

Why Use a Sign-In/Sign-Out Procedure?

Your sign-in/sign-out procedure is a valuable tool. A good procedure:

- Lets you know who is in the gym at all times.
- Provides an opportunity to validate participants have signed a waiver.
- Can serve as a list of potential witnesses for claims investigations, especially when it is difficult to recall facts about a specific incident.
- Validates the transfer of child supervision from parent-to- gym and vice versa, for children under the age of 18. If you have an after-school program, meet the bus when it arrives and list the children's names. Have the bus driver sign off that the children were transferred to your care. Safely escort the children indoors and validate they have all arrived.

If you have a safety or risk management question or a suggestion for a topic, please contact Markel's Risk Management Department at safety1st@markelcorp.com.