

*This document remains valid, but must be reviewed and updated.  
Please direct any enquiries to the  
Advisor, Owner/Investor Directorate (613) 736-2195.*

## **AMA: 8.20 POLICY ON WORKPLACE FITNESS PROGRAMS**

**DATE 28/02/95**

**REAL PROPERTY SERVICES BRANCH**

**OFFICE ACCOMMODATION SERVICES**

**VOLUME 8 - ASSET MANAGEMENT**

[Français](#)

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### **SUMMARY:**

The policy on Workplace Fitness Programs, as approved by Treasury Board in August 1991 and defined in Volume 12, "Occupational Safety and Health" of the *Personnel Management Manual* allows departments to sponsor workplace fitness programs, given significant employee interest, and where a reasonable cost option has been determined to the satisfaction of the deputy head. A copy of the policy is attached.

### **POLICY STATEMENT:**

It is the policy of the Accommodation Branch to comply with the provisions of the policy on Workplace Fitness Programs in responding to tenant requests concerning the installation of fitness facilities in Public Works Canada buildings.

### **APPLICATION:**

The Treasury Board policy applies to all Public Works assets. Although it applies primarily to common use buildings, it also includes certain special facilities, such as the Parliament Buildings. Non-office facilities such as bridges and dry docks are not included. The policy also applies to lease holdings.

### **ACCOUNTABILITY:**

The accountability for ensuring compliance with the policy rests with the Regional Director, Accommodation.

### **ROLES AND RESPONSIBILITIES:**

The Regional Director, Accommodation, has operational responsibility for ensuring the policy's implementation.

The Director, Asset Management, Headquarters, is responsible for ensuring the consistent application of the policy on a national level.

The Regional Manager, Asset Management, is responsible for coordinating the policy within the Region and with Accommodation Headquarters.

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## **TREASURY BOARD PERSONNEL MANAGEMENT MANUAL**

File: 4422-12-03

Date: September 13, 1991

To: Holders of PMM Volume 12 "Occupational Safety and Health"

### **Amendment List 91-4 to Volume 12**

The attached is forwarded for inclusion in Volume 12 of the PMM, "Occupational Safety and Health".

*Attachments (Total of 5 sheets)*

1. Amendment instructions
2. Pages for insertion

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## **VOLUME 12 "Occupational Safety and Health"**

(THIS AMENDMENT PACKAGE MAY CONTAIN TEXT ISSUED IN THE REVISED TBM FORMAT)

1. *Amending instructions*

*Table of contents*

Remove pages 1 and 2. Insert pages 1 and 2.

*Chapter 1 - Appendix F (new)*

Insert pages F1 to F3 at the end of the chapter.

*Amendment Register*

After completing the above amending action, make the following entry in the Amendment Register.

"AL/LM 91-4 (Add date and initials of person making the amendment)

*Insertion of instruction Sheet*

For reference purposes, insert these pages immediately following the "Amendment register" of this volume.

2. *Purpose of policy*

This policy allows departments to establish workplace fitness programs.

3. *Cancellations*

- Circular 1985-35 on the installation of showers and change areas dated June 13, 1985, TB No. 798313 is cancelled.
- Letter to Deputy Heads dated July 7, 1975, File 7717-H434-2 which states that the government does not subsidize such programs, is cancelled.

Occupational safety and health

Workplace fitness programs

**Policy objective**

To allow departments to establish work place fitness programs.

Policy statement

Where there is significant employee interest and a reasonable cost option has been determined to the satisfaction of the deputy head, departments may sponsor work place fitness programs.

**Application**

This policy applies to voluntary fitness programs in departments and agencies listed under Schedule I, Part I, of the Public Service Staff Relations Act.

**Policy requirements**

Departments electing to sponsor work place fitness programs must:

- accept responsibility for the payment of the costs of the fitness program including fit-up, operating and maintenance costs for the facilities associated with the program. In addition, departments that do not pay rent for their accommodation must pay to the custodian department providing their accommodation, the market value of the space

dedicated to the fitness program. One time costs, and ongoing costs related to the space shall be paid directly to the custodian department in the first year. For the following years, an amount equivalent to the annual market value of the space utilised, including any associated operating costs, must be transferred to the custodian department through the MYOP process;

- ensure that user fees cover, or recover, incremental operating costs (e.g., special maintenance and security, exercise equipment, insurance, instructor training, staff salaries, etc.) where these are significant;
- ensure that work to set up facilities is authorised by custodian departments and any lease arrangement with third parties for space is made with custodian departments;
- ensure that these programs meet reasonable safety guidelines as advised by Fitness Canada (e.g., health history screening, consent forms indicating that participants accept the normal risks inherent in and incidental to fitness activities, competent instructors, the availability of first aid); and
- ensure that commercial contractors, if any, have adequate Liability insurance.

## **Monitoring**

Treasury Board Secretariat will periodically review the extent to which departments are respecting the requirements of this policy.

## **References**

Risk Management policy  
Policy on Indemnification of servants of the Crown  
Volunteers policy  
Claims policy

All of the above policies are in the Material, services and risk management volume of the Treasury Board Manual.

Program management guidelines and recommendations are available from Fitness Canada.

## **Enquiries**

Enquiries about this policy should be directed to the responsible officers in departmental headquarters who, in turn, may seek interpretation from:

- On general policy issues:  
  
Occupational Safety and Health Group  
General Personnel Policy Development and Compensation Division  
Personnel Policy Branch  
Treasury Board Secretariat
- On real property issues:

Bureau of Real Property Management  
Administrative Policy Branch  
Treasury Board Secretariat

- On financial issues:

Program Branch  
Board Secretariat

- On risk management issues:

Material and Risk Management Group  
Administrative Policy Branch  
Treasury Board Secretariat

- For information and advice on workplace fitness programs contact:

Fitness Canada  
10th Floor, Journal Tower South  
365 Laurier Avenue West  
Ottawa, Ontario  
K1A 0X6