



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 55-001

Title: Other Hazards: Sanitation and Personnel Facilities

Saskatchewan Employment Act:

OHS Regulation: 71-76

Date: January 1, 2017

Date Revised/Reaffirmed: April 4, 2018

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Purpose

To ensure the health and safety of all workers by providing adequate washing, showering and toilet facilities

Roles and Responsibilities

Employer must ensure:

- That suitable and readily accessible toilet facilities for workers are provided at a place of employment and are maintained and kept clean
- That a sufficient number of washroom facilities are at the place of employment (Table 13 in the OHS Regulations Appendix)
- That the washroom facilities have adequate privacy, light, heat and ventilation
- That where there are 10 or more workers and both male and female persons are employed at any time separate toilet facilities for the workers of each sex are supplied in numbers that are proportionate to the numbers of male and female persons employed. Where each toilet compartment is completely enclosed from floor to ceiling and has a door that can be locked from the inside, this is acceptable as separate toilet facilities for workers of each sex.
- That where the toilet facilities are likely to be used by persons other than workers, such as visitors, additional toilets are provided in a number that is proportionate to the number set out in Table 13 of the OHS Regulations Appendix. Where use by those other persons is substantial and frequent, separate toilet facilities are provided for those other persons.
- That there is a sink with hot and cold water or warm water, soap and clean towels, or other suitable means of cleaning and drying
- That a suitable storage area is provided for street clothes that are not worn for work and for clothes worn at work
- Where street clothing not worn at work is likely to become wet, dirty or contaminated from being kept in the same accommodation as clothing worn at work, the accommodation for street clothing must be separate from the accommodation provided for clothing worn at work.
- That if a worker's work clothing or skin is likely to be contaminated by a hazardous or offensive substances protective clothing including head covering is provided as well as a suitable changing area

- That the clothing and head cover is handled and cleaned or disposed of in a manner that will prevent worker exposure to the hazardous or offensive substance
- That if a worker's skin is likely to be contaminated by harmful or offensive substances as part of the regular work processes, change and shower facilities are provided where reasonably practicable
- Allow sufficient time during normal working hours for the worker to use the change and shower facilities
- That suitable eating areas are provided for workers for meal breaks
- That an adequate supply of safe clean drinking water is available for all workers
- That except when drinking water is supplied in an upward yet, an adequate supply of disposable cups are provided near each supply of drinking water

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- That all toilet facilities are kept clean and free of vermin
- That all toilet facilities are supplied with toilet paper at all times
- That all toilet facilities have easily cleanable receptacles for waste materials
- That if a worker is required to shower due to exposure to harmful or offensive substances, sufficient time during normal working hours without loss of pay is allowed to use the change and shower facilities

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report all incidents/near misses, including lack of adequate equipment and supplies, to their manager/supervisor and the Safety Alert System/Incident Report Line

Materials

- Appropriate PPE if required

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

References

- [Table 13 of the Appendix](#)

Review Dates:

January 1, 2017

April 4, 2018