Standard Operating Procedure

Conditioning Floor - General Access

PC-SOP-CF-001-v03

Revision History

Version	Reason for Revision	Date
03	Updated SOP to reflect current practices	July 18, 2019

1. Overview

The conditioning floor is used for research, educational and/or community programs/projects related to physical activity. This SOP provides guidelines for the safe operation of the conditioning floor equipment and space.

2. Controlled Conditioning Floor Access

Users who want access will be required to have a conditioning floor access card. Equipment on the floor may have to be booked ahead of time.

2.1 Conditioning Floor Access and Use for Research Purposes

For access to the conditioning floor area and use of specific equipment, the following are required:

- Research program/project has undergone PERFORM feasibility application process and received acceptance;
- User has completed an area-specific training
- User has received a researcher red card by the platform supervisor that must be worn on the floor.

2.2 Conditioning Floor Access and Use for Educational/Community Purposes

In order for an individual or group to be granted access to the conditioning floor area and use specific equipment, the following are required:

- Community/educational program/project has undergone PERFORM feasibility application process and received acceptance;
- User has completed an area-specific training.

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2.3 Conditioning Floor Access for Companions

Any participant requiring assistance may be accompanied by a companion for safety reasons. All requests must be approved by the platform supervisor who will provide access to the floor via a companion access card. Companions have access to the conditioning floor with the participant, however, they are not permitted to use any of the conditioning floor equipment.

2.4 Clearance for Physical Activity

All conditioning floor participants must complete screening/clearance forms for physical activity described more clearly in the POD on "Clearance for Physical Activity at PERFORM" (PC-POD-CF-001) prior to commencement of equipment testing and other research, educational or community activities that require the individual to be physically active.

3. Area-Specific Training

All users can receive equipment training by the supervisor or coordinator of the conditioning floor if they are unfamiliar with the equipment or space. Depending on the roles and responsibilities of the users of the floor, some may be expected to have the Kinesiology related education and/or certifications in order to work autonomously on the floor. Support is available from the platform supervisor.

4. Health and Safety Measures

In order to ensure health and safety of all users, the conditioning floor includes:

- Access and Code of Conduct rules and regulations posted at the reception desk
- A floor monitor and/or conditioning floor staff trained in First Aid/ CPR and AED
- Access to personal protective equipment (gloves). Users of the floor involved in testing shall wear long pants or clothes that provide maximum protection and cover most of the skin
- Access to the platform supervisor who can coordinate activities with regular conditioning floor activities and facilitate access to equipment. Any equipment brought onto the floor must be first approved by the platform supervisor.

Users involved in the research, educational and/or community health programs/projects are required to clean and sterilize the equipment after its use.

Equipment is inspected and maintained by a qualified person according to the manufacturer's specifications. The frequency of the inspection depends on the equipment utility, hazard posed by the equipment, the manufacturer's instructions, or as required by regulations.

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5. Emergency Procedures

All incidents on the floor must be reported on an [injury/ near miss report](#) and submitted to Environmental Health and Safety Department at the University as per Concordia policy VPS-042.

In the case of an emergency requiring evacuation, procedures for responding to alarms, power outages, minor and major medical emergencies are to be followed as per PC-SOP-GA-009.