

ESSENTIAL  
STANDARD  
no.5

# Welfare Facilities

**Safe People**  
**Happy People**  
**Sustainable Business**

## KEY MESSAGES

- Provide sufficient toilets, changing rooms, washing and rest facilities and keep them clean.
- Provide potable drinking water at convenient locations.
- Provide facilities for those moving from site to site and those engaged in short duration works.

### 1. Introduction

Everyone working on site must be provided with adequate welfare facilities:

- Toilets
- Washing and rest facilities
- Potable drinking water

This standard provides advice on the minimum requirements that should be available for both short duration and longer term projects.



**Note:** If work takes longer than planned, the welfare facilities must be maintained until the work is completed.

### 2. Planning

Plan the number, type and location of welfare facilities by considering the following factors:



The **size** of the site



The **number** of people on the site conducting the works



The **duration** of the work



The **location** of dangerous hazards on site

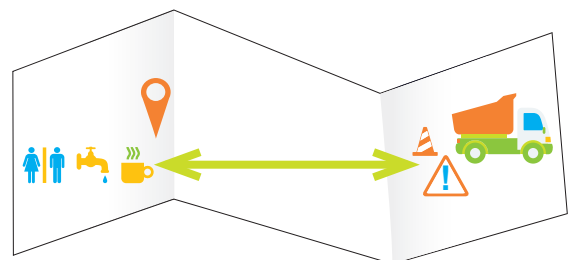


The **type** of work

Smaller groups of contractors can ask for permission from and make agreements with local client site managers to use the existing site welfare facilities. In any case, it is essential that welfare facilities are readily available and suitable.

### 3. Location

Plan the welfare facilities' location so that pedestrians using them are segregated from vehicles and mobile plant. Position welfare facilities to minimise the distance of travel for all users.



They must not be positioned in a dangerous area where there's a risk of fire, explosion, toxic gas or liquid chemical release.

## 4. Minimum Standard of Facilities

Make sure that the facilities meet these minimum requirements:

### Toilets

- Appropriate water flushing facilities
- Adequate supply of toilet paper
- Chemical toilets can only be used for a maximum of 1 week and where other adequate facilities can't reasonably be installed
- Well ventilated and lit
- Cleaned at least daily



### Rest facilities

- Provision for personnel to take breaks and shelter from the weather
- Must be clean and tidy with bins emptied at least daily
- Rest areas must be heated
- Seating with backs
- A means of heating food and water for drinks



### Washing facilities

- Available next to both toilet and changing areas
- Basins should be large enough for people to wash their face, hands and forearms
- Include hot and cold or warm water (running where possible) plus soap and towels or dryers
- Non-alcoholic wipes can only be used as a temporary measure or to supplement the requirements above



### Water

- Adequate supply of drinking water either from mains supply or from suitable containers. Drinking water must be clearly marked and regularly changed to prevent it from becoming stale or contaminated
- Hot water boilers must be placed on a stable, level surface (not on a trestle-style table) and prevented from falling off by a stop bar



### Female facilities

- Sufficient facilities must be provided to meet the needs of women working on site.
- Provision (including maintenance and filling) of sanitary towel/ tampon dispensers.
- Provision (including maintenance and emptying) of sanitary towel/tampon disposal units.



### Shower facilities

- Fully operational showers must be provided where work includes: contact with sewage or sludge, contact with contaminated ground, tunnelling operations, heavy and/or dirty work, etc.



### Storage and changing of clothing

- Provision for storing personal and protective clothing
- Facilities for drying clothes
- Lockers for securing personal items (the site office can be used if it is kept secure)
- A laundry service to clean and dry personal protective equipment if required due to the nature of the work



### Access and egress

- Fixed facilities should be sited on a hard standing area, ideally tarmac or compressed stone
- Access steps / stairs should be fixed with hand rails



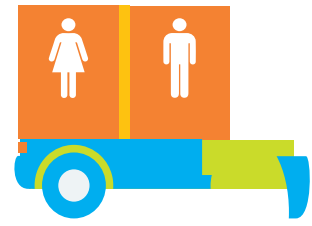
### Maintenance

- Arrangements for maintenance and cleaning of facilities



## 5. Provision of Welfare at Transient Sites

If you need to provide welfare facilities on a transient site, you should provide installations in the order of preference listed in this table:



	Type of installation	Notes
1	Fixed installation, connected to mains drainage and water	<b>Order of preference:</b> a) on site b) at base location c) in satellite compound
2	Portable water flushing units with water bowser and waste storage tanks	<b>Order of preference:</b> a) on site b) at base location c) in satellite compound
3	Portable installation on site	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating
4	Suitably designed vehicle	Consisting of chemical toilet(s), washing facilities and sufficient tables and seating
5	Facilities which are conveniently accessible to the worksite (includes public toilets)	Use of public toilets is acceptable only where it is impractical to provide or make available other facilities
6	Portable installation near site	Incorporating a chemical toilet, washing facilities and sufficient tables and seating

Items 1 and 2 in the table may include the pre-arranged use of private facilities. If you use private facilities you must have a clear agreement, preferably in writing, with the proprietor and the facilities and services must meet the required standards.

All facilities not provided on site must be located within a 10 minute journey of the work location.