

CODE OF PRACTICE
Workplace Sanitary Amenities

Pursuant to section 72(1) of the *Workers' Safety and Compensation Act* S. Y. 2021 c. 11, the Board of Directors establishes the following Code of Practice:

1. This Code of Practice explains the standards for sanitary amenities in the workplace, to ensure the health, safety and welfare of employees when at work. It provides practical guidelines to the Workplace Health and Safety Regulations, *Part 1 - General*, section 1.71 to help determine what is appropriate for the particular circumstances of each workplace.
2. This Code of Practice applies to all workplaces subject to Part 3 of the *Workers' Safety and Compensation Act*.
3. The table below sets out the basic types of amenities and explains how they are linked to workplace health and safety.

Amenity	Link to health and safety
Change rooms	Allow workers to change dirty or contaminated clothing, reducing their exposure to the contaminating substances.
Eating areas	Provide a hygienic area to eat and drink, reducing the possibility of food or liquids being contaminated by substances used in work processes, or by infectious agents.
Clothes storage	Allow workers to store personal belongings or clothing, so that substances associated with the work process do not contaminate them.
Showers	Allow workers to remove any toxic, noxious, infectious or irritating substances to which they might have been exposed.
Toilets	Required to ensure sanitary conditions at the workplace.
Washing facilities	Needed for personal hygiene. Allows workers to remove hazardous or dirty substances associated with work processes from hands / bodies.

4. In assessing the requirements for amenities, the following factors should be considered:

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|---------------------------|---|
| Nature of the work | <p>(1) The type of work performed will affect the amenities required. For example, office workers will have different needs than those working in food preparation or in dirty, cold, wet or hot environments, or in hospitals or nursing homes.</p> <p>(2) Different areas of a workplace may have different requirements for amenities, depending on the nature of the work being carried out, the processes involved and the equipment being used.</p> |
| Size and location | <p>(3) Whether the workplace is in a building or other type of structure, or whether work is undertaken outdoors, or in remote areas. Work may be undertaken away from base, e.g., sales representatives or tradespersons.</p> <ul style="list-style-type: none"> • Does the workplace cover an extensive area, or is work undertaken in a relatively compact location? • Do workers travel between workplaces, to numerous work sites, or other locations? • Is the workplace in a remote area? • How long would it take to access the nearest amenities, if necessary |
| Composition | <p>(4) The number and type of workers at the workplace will affect the amenities required. Facilities should ensure adequate privacy and security for the needs of men and women. People with disabilities or special needs should also be provided with appropriate amenities.</p> |
| Drinking water | <p>(5) All workers shall be provided with a sufficient quantity of safe fresh drinking water with sanitary appliances for drinking.</p> <p>(6) Workers shall be provided with sufficient drinking water that meets the requirements of the current edition of <i>Guidelines for Canadian Drinking Water Quality</i>, published by Health Canada.</p> |

Supply

- (7) Drinking water may be supplied from a pipe or from an adequately covered container. If water is provided in a container, the container shall be:
- (a) equipped with a drain faucet when used by more than one worker, and
 - (b) periodically emptied, cleaned and refilled to ensure that the water is potable.
- (8) Workers shall be provided with individual sanitary drinking vessels or cups, unless drinking water is delivered in an upward jet (as in a drinking fountain) from which a worker may drink.
- (9) Where potable and non-potable water outlets exist, each outlet shall be appropriately and clearly labeled.

Toilets

- (10) The guidelines provide that: Workers shall have sufficient clean sanitary toilet facilities, taking into account the nature of the work, the number of workers and the gender of the workers.
- (a) For each gender of worker that normally work at a permanent or fixed workplace:

Less than 10 workers	1 toilet
10 to 24 workers	2 toilets
25 to 49 workers	3 toilets
50 to 74 workers	4 toilets
75 to 100 workers	5 toilets
More than 100 workers	5 toilets plus one additional toilet for every 30 workers in excess of 100
 - (b) At a temporary or seasonal workplace:

Less than 20 workers	1 toilet for both genders
20 to 29 workers	1 toilet for each gender of worker
30 to 49 workers	2 toilets for each gender of worker
50 to 74 workers	3 toilets for each gender of worker

worker 75 to 100 workers	4 toilets for each gender of worker
More than 100 workers	4 toilets plus one additional toilet for every 30 workers in excess of 100

Where urinals are substituted for toilets for males, only 2/3 are urinals.

(c) Where the number of workers of a gender is:

More than 19 but less than 30	1 toilet
More than 29 but less than 50	2 toilets
More than 49 but less than 75	3 toilets
More than 74 but less than 101	4 toilets
More than 100	4 toilets plus one additional toilet for every 30 workers in excess of 100

(d) Where urinals are substituted for toilets for males, only 2/3 are urinals

Toilets – type provided

(11) As soon as work starts on a project, the following toilets are

- (a) Water flush type toilets, where running water and sewage facilities are available,
- (b) Chemical, self- contained portable or other similar type toilets, where no running water is available,
- (c) A pit privy, built to the applicable standard, where no running water is available.

Toilets facility design

(12) A toilet facility shall be:

- (a) Easy for workers to access,
- (b) Provide the worker with shelter from view and from the

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- (c) Adequately ventilated and illuminated,
- (d) Heated, where necessary and possible,
- (e) Kept in a clean and sanitary condition,
- (f) Provided with a sufficient supply of toilet paper and hygiene supplies,
- (g) Provided with a covered waste receptacle,
- (h) Maintained in working condition, and
- (i) In the case of a self-contained unit, emptied and serviced at intervals that ensure that the unit does not overflow.

Washrooms

- (13) Each washroom shall have a wash basin or hand cleaning facility.
 - (a) A wash basin is required in a room with one to three toilets or urinals.
 - (b) Two wash basins are required in a room with more than three toilets or urinals.
 - (c) Each room with a wash basin shall also have
 - Hot and cold water,
 - Liquid soap or powder soap or other appropriate cleansers,
 - Sufficient sanitary hand drying facilities.
 - (d) Where an outdoor toilet is provided, a hand cleaning facility shall be provided as close to the toilet as practicable.

- Eating areas**
- (14) Where the possibility of contamination of food exists, an eating area separate from the work area shall be provided.
- (a) Eating areas shall be kept in a sanitary condition and provided with adequate
- Light, heat and ventilation
 - Hand cleansing and drying facilities
 - Tables and seating sufficient for the number of workers who use the area at any one time
 - Garbage receptacles
- (b) Workers shall not convey food or drink into an area where a process may contaminate the food or drink.
- Storage**
- (15) Where the nature of the work requires workers to change from street clothes to work clothes storage areas will be provided that protect the clothing from becoming wet or dirty.
- Contamination**
- (16) Where a worker's work clothes may be contaminated by a toxic, noxious, infectious or irritating substance that may adversely affect the health of the worker or other persons exposed to the clothes, the following shall be provided:
- (a) work clothes for the worker's use,
- (b) clothes storage that will prevent the street clothes from being contaminated,
- (c) a changing room,
- (d) laundry facilities or services
- (17) Where a worker's clothes are contaminated so they cannot be re-used, the clothes shall be disposed of appropriately.
- Showers**
- (18) Appropriate facilities for showering and/or changing shall be provided. Where the nature of the work requires workers to

- (a) change from street clothes to work clothes,
- (b) work in areas where clothes might become contaminated by toxic, noxious, infectious or irritating substances, or
- (c) work in hot, humid, dirty, dusty or wet conditions

- Change rooms** (19) Change rooms for each gender will be provided.
- Number of showers** (20) The number of showers for each gender shall be determined according to the maximum number of workers of each gender who are normally employed at the same place of work and who are exposed, at any one time, as described above,
- (a) Less than 10 workers 1 shower
 - (b) Between 11 and 15 workers 2 showers
 - (c) For each additional 10 workers An additional shower
- Shower temperature** (21) The shower shall have sufficient water supply that can be manually adjusted to within a range of 35 degrees Celsius and 45 degrees Celsius.
- Shower supplies** (22) The shower shall have soap and towels or toweling.

History

Code of Practice 2006/01, effective January 1, 2007, revoked July 1, 2022