School Department

Treadmill Workstation Safety Policy

Definitions

A treadmill desk workstation is a workspace that utilizes a treadmill as an option for a workspace, which could allow staff employees (hereafter "employee") to be "in motion/active" while still performing their regular job responsibilities and completing nearly any job duty/task they would usually at a standard desk. This allows employees to stay productive and engaged while enhancing their health. Only walking workstations that are built and sold for this purpose are allowed.

Introductory Period

Employees in the first 10 hours of use should:

- Walk at a reduced speed
- Practice stepping on and off in non-urgent situations
- Not walk more than 15 min at a time and limit to 1 hour the first day and gradually build up the time per day
- Do not walk, use the phone, and type at the same time

After the introductory period:

- Walk at a speed of no more than 2 mph
- Unlimited duration
- Any combination of duties the employee can do safely

Space

Location/set up of treadmill in relation to others-proximity to others must have a 3 feet clearance behind the treadmill and 3 feet to one side of the treadmill. When not in use, the desk chair should be stored at least 36 inches from the back of the treadmill for safety and not block a means of egress.

Exit corridors – Placement of the treadmill or desk chair(Not in use) in the workspace may not impede access to the exit corridors. All exit access shall be at least 28 inches wide at all points.

Electrical requirements - The office space shall meet the proper power requirements specified by the manufacturer. The treadmill shall be powered on a dedicated circuit with computers and other office supplies/machines plugged into a separate circuit. Send a Facilities work order desk to install a new electrical outlet if required.

Sound level- The treadmill should be equipped with a "whisper deck" or specified that it runs at a low sound level with a maximum of 70 decibels

Treadmill placement in the workspace

Safety

Proper Attire - The employee shall wear attire that upholds the school or department dress code policy and proper footwear while walking on the treadmill workstation. Adequate footwear is defined as walking shoes, athletic shoes, or sneakers. Sandals, flip-flops, dress shoes, and bare feet are unsafe for treadmills.

Any personal accessories shall be kept clear of the treadmill's moving parts. All cords shall be gathered and directed away from the belt and other moving parts. No other desk accessories shall be a hindrance to the treadmill's function.

All maintenance shall be provided regularly by the user(s) according to the manufacturer's guidelines, found in the treadmill's manual.

Health Considerations

To utilize a treadmill desk workstation, the following health considerations shall be considered, and your doctor consulted.

a) Risks

- As with any form of physical activity/exercise, there are inherent risks associated with bruises, sprains, and muscle pulls, along with more severe problems such as heart attacks, heart rhythm abnormalities, and other cardiorespiratory issues.

b) Health/Fitness

- The user should never walk faster than 2.0 mph while working
- The grade should be less than 3% while working.
- The treadmill workstation is not to be used except in the capacity for which it is designed.
- The treadmill is not to be used for a daily "workout" but as a walking workstation only.
- Drink more water

c)If you experience any of these symptoms, report them immediately to your supervisor or call 911:

- Chest pain
- Shortness of breath
- Dizziness
- Joint pain, including your back

No one can be required to use a treadmill, and walking on the treadmill is not considered part of your regular work duties.

d) Ergonomics

Employees should follow good ergonomic practices when using the treadmill to monitor height, mouse and keyboard positions, and reach zones.

Particular caution is not to lean on your wrists to maintain balance on the treadmill.

Consider adding light lower body stretching throughout the day, just as you should do periodically with the upper body using a mouse and keyboard.

Consider using a cordless headset if you are on the phone a lot.

Any treadmill use that negatively impacts work efficiency, colleagues, customers, or workplace safety will be restricted or eliminated.

Treadmill use is not considered part of an employee's normal duties. No supervisor will ask or require an employee to use a treadmill. Only performing normal responsibilities are covered by workers' compensation insurance.

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