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SAFETY POLICY & PROCEDURE

Sanitation

SPP# 1910.141

Quick Reference

1.0	Purpose.....	2
2.0	Scope and Applicability.....	2
3.0	Reference	2
4.0	Policy	2
5.0	General Responsibilities	2
6.0	Procedure	3
6.1	Definitions.....	3
6.2	General Provisions	3
6.2.1	Training.....	3
6.2.2	Construction Jobsite Sanitation Requirements	3
6.2.3	Facility Sanitation Requirements.....	4
6.3	Specific Responsibilities	4
6.3.1	Managers & Unit Heads.....	4
6.3.2	Supervisors.....	4
6.3.2	Employees.....	5
6.3.4	Safety & Risk Management.....	5
Appendix A: Construction Jobsite Sanitation Plan and Checklist.....		6
Appendix B: Facility Sanitation Requirements		10

1.0 Purpose

The purpose of this safety policy and procedure is to establish guidelines to ensure that a clean and sanitary work environment is provided to North Carolina Department of Transportation (NCDOT) employees.

2.0 Scope and Applicability

Sanitary and healthy workplace conditions promote a productive work environment and ensure that employees' health and welfare are well protected.

This safety policy and procedure includes provisions for training and discussion on the sanitation requirements for construction jobsites and facilities.

It also details the areas of responsibility for managers/unit heads, supervisors, employees, and Safety and Risk Management within NCDOT.

This safety policy and procedure applies to all NCDOT employees.

3.0 Reference

This safety policy and procedure is established in accordance with Occupational Safety and Health Standards for General Industry (29 CFR 1910.141) and Occupational Safety and Health Standards for Construction Industry (29 CFR 1926.51).

4.0 Policy

It is the policy of NCDOT to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. Therefore, NCDOT construction jobsites and facilities will be kept clean, sanitary, and equipped for employee health. When sanitation hazards exist that cannot be eliminated, then engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Sanitation will be implemented. These measures will be implemented to minimize those hazards to ensure the safety of employees and the public.

5.0 General Responsibilities

It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of NCDOT's safety policy and procedure on Sanitation. It is also the responsibility of each NCDOT employee to report immediately any unsafe act or condition to his or her supervisor. Specific responsibilities are found in Section 6.3.

6.0 Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by NCDOT's safety policy and procedure on Sanitation.

6.1 Definitions

Chemical Toilet

Portable toilet that uses chemical disinfection.

Lavatory

Basin or similar vessel used exclusively for washing of the hands, arms, face, and head.

Nonpotable Water

Water that is not approved for drinking.

Potable Water

Water approved for drinking by the State or local authority.

Toilet Fixture

Fixture maintained within a toilet room for the purpose of defecation or urination or both.

Toxic Material

Material in concentration or amount which exceeds the applicable limit established by a standard.

Urinal

Toilet facility maintained within a toilet room for the sole purpose of urination.

6.2 General Provisions

This section details the provisions of this safety policy and procedure with each provision discussed in a separate subsection. These provisions are

- Training
- Construction Jobsite Sanitation Requirements
- Facility Sanitation Requirements

6.2.1 Training

NCDOT employees shall be instructed on the importance of sanitation in their workplaces. Good housekeeping and personal cleanliness in employee's job duties shall be emphasized to all employees. Additional specific job training will be conducted as conditions warrant. Employees shall be instructed upon initial employment or new job assignment.

6.2.2 Construction Jobsite Sanitation Requirements

Sanitation at construction jobsites must be properly managed and effectively integrated with the construction site activities. The components of a construction jobsite sanitation plan should include provisions for:

- Potable water
- Nonpotable water
- Toilets at construction sites

- Food handling
- Washing facilities
- Eating and drinking areas
- Vermin control
- Change rooms

Appendix A presents a construction jobsite sanitation plan and checklist per the above provisions.

6.2.3 Facility Sanitation Requirements

Sanitation at facilities must also be properly managed and effectively integrated with the facility's activities. The components of a facility's sanitation plan should include provisions for:

- Housekeeping
- Waste disposal
- Vermin control
- Toilet facilities
- Washing facilities
- Showers (as applicable)
- Change rooms (as applicable)
- Food and beverage consumption

NCDOT does not have clothes drying equipment at its facilities. Therefore, any cleaning of NCDOT supplied clothing is performed by contract.

Appendix B presents additional details for a facility's sanitation plan

6.3 Specific Responsibilities

6.3.1 Managers & Unit Heads

Managers/Unit Heads are responsible for ensuring that adequate funds are available and budgeted for the purchase of supplies and equipment to maintain a safe and healthy workplace. Managers/Unit Heads will obtain and coordinate the required training for employees.

Managers/Unit Heads will also ensure compliance with this safety policy and procedure through their auditing process.

Managers/Unit Heads will ensure that adequate supplies are available.

6.3.2 Supervisors

Supervisors will be responsible for communicating appropriate needs to managers/unit heads and/or supervisors.

Supervisors will audit for compliance with this safety policy and procedure during their Facility and Jobsite Audits.

Supervisors will ensure that assembly rooms, toilets, and office spaces are maintained in an orderly manner.

6.3.2 Employees

Employees shall comply with all applicable guidelines contained in this safety policy and procedure.

Each employee is responsible for maintaining NCDOT facilities in an orderly manner. Receptacles shall be used and waste disposed of properly. Spills, mud, and asphalt on footwear shall be removed promptly to prevent stains. Employees shall adhere to correct housekeeping and personal cleanliness in the performance of their job duties.

6.3.4 Safety & Risk Management

Safety and Risk Management will provide prompt assistance to managers/unit heads, supervisors, or others as necessary on any matter concerning this safety policy and procedure. Safety and Risk Management will assist in developing or securing the required training. Safety and Risk Management will work with Purchasing and Central Equipment Unit to ensure that all newly purchased sanitation supplies and equipment comply with this safety policy and procedure and current safety regulations.

Safety Engineers will provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure.

Appendix A: Construction Jobsite Sanitation Plan and Checklist

Jobsite:_____ Location:_____ Date:_____
Name:_____ Job Title_____

Potable Water

An adequate supply of potable water shall be provided. Portable containers that are used to dispense drinking water shall be capable of being tightly closed, equipped with a tap, clearly marked and not used for any other purpose. The common drinking cup is prohibited. (Water shall not be dipped from containers.)

YES NO

☐☐

Do all the portable containers have tightly closed lids? If not, replace non-tightly closed containers.

☐☐

Are all portable containers equipped with taps? If not, replace with tap equipped containers.

☐☐

Are containers clearly marked? If not, mark containers.

☐☐

Is there a sanitary dispenser for the single service cups? If not, obtain sanitary dispenser.

☐☐

Is there a receptacle for the disposal of the used single service? If not, obtain receptacle.

SAFETY POLICY & PROCEDURE

Appendix A: Construction Jobsite Sanitation Plan and Checklist (continued 2)

Nonpotable Water

Nonpotable waters shall be identified by signs to indicate that the water is unsafe and is not to be used for drinking, washing, or cooking purposes. Nonpotable water trucks shall also be clearly marked and identified. Additionally, there shall be no cross-connection between systems furnishing potable and non-potable water.

YES **NO**

☐☐

Are all non-potable containers and trucks clearly marked and identified? If not, mark containers and trucks.

☐☐

Are back flow prevention devices installed to prevent back flow or back siphonage into a potable water system?

Toilets

YES **NO**

☐☐

Does the construction crew have readily available access to nearby toilet facilities? If no, toilets shall be provided for employees per the following:

<u>Number of Employees</u>	<u>Minimum Number of Toilet Facilities</u>
20 or less	1
21 - 199	1 toilet seat and 1 urinal per 40 workers
200 or more	1 toilet seat and 1 urinal per 50 workers

YES **NO**

☐☐

Is the project jobsite temporary? If yes, at least one toilet facility shall be made available.

☐☐

Does the jobsite have access to a sanitary sewer? If no, then portable chemical toilets (e.g., "Porta Johns") shall be made available.

SAFETY POLICY & PROCEDURE

Appendix A: Construction Jobsite Sanitation Plan and Checklist (continued 3)

Food Handling

YES ☐ NO ☐

Are food handling service facilities onsite? If yes, ensure:

- All applicable laws, ordinances, and regulations of the local jurisdiction are met
- Food service facilities are operated with sound hygiene practices
- Dispensed food is wholesome, free from spoilage, and protected against contamination

Washing Facilities

YES ☐ NO ☐

Are employees engaged in the application of paints, coatings, herbicides, insecticides, or in other operations where contaminants may be harmful? If yes, and employees are not a mobile construction crew with transportation readily available to nearby washing facilities, then the following requirements are applicable:

- Lavatories with:
 - Hot and cold running water
 - Hand soap or similar cleansing agents
 - Individual cloth or paper hand towels, air blowers, or clean section of continuous cloth toweling
- Showers (if provided) will:
 - Be provided for each 10 employees of each sex
 - Have body soap or similar cleansing agents
 - Have hot and cold water feeding a common discharge line
 - Have individual clean towels

Eating and Drinking Areas

Ensure employees are not allowed to consume food or beverages in the toilet facilities or in any area exposed to toxic materials.

SAFETY POLICY & PROCEDURE

Appendix A: Construction Jobsite Sanitation Plan and Checklist (continued 4)

Vermin Control

Every enclosed workplace shall be constructed and maintained to prevent the entrance or harborage or rodents, insects, and other vermin.

Change Rooms

YES **NO**
☐ ☐

Are employees required to wear protective clothing because of the possibility of contamination with toxic materials? If yes, change rooms shall:

- Be equipped with storage facilities for street clothes
- Be equipped with separate storage facilities for the protective clothing

Appendix B: Facility Sanitation Requirements

Housekeeping

- All places of employment are to be kept clean.
- Floors in work areas are to be maintained in a dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places shall be provided, where practical, or appropriate waterproof footgear shall be provided.
- Every floor, working place and passageway shall be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings.

Waste Disposal

- Any waste receptacle used for decaying solid or liquid waste or refuse shall be so constructed that it does not leak and may be thoroughly cleaned and maintained in a sanitary condition. Such a receptacle shall be equipped with a solid tight-fitting cover, unless it can be maintained in a sanitary condition without a cover.
- All sweepings, solid or liquid wastes, refuse and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary or appropriate.

Vermin Control

- Every enclosed workplace shall be constructed, equipped, and maintained to prevent the entrance of and harboring of rodents, insects and other vermin.
- A continuing and effective extermination program shall be instituted where the presence of vermin are detected.

Water Supply

- Potable water shall be provided in all places of employment for drinking, washing of the person, cooking, washing of foods, washing of cooking or eating utensils, washing of food preparation or processing premises and personal service rooms.
- Portable drinking water dispensers shall be designed, constructed, and serviced so that they shall be capable of being closed and shall be equipped with a tap. Open containers for drinking water from which water must be dipped or poured are prohibited.
- A common drinking cup and other common utensils are prohibited.

Appendix B: Facility Sanitation Requirements (continued 2)**Toilet Facilities**

- Toilet facilities, in toilet rooms separate for each sex, shall be provided per the following:

<u>Number of Employees</u>	<u>Minimum Number of Water Closets</u>
1 to 15	1
16 to 35	2
36 to 55	3
56 to 80	4
81 to 110	5
111 to 150	6
Over 150	1 additional fixture for each additional 40 employees

Where toilet facilities will not be used by women, urinals may be provided instead of water closets. However, the number of water closets in those cases shall not be reduced to less than two-thirds of the minimum specified.

- Where toilet rooms will be occupied by no more than one person at a time and can be locked from the inside and contain at least one water closet, then separate toilet rooms for each sex need not be provided.
- The sewage disposal method shall not endanger the health of employees.
- Each water closet shall occupy a separate compartment with a door and walls or partitions between fixtures sufficiently high to assure privacy.

Washing Facilities

- Lavatories are to be made available in all places of employment.
- Each lavatory shall be provided with hot and cold running water.
- Individual hand towels of cloth or paper, warm air blowers, or clean individual sections of continuous cloth toweling convenient to the lavatories shall be provided.

Showers

- Whenever showers are required, one shower shall be provided for each 10 employees of each sex.
- Body soap or other appropriate cleaning agents convenient to the shower shall be provided.
- Showers shall be provided with hot and cold running water feeding a common discharge line.
- Employees who use showers shall be provided with individual clean towels.

Appendix B: Facility Sanitation Requirements (continued 3)

Change Rooms

Whenever employees are required by a particular OSHA standard or agency guideline to wear protective clothing because of the possibility of contamination with hazardous materials, change rooms equipped with storage facilities for street clothes and separate storage facilities for the protective clothing shall be provided.

Consumption of Food and Beverage on Premises

- No employee shall be allowed to consume food or beverage in a toilet room or in any area exposed to toxic material or infectious agents.
- Disposal containers constructed of smooth, corrosive resistant, easily cleanable or disposable material shall be provided and used for the disposal of waste food.
 - Number, size and location of such receptacles shall encourage their use and not result in overfilling.
 - They shall be emptied not less frequently than once each working day, unless unused, and shall be maintained in a clean and sanitary condition.
 - They shall be provided with solid tight-fitting covers unless sanitary conditions can be maintained without use of a cover.
- No food or beverage shall be stored in toilet rooms or in areas exposed to a toxic material or infectious agents
- In all places of employment where all or part of the food service is provided, the food dispensed shall be wholesome, free from spoilage, and shall be processed, prepared, handled and stored in such a manner as to be protected from contamination.
 - All food service employees shall wear appropriate clean outer clothing such as caps, coats, aprons, etc., while on duty and shall observe proper personal hygiene. No employee shall use tobacco in any form while engaged in the preparation and handling of food.
 - The hands of all employees handling food, utensils or equipment shall be kept clean and shall be washed before beginning work and after each visit to the toilet.
 - No person who has a contagious or infectious disease shall be allowed to work in food service.
 - Persons handling money should always wash hands prior to handling food or should use disposable gloves.