



Tomax Logistics Australia

Gymnasium Guidelines

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Authorised: Group Human Resources & Compliance Manager

These guidelines are to be strictly followed by all staff using gymnasiums and associated equipment at any Tomax site. Staff utilising gymnasiums and associated equipment at Tomax sites do so entirely at their own risk and are responsible for ensuring they use these spaces and equipment in an appropriate and safe manner.

Staff commencing a gym workout for the first time or after an extended lay-off period are encouraged to consider their current health status and if appropriate, seek advice from a suitably qualified health professional prior to commencing.

PROPER CLOTHING & HYGIENE

- Appropriate athletic shoes only. No street shoes, boots or sandals are allowed in workout areas
- Shorts, track pants, T-shirts, tank-tops & spandex accessories deemed appropriate
- No towel, no workout
- No belt buckles, jeans or loose jewellery items are to be worn in workout areas
- Water bottles with spill proof lids are allowed in all areas
- Please consume all food items, shakes and supplement drinks outside of the gymnasium

EQUIPMENT & WEIGHTS AREA

- Please always be courteous to other participants using the equipment
- Allow others to work in during your rest periods
- Keep hands and feet away from all moving parts and weight stacks
- **DO NOT** attempt to repair or adjust any equipment that has malfunctioned
- Report any equipment problem immediately to management
- Use your workout towel to wipe off equipment and benches after use
- If you are unfamiliar with the use of any equipment, please ask Billy Kirpis or Ryan Merrigan for assistance (Note: Staff unfamiliar with the use of gymnasium equipment are encouraged to conduct their own research into how to safely and correctly use such equipment)
- Rack all weights after each use
- If dumbbells appear loose or cracked report the item to management immediately
- Always use a spotter when attempting maximum weight