

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C110: Sanitation

Introduction: Sanitation at the workplace or on the job-site is required to maintain a safe and healthy working environment. Sanitation is the responsibility of the employees, and the employer. The following checklists will help workers and employers to ensure the sanitation of the work environment:

Workplace Sanitation:

- Are work area floors kept as dry as possible?
- Where there are wet processes, are there drains, false floors, platforms, mats, or other means to ensure dry standing places? Otherwise, are waterproof shoes or boots provided?
- Are sweepings, solid or liquid wastes, construction debris, and garbage removed regularly to avoid creating a health hazard?
- Does every work area have potable water for drinking and washing?
- Are portable drinking water dispensers closeable, have taps, and kept sanitary? Is use of shared drinking cups forbidden?
- When lunches are eaten on the job, are they eaten in areas without exposure to toxic materials or other health hazards?
- Are all outlets that contain water unsuitable for drinking clearly identified by “UNSAFE-DO NOT DRINK” signs?
- Are the minimum number of toilets and washing facilities provided? (1-15 employees, 1 toilet; 16-35 employees, 2 toilets; 36-55 employees, 3 toilets). Are all toilets and hand-washing facilities clean and sanitary? Are all toilets provided with toilet paper and holders?
- For mobile crews or remote work locations, do employees have transportation available to nearby toilet facilities?
- Do work areas have facilities or supplies for cleaning hands, such as hot and cold water, soap, and single-use towels?

Sweepings, solid or liquid wastes, construction debris, and garbage need to be removed regularly to avoid creating a health hazard.

Field Sanitation:

- During hand-labor operations in the field, is potable water immediately available to all employees?
- Is the water suitably cool and in amounts sufficient to meet the needs of all employees?
- Is there one toilet facility and one hand-washing facility for each twenty employees?
- Do toilet facilities have adequate ventilation, screens, and self-closing doors that latch from the inside and ensure privacy?
- Are the structures of privies and portable toilets stable and in good repair?
- Do toilet facilities intended for use by more than one person at a time have separate compartments (stalls) and doors with inside latches to ensure privacy? Is there enough toilet paper to meet the workers’ needs during the shift?
- Do seats have lids that raise to allow use as urinals when there are not separate urinals?
- When toilet facilities for each sex are provided, are they marked “men” and “women”, and identified in the native language of employees, or with easily understood pictures or symbols?
- Are toilet and hand-washing facilities adjacent to each other and no more than a 5-minute walk from where laborers’ work in the field? Where that is not feasible, are the facilities at the closest point of access by vehicle?
- Is there a field sanitation notice posted in the language of the majority of the workers?

Conclusion: Sanitation on the job must meet regulated standards, but it also benefits the employer by providing a more pleasant, professional, and safe environment in which to work.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.