

## Being Physically Active at Work, the Safe Way

Overall wellness includes being physically active. There are some activities that we can do while we are at work that help keep our bodies moving. But activities that provide the recommended cardio benefits and/or physical exertion to improve your health status should only occur during non-paid status (off County time). Non-pay status is defined as before work, after work, and non-paid time during the normal workday such as lunch. All employees/registered volunteers who enroll in the County Wellness Center sign both a participation agreement and a hold harmless agreement to that effect.

**The hold harmless agreement is required to be completed by all employees participating at any offsite County location offering a physical activity area to employees.**

**Here are some examples of acceptable physical activity for employees to incorporate during work hours that help keep you active and present little or no risk of physical harm to you.**

- Taking the stairs to get from point A to point B
- Doing a stretching exercise at your desk
- Walking to another worksite for meeting instead of driving
- Doing a deep breathing exercise at your work area
- A walking meeting on County property
- Using a stability ball as a work station chair or stand up desk (management approval)

### **Guidelines for on-site physical activity options for employees during their non-paid time.**

- Departments which desire to make available to its employees limited fitness areas should first have permission from the management at the worksite. Upon approval, **consult with HR through the Health & Wellness Specialist** to determine the scope of activities desired. If necessary, HR will meet with representatives of Risk Management and Real Estate Management to determine if the project meets safety and proper facility use guidelines.
- Should approval be granted by department to make available any weight training or exercise equipment, aerobic activity area, or other organized facility **the same guidelines as stated above for the Wellness Center will apply.** The HR department in consultation with Risk and Real Estate Management shall have the authority to determine if planned activities or facilities meet approval.
- All employees participating are required to attend an orientation, complete the hold harmless agreement and sign in each time they use the facility.
- Departments must have an established and communicated procedure for using the facility posted and must document that employee access occurs only during non-paid time through daily sign-in by employees.
- The County Wellness Center and staff make every reasonable effort to ensure that equipment and areas for wellness activities do not present hazardous conditions. Any fitness equipment, new or used, with moveable parts must be light commercial or commercial grade quality. Used equipment is examined prior to use by the County Health & Wellness Specialist to ensure that it is functioning correctly.
- Each site is responsible for routine maintenance of all equipment with moveable parts at least annually.
- Free weights are limited to hand weights (dumbbells) not exceeding 75 lbs. Safety and maintenance guidelines for wellness areas is reviewed with employees and posted in the area.

By taking these measures, we hope to ensure the safety of our employees. If you have questions concerning these guidelines or to establish a designated area for physical activity at your worksite, please contact the Wellness Center at 464-4049 or email [wellness@pinellascounty.org](mailto:wellness@pinellascounty.org).