

## ELEMENTS OF EXERCISE PROGRAMS

1834

(No. 64 July 2007)

Physical conditioning can be broken into three major categories: aerobic fitness, strength, and flexibility. It is important that these three basic types of physical conditioning be included in any exercise program. Managers and supervisors must ensure that employees are participating in appropriate exercise programs, based on the CAL FIRE Physical Fitness Guidelines supplement. CAL FIRE considers the following guidelines essential to an exercise program:

- A health assessment of the participant must be made before starting an exercise program. See the CAL FIRE Physical Fitness Guidelines supplement for more information on health assessment.
- Individual exercise programs must contain aerobic, strength and flexibility conditioning activities as outlined in the CAL FIRE Physical Fitness Guidelines supplement. Also [see 1837](#), Minimum Standards for Exercise Participation.
- Exercise programs must be started at the appropriate level by each participant as defined in the CAL FIRE Physical Fitness Guidelines supplement.
- Exercise programs must be tailored to the individual's needs and limitations with maximum flexibility. Individual preferences must be considered. Current written conditioning plans must be kept on file and periodically reviewed by supervisors. See the CAL FIRE Physical Fitness Guidelines supplement for information on conditioning plans.
- All exercise sessions must contain warm-up, conditioning, and cool-down periods. See 1837, Minimum Guidelines for Exercise Participation.

## PRE-EXERCISE MEDICAL CLEARANCE

1834.1

(No. 18A May 1999)

Any employee or supervisor who is on a limited duty assignment for a medical reason must have medical clearance before beginning an exercise program. See [Section 1820](#), Medical Guidelines, for more information on return-to-work medical evaluations. Employees on limited duty assignments who are already participating in a CAL FIRE approved conditioning program may continue with approval of their physician.

Medical examinations for employees who are required to exercise and who require medical clearance will be done by CAL FIRE medical providers (i.e., the same providers who do our pre-employment, return-to-work, and retention medical examinations). Medical examinations for employees who may voluntarily exercise during duty hours and who need medical clearance from their own personal physician will be paid by the employee.

## EXERCISE FACILITIES

1834.2

(No. 18A May 1999)

Beginning with the 1998-99 fiscal year, to the extent that funding allows, new construction of fire stations, air attack bases, helitack bases, command centers, or other emergency response facilities, and all other facilities for employees who are required to exercise during duty hours must include appropriate space and equipment for exercise conditioning. Shower and locker facilities should be considered in planning for new construction or new leased facilities for use by CAL FIRE employees in exercise programs. Units may consider retrofitting appropriate CAL FIRE worksites to accommodate exercise space, exercise equipment and showers to the extent that funding, operational needs, and space availability allow.

Use of off-site exercise facilities, such as local community colleges, high schools or cooperating agencies, during work time is acceptable if emergency response-time needs are met and with approval of the unit chief. Exercise at home during work time is not permitted, except for employees working approved full day telecommuting schedules. (See Personnel Procedures Handbook [Section 1540](#) for a definition of telecommuting.)

When approving an off-site conditioning facility, managers and supervisors should consider the list below (this list does not apply to exercise facilities at CAL FIRE stations):

- Appropriate, well-maintained equipment must be available to help employees meet their exercise goals.
- The environment must be well-controlled. Consider the temperature, humidity, air filtration and ventilation.
- The running/exercise/dancing surfaces must be appropriate for their intended uses.
- Showers and locker rooms should be available. They should be clean and well-ventilated.
- The facility's capacity must be adequate. Be sure to tour the facility during the hours employees are expected to use it to ensure that employees will not have to wait in line to use equipment.
- The facility must be open to all employees on a non-discriminatory basis.

The Departmental Physical Fitness Coordinator will be available to unit coordinators and managers for consultation regarding exercise facilities.

## **EXERCISE EQUIPMENT**

**1834.3**

(No. 18A May 1999)

Consistent with the Bargaining Unit 8 M.O.U., emergency response employees may bring their own exercise equipment to the work site, subject to availability of space, operational needs, safety and the permission of their supervisor. Units are encouraged to purchase appropriate exercise equipment for CAL FIRE facilities, to the extent funds are available.

Appropriate aerobic exercise equipment may include treadmills, step benches, stepping machines, bicycle ergometers, rowing machines, arm cycling ergometers, cross-country ski machines, laddermills or heart rate monitors. Strength exercise equipment may include pull-up bars, dip bars, and free-weight equipment such as barbells, dumbbells, and supine or adjustable incline bench press with safety pins. Stack-type machines for grip, ankle, calf, abdomen, biceps, triceps, shoulders, lower back, upper back, hamstrings, calves, chest, gluteus and quadriceps may also be purchased. Nonabsorbent mats or antistatic carpet treated with antifungal and antibacterial agents may be purchased to use for calisthenics and flexibility exercises.

All exercise equipment purchased with state funds shall be of heavy-duty construction and intended for commercial or institutional use.

The Departmental Physical Fitness Coordinator will be available to unit coordinators and managers for consultation regarding exercise equipment purchases.

## **SPORTS AND RECREATION**

**1834.4**

(No. 18A May 1999)

Sports activities during duty hours or off the job are not considered a part of the CAL FIRE physical fitness program.

## **EMERGENCY RESPONSE TRAINING DRILLS**

**1834.5**

(No. 18A May 1999)

Training drills may supplement, but do not replace, planned exercise programs. An exercise program can be used, and is recommended, as a warm up for drills.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)