

PROCEDURE

Workplace Amenities and Hygiene

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Document Review Record				
Document No. and Name		WHS-PRO-013 Workplace Amenities and Hygiene Procedure		
Rev No	Description	Prepared by	Checked by	Date
0	New	Mackay Safety Consultants		22.04.2013
1	Update Number Structure	L.Strappazon	M.Delaney	08.06.2016
2	Review as per Internal Audit A019	A.Forrest	M.Delaney	07.07.2016
3	Remove and transfer responsibilities section to QMS-PRO-026 Authority and Responsibilities Procedure	M Richards	L Strappazon	03.11.2016
4	Review	M Vorpapel	D McNeil	26.09.2019
Electronic approval by: Name: David McNeil Position: Operations Manager Date: 26.09.2019				
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1 PURPOSE

The purpose of this procedure is to outline the requirements to provide and maintain hygienic and adequate amenities and work areas, eating and drinking facilities and the atmosphere within those facilities.

2 SCOPE

This procedure outlines the statutory need for having adequate bathrooms, toilets, dining, drinking and water facilities. It also encompasses the need to maintain these and the general work areas in a clean and hygienic condition.

3 DEFINITIONS

Company / the company refers to Reay Services Group.

Potable Water is water that is of a quality suitable for human consumption.

SLAM is a quick, easy and personalised risk assessment tool.

- The process helps us to identify about how we could get hurt in the task we are about to do.
- This is a system for risk assessment and must be conducted prior to starting any task.

On client and mine sites this process may vary slightly and may have another name such as Take 5, BMA Safe or Challenge etc.

4 ROLES AND RESPONSIBILITIES

All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to QMS-PRO-026 – Authority and Responsibilities Procedure for further details.

5 ACTIONS

5.1 Work Areas, Bathroom, Toilet and Dining Facilities and Water Supply

5.1.1 The Provision of Amenities

- General – Amenities shall be provided so as to accommodate the largest shift size and be maintained in a clean and hygienic state.
- Work Areas – to be of adequate size and having adequate lighting and ventilation for persons to conduct their work safely and effectively.
- Washing Facilities – to be provided and maintained for persons to use as required for cleansing.
- Bathrooms, Toilets and Changing Facilities – to be of sufficient capacity for the requirements of persons on the largest shift, and of adequate design and separation for male and female usage.

- Dining and Work Break Facilities – to be provided with adequate lighting, ventilation and seating arrangements. Food heating and cooling storage facilities shall be provided and maintained.
- Provision of Drinking Water – a workplace shall have an adequate supply of potable drinking water.

5.1.2 Maintaining the hygienic condition of workplace amenities

- Regular cleaning shall be undertaken to ensure that an adequate level of cleanliness and hygiene is maintained.
- Bathrooms, toilets and lunchrooms shall be maintained in a hygienic state.
- All receptacles containing food scraps shall be emptied and disposed of daily.

5.1.3 Potable drinking water

- Company shall supply Potable drinking from commercial facilities (eg. local government supplied water) and will be available to all persons on site at all times.

5.2 Control of Air Conditioned Atmospheres

Air conditioning units and filters shall be adequately cleaned and maintained so as to control the growth and spread of microbial organisms.

Persons who are involved with the design, installation, operation and maintenance of any air handling and water system in and around the site shall conduct the work in compliance with relevant standards.

- AS1668.2: The Use of Mechanical Ventilation and Air Conditioning in Buildings

So as to prevent accumulation of microbial bacteria in air conditioning units, the following precautions shall be taken:

- Correct installation of condenser drainage systems
- Regular checks to ensure that the system is functioning correctly
- Regular inspections to ensure:
 - the condenser coil and evaporator drain is not blocked and that there is no accumulation of water
 - the filters are clean, and
 - if the system is ducted, that there is no accumulation of moisture in the duct.

If there is a regular accumulation of moisture, the system should be modified to prevent it occurring. Failing this, a sample should be taken of the accumulated water / moisture at least every 12 months, for laboratory analysis.

5.3 Surface Workplace Lighting

The illumination levels of all amenities, dining facilities and work areas shall comply with the limits set out in the relevant Australian Standards, e.g. AS 1690: Interior Lighting.

Monitoring of the illumination levels of all amenities, dining facilities and work areas shall be conducted at least every three years. There shall be a system in place for maintenance of lighting equipment and rectifying lighting defects.

Portable lighting shall be made available to increase illumination if work tasks are being performed in an area with insufficient lighting. Portable lighting shall not be used to increase lighting in work areas on a permanent basis but only for the purpose of increasing lighting until the task is completed or permanent lighting has been installed.

Emergency lighting shall be provided in all areas of regular work. This emergency lighting system shall always be ready for use and tested every three months in accordance with relevant Australian Standards.

6 REFERENCES

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Australian Drinking Water Guidelines
Australian Standards, AS 1690 Interior Lighting
AS1668.2: The Use of Mechanical Ventilation and Air Conditioning in Buildings.