

# PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN RESOURCES  
ADMINISTRATIVE DIRECTIVE NO. 996  
(Replaces A.D. No. 996 dated 5/11/06)

Effective Date: April 12, 2007

## SUBJECT: EMPLOYEE FITNESS CENTER

### I. PURPOSE

To support the promotion of employee fitness and overall health as a means to reduce workplace injuries and employee attrition, while bolstering employee morale and commitment to physical fitness.

### II. AUTHORITY

Governor's Executive Order W-119-95 (Appendix A), Department of Personnel Administration Rule 599.935 (Appendix C), and Executive Order D-48-85 (Appendix D).

### III. POLICY

To promote the wellness of our employees, Coalinga State Hospital (CSH) will maintain, furnish, and support the Employee Fitness Center.

### IV. METHOD

#### A. Operation and Access:

1. The Employee Fitness Center, room AB-164 of the Administration Building, will be available to CSH employees only. In order to accommodate all shifts, the Fitness Center is open twenty-four hours a day, seven days a week.
2. The Fitness Center will be unlocked; however, the access doors to the Administration Building will be available to all employees by CSH Employee Photo Identification Card access.
3. Portable radios and other forms of music making devices that can be heard by others using the adjacent rooms or the area inside or outside the workout room are not allowed. Headphones with Walkman type devices are acceptable and allowed for use in the Fitness Center.

#### B. Safety and Security

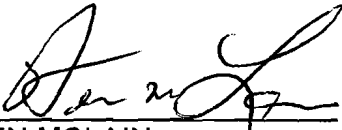
1. Employees shall have proper identification available while using the Fitness Center in accordance with A.D. 822 Photo Identification Cards.
2. Family members, children, relatives, and friends who are not employees of CSH are not authorized to use the Employee Fitness Center.

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3. Lockers are available for use by employees while utilizing the facilities and are located in the Men's and Women's restrooms opposite the Fitness Center within the following guidelines:
  - a. Employees must provide their own locks.
  - b. Employees must remove all personal items, including the lock, at the end of the fitness session.
  - c. Any items found in a secured or locked locker for more than 24 hours will be removed by the Department of Police Services (DPS).
  - d. The Health and Safety Department in conjunction with DPS will ensure compliance with this section of the Directive.
4. In order to promote safety at this facility, employees are encouraged to workout with partners. If this is not possible, it is the employee's responsibility to ensure that another employee, family member, or friend is aware when an employee is working out without a partner.

## C. Maintenance:

1. All employees who use the Fitness Center are responsible for general housekeeping.
2. Employees utilizing the Fitness Center shall be considerate of others by keeping their bodies and exercise clothes clean and odor-free.
3. After use, employees are required to wipe down the equipment as needed.
4. CSH does not provide personal hygiene products and/or towels for employee use in this area.
5. Free weights are to be replaced onto available racks.
6. Report damaged equipment to Health and Safety at 935-4271.
7. The Health and Safety Department will ensure the Employee Fitness Center is physically maintained in conjunction with Plant Operations, Training, and Housekeeping.



BEN MCLAIN  
Executive Director (Acting)

### Cross Reference(s):

A.D. No. 822 Photo Identification Cards