporting is required.

7. Release and Waiver of Liability

To the fullest extent permitted by Wisconsin law, I release and waive claims against the Village of Harrison, its officers, employees, agents, and volunteers for injury, illness, or property damage arising from my voluntary use of the fitness room, except to the extent such claims cannot be waived under applicable law.

I understand that this waiver is intended to be as broad and inclusive as permitted by law. If any portion is found unenforceable, the remainder will continue in effect.

8. No Guarantee of Supervision or Training

I understand that the Village does not guarantee supervision, personal training, instruction, or medical assistance in the fitness room. I am responsible for using equipment safely and appropriately.

9. Acknowledgment of Receipt

I acknowledge that I have received, read, understand, and agree to follow the Village of Harrison Employee Use of Village-Provided Fitness Room Policy and this Waiver and Acknowledgment.

Employee Information

Employee Printed Name	
Employee Signature	
Date	