

CHECKLIST · GYMS AND FITNESS FLOORS IN LEISURE CENTRES

Pre-exercise screening and health records checklist

How to screen new members safely using the Adult Pre-exercise Screening System, and handle the health information it creates.

For fitness managers, coordinators and trainers in council, YMCA and community leisure centres.

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The Adult Pre-exercise Screening System (APSS)

The APSS (version 2, 2019) was developed by Exercise & Sports Science Australia, Fitness Australia (now AUSactive), Sports Medicine Australia and Exercise is Medicine. Many council gyms use it as their standard screening form.

Stage	What it covers	What it means for your team
Stage 1 (compulsory)	Six yes/no questions: heart condition or stroke, chest pain, fainting or dizziness during activity, asthma needing urgent care in the last 12 months, poorly controlled diabetes, other conditions needing special consideration. Plus a weekly activity estimate.	Any "yes" means the person should seek guidance from an appropriate allied health professional or medical practitioner before exercising.
Stage 2 (recommended)	Age, family history, smoking, body composition, blood pressure, cholesterol, blood glucose, medications, recent hospital stays, pregnancy, musculoskeletal problems.	Completed with an exercise professional to tailor the program.

The APSS itself notes that it does not guarantee safety. Screening is the start of a process: what you do with the answers matters as much as asking them.

Screening process checklist

- ☐ Every new member completes Stage 1 before their first session, with no exceptions for casual or class-only members
- ☐ A Stage 1 "yes" automatically pauses the member's program until guidance or clearance is recorded
- ☐ Clearances from GPs or allied health professionals are stored with the member's record, not in a separate folder
- ☐ Stage 2 is completed with an exercise professional for members starting a program
- ☐ Screening is repeated at set intervals and after illness, injury, surgery or a change in medication
- ☐ Trainers can see that a member has a flagged answer before the session, without seeing more health detail than they need
- ☐ Older adults, members returning from rehab and members with chronic conditions are screened and reviewed more often

Handling the health information you collect

Screening answers are health information. Councils are bound by state privacy and health records laws (for example the Health Privacy Principles in Victoria and the PPIP and HRIP Acts in NSW), and private and not-for-profit operators covered by the Privacy Act 1988 treat health information as sensitive information.

Collection and consent

- ☐ The form explains why you collect the information, who sees it and how long you keep it
- ☐ Members consent to sharing information with their GP, physio or family before you share progress reports
- ☐ You only collect what you use; drop old questions nobody acts on

Storage and access

- ☐ Paper forms are not left at reception, in unlocked drawers or on the gym floor
- ☐ Digital records are limited to staff who need them, with individual logins (no shared accounts)
- ☐ Health information is not sent by unsecured email or kept in spreadsheets
- ☐ Records are backed up, and you know which country your software stores them in

Retention and review

- ☐ You have a written retention period for screening forms and health notes
- ☐ Records are securely destroyed or deleted when the period ends
- ☐ Members can ask to see or correct their information, and you can respond quickly
- ☐ Your data breach plan covers health information specifically

Signs your screening process needs fixing

- Trainers can't find a member's form when they need it
- Nobody knows who answered "yes" to a Stage 1 question last month
- Reassessments happen only when someone remembers
- Health forms are scanned and emailed between sites

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Sources

Adult Pre-exercise Screening System (APSS), version 2, 2019 (Sports Medicine Australia): <https://sma.org.au/wp-content/uploads/2023/04/Adult-Pre-Exercise-Screening-Tool.pdf>

AUSactive, Adult Pre-exercise Screening System: <https://ausactive.org.au/?p=1285>

Melton City Council Privacy Policy (IPPs and HPPs): <https://www.melton.vic.gov.au/files/assets/public/council/about-council/privacy/melton-city-council-privacy-policy.pdf>

OAIC, About the Notifiable Data Breaches scheme: <https://www.oaic.gov.au/privacy/notifiable-data-breaches/about-the-notifiable-data-breaches-scheme>

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