Gym staff induction checklist

Cover safety, emergencies, equipment, members and systems before a new starter works alone.

Staff member	Role / start date	Inducted by

Tick each item as it is covered and keep the signed form on the staff member's file. Add items for your own club, role and procedures.

Before day one

- ☐ Employment, tax, super and bank details received through the approved process.
- ☐ Required certificates sighted and copies stored, such as first aid, CPR, fitness qualifications and a Working with Children Check where required.
- ☐ First roster, pay arrangements and first-day contact confirmed.
- ☐ System logins and access card or alarm code requested for their role only.
- ☐ Uniform and name badge ready.

Day one: site and safety

- ☐ Tour of the club, including staff-only areas, plant rooms and restricted spaces.
- ☐ Emergency exits, evacuation route, assembly point and alarm procedure.
- ☐ First aid kit, AED, emergency phone numbers and how to call for help.
- ☐ How to report hazards, faults and incidents, and where to record them.
- ☐ How to tag equipment out of order and who can return it to service.
- ☐ Safe lifting and safe use of cleaning products, including safety data sheets.

Equipment and facility

- ☐ Safe use, set-up and emergency stops for cardio and strength equipment.
- ☐ Which equipment checks staff may do, and which are for technicians only.
- ☐ Opening and closing routine, including alarm, lighting and lock-up.
- ☐ Cleaning schedule and standards for each area.

Members and service

- ☐ Member check-in, access rules and guest or minor policies.
- ☐ Handling complaints, refunds and cancellations through the approved process.

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Gym staff induction checklist - continue the record.

Members and service (continued)

- [ ] Privacy: what member information can be shared, and with whom.
- [ ] Responding to aggressive behaviour, and when to call security or police.
- [ ] Code of conduct, dress standard and social media policy.

Systems and settling in

- [ ] Membership system and point-of-sale basics.
- [ ] Where checklists, maintenance jobs and handover notes are kept.
- [ ] Who their manager is and how to escalate after hours.
- [ ] First shifts paired with an experienced team member.
- [ ] Policies acknowledged and questions answered.
- [ ] Follow-up review booked after the first two weeks.

Sign-off

Staff member signature / date

Inducted by signature / date

Two-week review completed by / date

Follow-up actions

Explore the related ClubPilot workflow