Off-Site Staff Policy and Procedures

HiFlex Physio

The following policy and procedures are maintained in the interests of continual improvement.

The purpose of the policy is to ensure the following for all off-site Fitness Insturctors of HiFlex Physio:

- Have a safe work space to conduct group fitness classes or personal training sessions.
- Have access to a mobile phone for work use to call an email the Manager, Supervisor and Team Leader as required.
- Have enough portable equipment necessary to conduct group fitness classes or personal training sessions.
- Have access to facilities such as toilet, eating area and personal storage.
- Have access to portable materials to maintain well-organised work records.

1. Health and Safety Policy and Procedures

1.1 The off-site staff must adhere to the following health and safety legislation when working off-site:

- Workplace Health and Safety Act 2011
- Risk Management Cofe of Practice
- Risk Management Standards AS/NZS ISO 31000 2009

1.2. Off-site staff must conduct a risk assessment before commencing each class at every off-site location

1.3. Off-site staff must check the equipment prior to each class to ensure:

- It is safe to use
- They have sufficient equipment to conduct the class

1.4. Off-site staff must observe the health and safety of all members throughout the group fitness class or personal training session.

1.5. Off-site staff must take immediate action to assist a member should they demonstrate signs of injury or distress.

2. Communication Policy and Procedures

Off-site staff must:

2.1 Call their Supervisor or Team Leader immediately if they have issues or concerns when working off-site

2.2 Email the following through to their Team Leader at the end of each day:

- Class attendance list for each group fitness class they held
- Personal training sessions conducted

2.3 Attend the mid-week check-in for coffee each Wednesday at HiFlex Physio Cafe
2.4 Attend progress meetings each Monday morning at HiFlex Physio Meeting Room

The Supervisor and Team Leader will both be responsible for the progress of staff towards achieving the goals and targets. They will:

2.5 Contact the off-site staff on a regular and random basis throughout the week to maintain rapport with staff.

2.6 Remind the staff ground rules while working off-site to maintain support, These unclude:

2.6.1. Be constructive

2.6.2. Use your initiative

2.6.3 Always as questions

2.6.4 Help each other when you can

3. Record Keeping Policy and Procedures

The off-site staff must adhere to the following when working off-site:

3.1. Privacy of the client's personal information

3.2. Privacy of HiFlex Physio documentation

3.3. Sufficient records for the work they have completed

3.4. Maintain organisation of their work documents

3.5. Maintain safety of work documents to prevent loss