

**No. 23**

**THE HEALTH AND SAFETY AT WORK ORDINANCE**  
**REGULATIONS UNDER SECTION 38**

In exercise of the powers vested in him by section 38 of the Health and Safety at Work Ordinance 1999<sup>(a)</sup> and of all other powers enabling him in that behalf, the Administrator hereby makes the following Regulations:-

**PRELIMINARY**

**Citation and commencement**

1. These Regulations may be cited as the Workplace (Minimum Health and Safety Requirements) Regulations 2003 and shall come into force on the date of their publication in the Gazette.

**Interpretation**

2. - (1) In this Ordinance, unless the context otherwise requires:-

“corrected effective temperature” means a temperature under which the still saturated vapour would result in the same warmth feeling as the one resulting from the combination of the prevailing temperature values shown by a black bulb thermometer, a wet bulb thermometer and the air speed movement within the workplace;

“the Ordinance” means the Health and Safety at Work Ordinance 1999, as amended;

“the Safety Signs Regulations” means the Health and Safety at Work (Signs, Signals and Markings) Regulations 2002 (P.I. No. 18);

“workplace” means any premises or part of premises made available to any person as a place of work, and includes:-

- (a) any place within the premises to which such person has access while at work;
- (b) any corridor, lobby, road, staircase or other place used as a means of access to or egress from that place of work, other than a public road.

(2) In these Regulations, any reference to:-

- (a) numbered regulation or Schedule is a reference to the regulation or Schedule so numbered in these Regulations;
- (b) a numbered paragraph is a reference to the paragraph so numbered in the regulation or Schedule in which it appears.

**PART I**

**GENERAL PROVISIONS**

**Application**

3. - (1) Subject to paragraph (2), these Regulations shall apply to and in relation to every workplace.

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<sup>(a)</sup> Ord. No. 6 of 1999.

(2) These Regulations shall not apply to or in relation to:-

- (a) any means of transport used outside the undertaking or workplaces inside any means of transport;
- (b) temporary or mobile construction sites;
- (c) extractive industries;
- (d) fishing boats;
- (e) fields, woods and other land forming part of an agricultural or forestry undertaking, but situated away from the undertaking's buildings.

(3) These Regulations shall apply without prejudice to any more restrictive provisions in any other Ordinance or regulations made thereunder concerning the workplace.

## **PART II**

### **EMPLOYER'S OBLIGATIONS**

#### **Workplaces used for the first time**

4. Workplaces used for the first time, following the coming into force of these Regulations, must fulfil the minimum health and safety requirements prescribed in Schedule 1.

#### **Workplaces already in use**

5. Workplaces already in use, prior to the coming into force of these Regulations, must fulfil the minimum health and safety requirements prescribed in Schedule 2.

#### **Modifications to workplaces**

6. When workplaces undergo modifications, extensions or conversions after the coming into force of these Regulations, the employer shall take the measures necessary to ensure that those modifications, extensions or conversions are in compliance with the relevant minimum requirements in Schedule 1.

#### **Maintenance of workplace and of equipment, devices and systems**

7. – (1) To safeguard the health and safety of employees, the employer shall ensure that the workplace and the equipment, devices and systems to which this regulation applies are maintained (including cleaned as appropriate) in an efficient state, in efficient working order and in good repair, by competent personnel.

(2) Where appropriate, the equipment, devices and systems to which this regulation applies shall be subject to a suitable system of planned maintenance.

(3) This regulation applies to and in relation to the following equipment, devices and systems:-

- (a) equipment, devices and systems, a fault in which is liable to result in a failure to comply with these Regulations;
- (b) mechanical ventilation systems provided pursuant to paragraph 6 of Schedule 1 (Ventilation) or paragraph 6

of Schedule 2 (Ventilation) (whether or not they include equipment, devices or systems which fall within subparagraph (a) above); and

- (c) safety equipment and devices intended to prevent, eliminate or reduce hazards and, in particular, those provided pursuant to Schedule 1 or Schedule 2, (whether or not they include equipment, devices or systems which fall within subparagraph (a) above).

### **Information for employees**

**8.** Without prejudice to regulation 9 of the Management of Health and Safety at Work Regulations 2003<sup>(b)</sup>, the employer shall ensure that employees or their representatives are informed of all measures taken and to be taken concerning health and safety at the workplace.

### **Consultation of employees and employees' participation**

**9.** Consultation and participation of employees or their representatives must take place in accordance with section 13 of the Ordinance and regulation 12 of the Management of Health and Safety at Work Regulations 2003 on the matters covered by these Regulations.

### **Obligations of the self-employed**

**10.** Employers' obligations prescribed in these Regulations shall apply mutatis mutandis to self-employed persons, wherever required by:-

- (a) the features of the workplace;
- (b) the nature of the work;
- (c) the circumstances; or
- (d) the hazards.

## **SCHEDULE 1**

(Regulations 4, 6 and 7(3)(b) and (c))

### **MINIMUM HEALTH AND SAFETY REQUIREMENTS FOR WORKPLACES USED FOR THE FIRST TIME AND MODIFICATIONS, EXTENSIONS OR CONVERSIONS MADE TO WORKPLACES, AFTER THESE REGULATIONS COME INTO FORCE**

#### **Preliminary note**

**1.** - (1) The obligations laid down in this Schedule apply wherever required by:-

- (a) the features of the workplace;
- (b) the nature of the work;
- (c) the circumstances; or
- (d) the hazards.

(2) Any reference in this Schedule to a numbered Table is a reference to the Table so numbered in this Schedule.

#### **Stability and solidity**

**2.** Where a workplace is in a building, the structure of that building must have a stability and solidity appropriate to the nature of the work.

#### **Electrical installations**

**3.** - (1) Electrical installations must be designed and constructed so as not to present a fire or explosion hazard and persons must be adequately protected against the risk of accidents caused by direct or indirect contact with electricity.

(2) The design, construction and choice of material and protection devices must be appropriate to the voltage, external conditions and the competence of persons having access to parts of the installation.

#### **Emergency routes and exits**

**4.** - (1) Emergency routes and exits must remain clear and lead as directly as possible to the open air or to a safe area.

(2) In the event of danger, it must be possible for employees to evacuate all workstations quickly and as safely as possible.

(3) The number, distribution and dimensions of the emergency routes and exits must be appropriate, having regard to:-

- (a) the dimensions of the workplace;
- (b) the nature of the work;
- (c) the equipment installed; and
- (d) the maximum number of persons that may be present at any one time.

(4) Emergency doors must open outwards.

(5) Emergency doors must not be locked.

(6) Emergency doors must not be so fastened that they cannot be

easily and immediately opened from inside by any person who may require to use them in an emergency.

(7) Sliding or revolving doors are not permitted where they are specifically intended as emergency exits.

(8) Specific emergency routes and exits must be indicated by signs in accordance with the Safety Signs Regulations, which signs must be placed at appropriate points and be made to last.

(9) Emergency routes and exits, and the traffic routes and doors giving access to them, must be free from obstruction so that they can be used at any time without hindrance.

(10) Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in case the normal lighting fails.

(11) Stores housing flammable materials must not be situated in or near to emergency routes or exits, so as not to create a hazard in the event of fire.

### **Fire detection and fire-fighting**

**5.** - (1) Workplaces must be equipped with appropriate fire-fighting equipment and, as necessary, with fire detectors and alarm systems, having regard to:-

- (a) the dimensions of the buildings;
- (b) the nature of the work;
- (c) the equipment installed;
- (d) the physical and chemical properties of the substances present; and
- (e) the maximum number of persons who may be present at any one time.

(2) Non-automatic fire-fighting equipment must be easily accessible and simple to use and must be indicated by signs in accordance with the Safety Signs Regulations, which signs must be placed at appropriate points and be made to last.

(3) Activation of any alarm system by any person must not expose that person to danger.

### **Ventilation**

**6.** - (1) Every enclosed workplace must be ventilated with a sufficient quantity of fresh or purified air, having regard to:-

- (a) the working methods used; and
- (b) the physical demands placed on the employees.

(2) Where any enclosed workplace is to be ventilated by natural means, ten per cent of the area of the workplace must comprise external doors and windows which can be opened by at least half of their area.

(3) The minimum number of air changes per hour for the workplace shall be that specified in the relevant entry in column 2 of Table 1 for the type of workplace specified in column 1 thereof.

(4) Where the minimum number of air changes referred to in subparagraph (3) above cannot be achieved by ventilation by natural means, an air-conditioning or a mechanical ventilation system must be used to ensure the minimum air changes are achieved.

(5) Where an air-conditioning or a mechanical ventilation system is used:-

- (a) it must operate in such a way that employees are not exposed to draughts which cause discomfort;
- (b) it must be examined regularly and any deposit or dirt in the system which is likely to create an immediate danger to the health of employees by polluting the atmosphere, must be removed without delay; and
- (c) it must be fitted with a device to indicate any failure in its operation, where necessary for reasons of employees' health.

(6) Any dust, fumes gases or vapours produced in workplaces must be removed at source by appropriate means.

### **Temperature in indoor workplaces**

**7.** - (1) During working hours, the temperature in all workplaces inside buildings must be adequate, having regard to:-

- (a) the working methods used; and
- (b) the physical demands placed on the employees.

(2) The temperature in rest areas, rooms for duty staff, sanitary facilities, canteens and first-aid rooms must be appropriate to the particular purpose of such areas.

(3) Windows, skylights and glass partitions must not allow exposure to excessive effects of sunlight in the workplace, having regard to:-

- (a) the nature of the work; and
- (b) the nature of the workplace.

(4) In workplaces where the work carried out is continuous:-

- (a) the maximum corrected effective temperature shall be that specified in the relevant entry in column 2 of Table 2 for the workload specified in column 1 thereof; and
- (b) so far as is practicable, the corrected effective temperature shall be maintained between a minimum of 15.5°C and a maximum of 26.7°C

(5) Where the nature of the work or the working methods used in the workplace are such that employees are required to work in very high or very low temperatures, specific places in the vicinity of the workplace must be provided, in which employees can adjust gradually to the prevailing outside temperature prior to leaving work.

(6) In any workplace where:-

- (a) the corrected effective temperature exceeds the maximum corrected effective temperature specified in the relevant entry in column 2 of Part A of Table 2 for the workload

specified in column 1 thereof; or

- (b) a significant amount of the heat comes from sources which radiate that heat,

all practicable measures must be taken to protect employees, including, where appropriate, the use of fire-proof shades and the maintenance of air ventilation at an adequate speed in the vicinity of the employee.

(7) The systems used to provide and maintain satisfactory room temperatures must operate in such a manner that they do not release into the environment of the workplace any substances or micro-organisms, the nature or concentration of which may be harmful or cause discomfort to persons at work.

(8) Appropriate protective clothing and equipment must be provided to employees entering workplaces where the temperature is less than minus 5°C.

(9) Protective clothing provided pursuant to sub-paragraph (8) above must include protective clothing for the feet, hands and head.

### **Natural and artificial room lighting**

**8.** - (1) So far as is practicable, workplaces must receive sufficient natural light and be equipped with artificial lighting adequate for the protection of employees' health and safety.

(2) Lighting installations in rooms containing workstations and in passageways must be positioned so that there is no risk of accident to employees as a result of the type of lighting fitted.

(3) Workplaces in which employees are especially exposed to health or safety risks in the event of failure of artificial lighting must be provided with emergency lighting of adequate intensity.

(4) The minimum light intensity shall be that specified in the relevant entry in column 2 of Table 3 for the type of workplace specified in column 1 thereof.

(5) Artificial lighting must:-

- (a) be appropriate to the nature of the work;
- (b) provide a light spectrum which is similar to that of natural lighting;
- (c) minimise dazzling;
- (d) not produce excessive changes in luminosity;
- (e) be diffused and directed appropriately.

### **Floors, walls, ceilings and roofs of workplaces**

**9.** - (1) The floors of workplaces must:-

- (a) be fixed and stable;
- (b) not have dangerous, bumps, holes or slopes;
- (c) not be slippery.

(2) The floors, walls, ceilings and roofs of indoor workplaces must provide adequate thermal insulation, having regard to:-

- (a) the nature of the work; and
- (b) the physical activity of the employees.

(3) The surfaces of floors, walls and ceilings of indoor workplaces must be such that they can be cleaned or refurbished to an appropriate standard of hygiene and be made of materials which do not emit fumes.

(4) Transparent or translucent walls, in particular all-glass partitions, in indoor workplaces or in the vicinity of indoor workplaces or traffic routes must be clearly indicated and made of safety material or be shielded from such workplaces or traffic routes, to prevent employees from coming into contact with walls or being injured should the walls shatter.

(5) Access to roofs made of materials of insufficient strength must not be permitted unless equipment is provided to ensure that the work can be carried out in a safe manner.

(6) Where the nature of the work is such that:-

- (a) liquids may be spilled on the floor or it is otherwise necessary to wash the floors thoroughly on a regular basis, the floor must be impervious and be provided with an effective means of drainage;
- (b) explosions could occur due to the concentration of dust, fumes, gases or vapours, the floors must be made of materials which do not generate static electricity;
- (c) there is a high risk of electrocution, the floors must be electrically insulated.

(8) Where:-

- (a) flammable or oxidising substances are used, stored, produced or emitted; or
- (b) dust is produced and has such properties and is in such concentration that it may ignite or cause an explosion,

the whole building, including the steps, stairs, floors and corridors, must be made of fire-resistant material.

(9) All stocks of flammable and very flammable substances must be kept in:-

- (a) fire-resistant stores; or
- (b) safe places outside any building in which persons are likely to be present.

(10) The maximum load permitted to be placed on the floors of workplaces below which there are other workplaces must be clearly indicated at the entrances to such workplaces and at other clearly visible points in such places.

(11) All openings in floors (such as channels and wells) must be securely covered, which covers must be strong enough to withstand the weight of any pedestrian or vehicular traffic likely to pass over them and must not in themselves create a tripping hazard.

(12) Where covers are temporarily removed from floor openings in order to carry out any work (including any maintenance or repair

work) persons must be protected from the risk of falling and the covers must be restored as soon as the work is completed.

(13) Walls must be smooth and impervious up to a height of at least 1,50 metres (m) from the ground, where:-

- (a) required for hygiene reasons (such as in sanitary conveniences, shower rooms and wash rooms); or
- (b) due to the nature of the work they have to be washed regularly, (such as the processing of animal material).

(14) Roofs and ceilings must be air-tight and be adequately strong, having regard to the pressures and strains that may be placed upon them.

(15) Loads may only be suspended from roofs where the means used are suitable for the loads in question.

### **Windows and skylights**

**10.** - (1) It must be possible for employees to open, close, adjust and secure windows, skylights and ventilators in a safe manner and, when open, they must not be positioned so as to constitute a hazard.

(2) Windows and skylights must be designed in conjunction with equipment or otherwise fitted with devices allowing them to be cleaned without risk to the employees carrying out such work, or to employees present in and around the building.

### **Doors and gates**

**11.** - (1) The number, distribution and dimensions of doors and gates, and the materials used in their construction, must be appropriate, having regard to the nature of the rooms or areas in which they are fitted and the use made of such rooms or areas.

(2) Transparent doors must be appropriately marked at a conspicuous level.

(3) Swing doors and gates must be transparent or have see-through panels.

(4) Where transparent or translucent surfaces in doors and gates are not made of safety material and where there is a danger that employees may be injured if a door or gate should shatter, the surfaces must be protected against breakage.

(5) Sliding doors must be fitted with a safety device to prevent them from being derailed and falling over.

(6) Doors and gates opening upwards must be fitted with a mechanism to secure them against falling back.

(7) Doors along escape routes must be marked in accordance with the Safety Signs Regulations.

(8) It must be possible to open doors along escape routes:-

- (a) when the workplaces are occupied;
- (b) from the inside at any time without special assistance.

(9) Doors for pedestrians must be provided in the immediate vicinity of any gates intended essentially for vehicle traffic, unless

it is safe for pedestrians to pass through, and such doors must be marked in accordance with the Safety Signs Regulations and be free of obstruction at all times.

(10) Mechanical doors and gates must:-

- (a) function in such a way that there is no risk of accident to any person;
- (b) be fitted with easily identifiable and accessible emergency shutdown devices; and
- (c) unless they open automatically in the event of a power failure, must be capable of being opened manually.

### **Traffic routes - danger areas - protection from falls and falling objects**

**12.** - (1) Traffic routes (including stairs, fixed ladders and loading bays and ramps) must be located and dimensioned to ensure easy, safe and appropriate access for pedestrians or vehicles in such a way as not to endanger employees working in the vicinity of these traffic routes.

(2) Traffic routes used for pedestrian traffic or goods traffic must be dimensioned, having regard to the number of potential users and the type of undertaking.

(3) Where means of transport are used on traffic routes, a sufficient safety clearance must be provided for pedestrians.

(4) Sufficient clearance must be allowed between vehicle traffic routes and doors, gates and passages for pedestrians, corridors and staircases.

(5) Where the use and equipment of rooms so requires for the protection of employees, traffic routes must be clearly identified.

(6) Where workplaces contain danger areas in which, owing to the nature of the work, there is a risk of employees or objects falling, such places must be equipped, so far as is practicable, with devices preventing unauthorised employees from entering those areas.

(7) Appropriate measures must be taken to protect employees authorised to enter danger areas.

(8) Danger areas must be indicated by signs in accordance with the Safety Signs Regulations.

(9) Workstations and traffic routes which are on an incline or which are more than 2,0 m above ground must be securely fenced or, where this is not practicable, other measures must be taken to prevent employees from falling.

(10) Where there is a risk that employees may fall into tanks, pits or other containers in which dangerous substances are stored, such tanks, pits or containers, as the case may be, must be securely covered or fenced, where practicable.

(11) Traffic routes over or across uncovered tanks, pits and containers in which dangerous substances are stored must be securely fenced.

(12) For the purposes of sub-paragraphs (10) and (11) above, “dangerous substances” means:-

- (a) substances likely to scald or burn;
- (b) poisonous substances;
- (c) corrosive substances;
- (d) fumes, gases or vapours likely to overcome a person;
- (e) granular or free-flowing solid substances or viscous substances which, in either case are of a nature or quantity likely to cause danger to any person.

(13) Open stairways must be securely fenced.

(14) For the purposes of sub-paragraphs (9) to (11) and (13) above, fencing may take the form of parapets, hand-rails or other suitable guards, provided they are at least 1,10 m high and are so designed and constructed as to prevent employees from falling through any gaps.

(15) Staircases (whether indoor or outdoor) must be fitted with at least one suitable hand-rail.

(16) Where there is risk of objects falling, appropriate measures must be taken to prevent the risk of injury to any person.

### **Specific measures for escalators and travelators**

**13.** Escalators and travelators must:-

- (a) function safely;
- (b) be equipped with appropriate safety devices; and
- (c) be fitted with easily identifiable and accessible emergency shut-down devices.

### **Loading bays and ramps**

**14.** - (1) Loading bays and ramps must be suitable for the dimensions of the loads to be transported.

(2) Loading bays must have at least one exit point.

(3) Where technically practicable, long loading bays must have an exit point at each end.

(4) So far as is practicable, loading ramps must be safe enough to prevent employees from falling off them.

## **Room dimensions and air space in rooms - freedom of movement at the workstation**

**15.** - (1) Workrooms must have sufficient surface area, height and air space to allow employees to perform their work without risk to their health, safety or well-being.

(2) Subject to sub-paragraph (3) below, the design, location and dimensions of workstations must be suitable, having regard to:-

- (a) the nature of the work carried on at the workstations and elsewhere in the workplace;
- (b) the comfort and well-being of the employees using the workstations;
- (c) the need to clean and maintain the workstations; and
- (d) the need to provide for the circulation of materials and other employees around the workstations.

(3) Employees who are continuously present at their workstations must each be allocated a minimum space of:-

- (a) 12,0 cubic metres (m<sup>3</sup>), in the case of mainly sedentary work;
- (b) 15,0 m<sup>3</sup>, in the case of mainly light physical work;
- (c) 18,0 m<sup>3</sup>, in the case of mainly hard physical work,

and where any other person is required to carry out work at the employee's workstation, the minimum space allocated must be increased appropriately.

(4) For the purposes of sub-paragraph (3) above, the space above the height of 4,0 m must not be taken into account.

(5) Where the nature of the work is such that employees may be seated whilst carrying it out, they must be provided with appropriate seating.

(6) Subject to sub-paragraphs (7) and (8) below, the dimensions of the free unoccupied area at workstations must be such as to allow employees sufficient freedom of movement to perform their work.

(7) Where, for reasons specific to the workstations concerned, compliance with sub-paragraph (6) above is not possible, employees must be provided with sufficient freedom of movement in the vicinity of their workstations to perform their work.

(8) The minimum free unoccupied area at workstations must be 1,50 square metres (m<sup>2</sup>) and the width of this area must at no point be less than 0,70 m.

(9) The minimum height of any covered work area must be that specified in the Regulation of Streets and Buildings Ordinance<sup>(c)</sup>, as amended, and any regulations made thereunder.

## **Rest rooms and eating facilities**

**16.**-(1) Subject to sub-paragraph (2) below, where the health and safety of employees (in particular because of the type of activity carried out or the presence of more than 10 employees) so requires, employees must be provided with an easily accessible rest room.

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<sup>(c)</sup> Ord. No. 7 of 1984.

(2) Sub-paragraph (1) above shall not apply where the employees are employed in offices or similar workrooms providing equivalent relaxation during breaks.

(3) Rest rooms must be large enough and equipped with an adequate number of tables and seats with backs for the number of employees.

(4) Where working hours are regularly and frequently interrupted and there is no rest room, other rooms must be provided in which employees can rest during such interruptions, wherever this is required for the health or safety of employees.

(5) Suitable facilities must be provided for pregnant or nursing mothers at work to lie down to rest.

(6) Where food eaten in the workplace would otherwise be likely to be contaminated a separate room (a "canteen") must be provided.

(7) The canteen provided pursuant to sub-paragraph (8) above must:-

- (a) have a floor area of at least 18,0 m<sup>2</sup> per 20 persons or less who interrupt their work at the same time;
- (b) have a flat floor and walls with flat surfaces;
- (c) have at least 5 air changes per hour;
- (d) have lighting with a minimum intensity of 100 lux;
- (e) be cleaned at least once every working day;
- (f) have tables of such size that an area of at least 0,25 m<sup>2</sup> is provided for each person;
- (g) have seats with backs or benches providing a width of at least 0,5 m for each person.

(8) The rest room may be used as a canteen.

(9) Appropriate measures must be taken to protect non-smokers against discomfort caused by tobacco smoke when they are resting or eating.

### **Drinking water**

**17.** - (1) An adequate supply of wholesome drinking water must be provided for all persons at work.

(2) The drinking water provided pursuant to sub-paragraph (1) above must be:-

- (a) readily accessible at suitable places;
- (b) conspicuously marked by an appropriate sign.

(3) An adequate supply of suitable cups or other drinking vessels must be provided in the immediate vicinity of the drinking water supply, unless the drinking water itself is supplied by means of a water fountain or jet from which all persons at work can drink easily.

### **Changing rooms and lockers**

**18.** - (1) Appropriate changing rooms must be provided for employees where:-

- (a) they have to wear special work clothes; and
- (b) for reasons of health or propriety, they cannot be expected to change in another room.

(2) Changing rooms must be:-

- (a) easily accessible;
- (b) of sufficient capacity;
- (c) provided with seating;
- (d) in the vicinity of the sanitary conveniences; and
- (e) cleaned regularly.

(3) Personal lockers must be provided in changing rooms and other rooms in which employees change their clothes, to enable employees to lock away their clothes during working hours, which lockers must each have a capacity of at least 0.25 m<sup>3</sup> and be adequately aerated.

(4) Where circumstances so require (for example, where dangerous substances, humidity or dirt are present in the workplace), lockers for work clothes must be separate from those for ordinary clothes.

(5) There must be separate changing rooms for men and women.

(6) Where changing rooms are not required by sub-paragraph (1) above, each employee must be provided with a place to store his clothes.

### **Showers and washbasins**

**19.** - (1) Suitable showers, with hot and cold running water, must be provided in the vicinity of the workplace (and, where practicable, in the vicinity of any changing rooms provided pursuant to paragraph 18(1)), where required by the nature of the work or for health reasons, (such as work involving dangerous, irritating or polluting substances which may come into contact with the skin or work involving exposure to high temperatures or high humidity).

(2) The minimum number of showers provided pursuant to sub-paragraph (1) above, must be at least 1 for every 6 employees interrupting their work at the same time.

(3) Shower rooms must be sufficiently large and provide a minimum floor space of 1,0 m<sup>2</sup> per person, to enable each employee to wash without hindrance in conditions of an appropriate standard of hygiene.

(4) There must be separate shower rooms for men and women,

(5) Where showers are not required pursuant to sub-paragraph (1) above, suitable washbasins, with hot and cold running water, must be provided in the vicinity of the workplace (and, where practicable, in the vicinity of any changing rooms provided pursuant to paragraph 18(1)).

(6) The minimum number of washbasins provided pursuant to sub-paragraph (5) above shall be that specified in the relevant entry

in column 2 of Table 4 for the number of employees interrupting their work at the same time specified in column 1 thereof.

(7) There must be separate washbasins for men and women.

(8) Showers and washbasins must be connected to a suitable drainage system and be equipped with suitable water traps.

(9) Shower rooms and wash rooms must:-

- (a) have at least 5 air changes per hour;
- (b) have lighting with a minimum intensity of 100 lux;
- (c) be cleaned at least once per day; and
- (d) be appropriately enclosed, for reasons of propriety.

(10) Shower rooms and wash rooms must be provided with:-

- (a) an adequate supply of soap or other suitable means of cleaning;
- (b) an adequate supply of towels or other suitable means of drying; and
- (c) an adequate number of suitable containers for the disposal of used towels.

(11) Where the shower rooms or wash rooms are separate from the changing rooms there must be easy communication between the two.

### **Sanitary conveniences (latrines, lavatories and washbasins)**

**20.** - (1) Sanitary conveniences (in the form of latrines, lavatories and washbasins) must be provided in the vicinity of workplaces and, where practicable, in the vicinity of shower rooms and wash rooms.

(2) The minimum number of lavatories and latrines provided pursuant to sub-paragraph (1) above for male employees shall be that specified in the relevant entries in columns 2 and 3 of Part A of Table 5 respectively for the number of male employees specified in column 1 thereof.

(3) The minimum number of lavatories provided pursuant to sub-paragraph (1) above for female employees shall be that specified in the relevant entry in column 2 of Part B of Table 5 for the number of female employees specific in column 1 thereof.

(4) There must be separate, clearly marked, sanitary conveniences for men and women.

(5) Sanitary conveniences must be cleaned at least once per day.

(6) Any latrine which is outside the building must be enclosed by suitably positioned partitions, for reasons of propriety.

(7) Each latrine must be equipped with a siphon or an S-bend drainage pipe and a water trap and may be:-

- (a) in the form of individual bowls, each with their own drainage system, and separated on each side by partitions;
- (b) of the vertical type suitable for multiple, simultaneous use with a common drainage system or a suitable number of individual drainage systems; or

(c) built into the wall, with partitions at least 0.60 cm apart.

(8) Each lavatory must:-

- (a) be installed in a separate cubicle within the sanitary convenience, which cubicle must be appropriately enclosed, for reasons of propriety;
- (b) be of the pillar type, unless this would be inappropriate;
- (c) be suitably plumbed and connected to a suitable drainage system;
- (d) be equipped with a siphon or S-bend drainage pipe and be aerated as appropriate to avoid the concentration of gases therein; and
- (e) be equipped with a water trap.

(9) For the purposes of sub-paragraph (8)(c) above, the expression “suitably plumbed” means connected to a system whereby the lavatory bowl is washed under pressure, not by a pump, the use of which is prohibited.

(10) Each lavatory cubicle must:-

- (a) be covered;
- (b) have walls or partitions on all sides measuring at least 1,80 m high which may have a space at the bottom, not exceeding 0.20 m;
- (c) be fitted with a suitable door, for reasons of propriety, which can be secured from the inside by means of a bolt or a lock;
- (d) have a floor area of at least 1,50 m<sup>2</sup> and a width of not less than 1,10 m;
- (e) be provided with an adequate quantity of toilet paper; and
- (f) be provided with a covered bin, for the disposal of used toilet paper.

(11) Each sanitary convenience must have:-

- (a) impervious floors and walls, the surfaces of which are easy to clean;
- (b) a floor drain with a water trap, to facilitate cleaning;
- (c) a door fitted with an automatic return mechanism;
- (d) at least 5 air changes per hour provided:-
  - (i) by external opening windows; or
  - (ii) where it is not practicable to fit external opening windows, by artificial means;
- (e) lighting with a minimum intensity of 100 lux.

(12) Where the number of lavatory cubicles for women is greater than three, a washbasin with hot and cold running water must be provided in at least one of them.

(13) Without prejudice to subparagraph (12) above, washbasins must be provided in or in the immediate vicinity of the sanitary conveniences.

(14) Sanitary conveniences must be separated from work areas by corridors, lobbies or yards.

### **First-aid facilities**

**21.** - (1) One or more first-aid rooms must be provided in the workplace where:-

- (a) there are more than 100 employees; or
- (b) the nature of the work or the frequency of accidents so dictate.

(2) First-aid rooms must be:-

- (a) fitted with essential first-aid installations and equipment;
- (b) easily accessible to stretchers; and
- (c) indicated by signs in accordance with the Safety Signs Regulations.

(3) Without prejudice to sub-paragraph (1) above, adequate and suitable first-aid equipment must be:-

- (a) available in all places where working conditions so require;
- (b) marked in accordance with the Safety Signs Regulations; and
- (c) easily accessible.

### **Disabled persons**

**22.** – (1) Workplaces must be organised to take account of the special needs of disabled persons at work.

(2) Sub-paragraph (1) above shall apply in particular to the doors, passageways, staircases, showers, washbasins, sanitary conveniences and workstations used or occupied by disabled persons at work.

### **Outdoor workplaces (special provisions)**

**23.** - (1) Workstations, traffic routes and other areas or installations outdoors which are used or occupied by the employees in the course of their employment must be organised in such a way that pedestrians and vehicles can circulate safely.

(2) Paragraph 12 (traffic routes and danger areas), paragraph 13 (escalators and travelators) and paragraph 14 (loading bays and ramps) shall also apply to:-

- (a) main traffic routes on the site of the undertaking (traffic routes leading to fixed workstations);
- (b) traffic routes used for the regular maintenance of the undertaking's installations; and
- (c) loading bays.

(3) Paragraph 12 shall also apply to outdoor workplaces.

(4) Outdoor workplaces must be adequately lit by artificial lighting where daylight is not adequate.

(5) Where employees are employed at workstations outdoors, such workstations must be arranged, so far as is practicable, so that employees:-

- (a) are protected against inclement weather conditions and, where necessary, against falling objects;
- (b) are not exposed to harmful noise levels nor to harmful materials or substances such as dust, fumes, gases or vapours;
- (c) are able to leave their workstations swiftly in the event of danger or are able to be rapidly assisted;
- (d) cannot slip or fall.

**TABLE 1**  
(Paragraph 6(3))  
**VENTILATION**

Column 1	Column 2
<b>Type of workplace</b>	<b>Minimum number of air changes per hour</b>
Large (where the ceiling height exceeds 5 m)	1
Open* (such as repair workshops, storage areas, changing areas)	3-5
Enclosed (such as garages, engineering workshops, boiler rooms, engine rooms, shower rooms, wash rooms, sanitary conveniences, smelting works, kitchens, canteens)	5-8
Special (such as laundries, dry cleaners, bakeries, other internal rooms where heavy or hot work is carried out)	10-15

In this Table “open” means not enclosed.

**TABLE 2**  
(Paragraph 7(4))  
**TEMPERATURE**

**Maximum limits of safe exposure to heat**

Column 1	Column 2
<b>Work load</b>	<b>Maximum corrected effective temperature (centigrade)</b>
Sedentary work 2.6 Kcal/Kg/h	30.0
Light/intermediate 4.3 Kcal/Kg/h	28.0
Heavy 6.0 Kcal/Kg/h	26.5

**TABLE 3**  
(Paragraph 8(4))  
**LIGHTING**

Column 1	Column 2
<b>Type of workplace</b>	<b>Minimum light intensity in lux</b>
Outdoor (such as streets, yards or places with emergency lighting)	20
Large and open* (such as storage areas, passageways, stairways)	50
Small and open (such as packing areas, cleaning areas)	100
Intermediate (such as bakeries, garages, engineering workshops, retail shops)	200
Special (such as laboratories, control rooms, offices)	500
Particular (such as technical drawing rooms, watch manufacture and repair shops, tailor shops where delicate sewing is carried out, other areas where precision work is carried out)	1000

\*In this Table “open” means not enclosed.

**TABLE 4**  
(Paragraph 19(6))  
**WASHING FACILITIES**

Column 1	Column 2
<b>Number of employees interrupting their work at the same time</b>	<b>Minimum number of washbasins</b>
Up to 7	1
Up to 14	2
Per 10 more	1

**TABLE 5**  
(Paragraph 20(2) and (3))  
**SANITARY CONVENIENCES**

**Part A - Males**

Column 1	Column 2	Column 3
<b>Number of male employees</b>	<b>Minimum number of lavatories</b>	<b>Minimum number of latrines</b>
Up to 15	1	1
16 to 25	1	2
26 to 50	2	3
51 to 75	3	4
Per 35 more	1	1

**Part B - Females**

Column 1	Column 2
<b>Number of female employees</b>	<b>Minimum number of lavatories</b>
Up to 15	1
16 to 30	2
31 to 50	3
51 to 70	4
Per 30 more	1

## **SCHEDULE 2**

(Regulations 5 and 7(3)(b) and (c))

### **MINIMUM HEALTH AND SAFETY REQUIREMENTS FOR WORKPLACES ALREADY IN USE PRIOR TO THE COMING INTO FORCE OF THIS ORDINANCE**

#### **Preliminary note**

**1.** – (1) The obligations laid down in this Schedule apply wherever required by:-

- (a) the features of the workplace;
- (b) the nature of the work;
- (c) the circumstances; or
- (d) the hazards.

(2) Any reference to a numbered Table in this Schedule is a reference to the Table so numbered in Schedule 1.

#### **Stability and solidity**

**2.** Where a workplace is in a building, the structure of the building must have a stability and solidity appropriate to the nature of the work.

#### **Electrical installations**

**3.** - (1) Electrical installations must be designed and constructed so as not to present a fire or explosion hazard and persons must be adequately protected against the risk of accidents caused by direct or indirect contact with electricity.

(2) Electrical installations and protection devices must be appropriate to the voltage, external conditions and the competence of persons with access to parts of the installation.

#### **Emergency routes and exits**

**4.** - (1) Emergency routes and exits must remain clear and lead as directly as possible to the open air or to a safe area.

(2) In the event of danger, it must be possible for employees to evacuate all workstations quickly and as safely as possible.

(3) The number, distribution and dimensions of emergency routes and exits must be appropriate, having regard to:-

- (a) the dimensions of the workplace;
  - (b) the nature of the work;
  - (c) the equipment installed; and
  - (d) the maximum number of persons that may be present at any one time..
- (4) Emergency exits must open outwards.
- (5) Emergency doors must not be locked.
- (6) Emergency doors must not be so fastened that they cannot be

easily and immediately opened from inside by any person who may require to use them in an emergency.

(7) Sliding or revolving doors are not permitted where they are specifically intended as emergency exits.

(8) Specific emergency routes and exits must be indicated by signs in accordance with the Safety Signs Regulations, which signs must be placed at appropriate points and be made to last.

(9) Emergency routes and exits, and the traffic routes and doors giving access to them, must be free from obstruction so that they can be used at any time without hindrance.

(10) Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in case the normal lighting fails.

(11) Stores housing flammable materials must not be so situated as to create a hazard in or near to emergency routes and exits, in the event of fire.

### **Fire detection and fire-fighting**

**5.** - (1) Workplaces must be equipped with appropriate fire-fighting equipment, and, as necessary, fire detectors and alarm systems, having regard to:-

- (a) the dimensions of the buildings;
- (b) the nature of the work;
- (c) the equipment installed;
- (d) the physical and chemical properties of the substances present; and
- (e) the maximum number of persons who may be present at any one time.

(2) Non-automatic fire-fighting equipment must be easily accessible and simple to use and must be indicated by signs in accordance with the Safety Signs Regulations, which signs must be placed at appropriate points and be made to last.

(3) Activation of any alarm system by any person must not expose that person to danger.

### **Ventilation**

**6.** - (1) Every enclosed workplace must be ventilated with a sufficient quantity of fresh or purified air, having regard to:-

- (a) the working methods used; and
- (b) the physical demands placed on the employees.

(2) Where any enclosed workplace is to be ventilated by natural means, ten per cent of the area of the workplace must comprise external doors and windows, which can be opened by at least half of their area.

(3) The minimum number of air changes shall be that specified in the relevant entry in column 2 of Table 1 for the type of workplace specified in column 1 thereof.

(4) Where the minimum number of air changes referred to in subparagraph (3) above can not be achieved by ventilation by natural means, an air-conditioning or a mechanical ventilation system must be used to ensure the minimum air changes are achieved.

(5) Where an air-conditioning or a mechanical ventilation system is used:-

- (a) it must operate in such a way that employees are not exposed to draughts which cause discomfort;
- (b) it must be examined regularly and any deposit or dirt in the system which is likely to create an immediate danger to the health of employees by polluting the atmosphere, must be removed without delay; and
- (c) it must be fitted with a device to indicate any failure in its operation, where necessary for reasons of employees' health.

(6) Any dust, fumes, gases or vapours produced in workplaces must be removed at source by appropriate means.

### **Temperature in indoor workplaces**

7. - (1) During working hours, the temperature in all workplaces inside buildings must be adequate, having regard to:-

- (a) the working methods used; and
- (b) the physical demands placed on the employees.

(2) The temperature in rest areas, rooms for duty staff, sanitary facilities, canteens and first-aid rooms must be appropriate to the particular purpose of such areas.

(3) In workplaces where the work carried out is continuous:-

- (a) the maximum corrected effective temperature shall be that specified in the relevant entry in column 2 of Table 2 for the workload specified in column 1 thereof; and
- (b) so far as is practicable, the corrected effective temperature shall be maintained between a minimum of 15.5°C and a maximum of 26.7°C.

(4) Where the nature of the work or the working methods used in the workplace are such that employees are required to work in very high or very low temperatures, specific places in the vicinity of the workplace must be provided in which employees can adjust gradually to the prevailing outside temperature prior to leaving work.

(5) In any workplace where:-

- (a) the corrected effective temperature exceeds the maximum corrected effective temperature specified in the relevant entry in column 2 of Table 2 for the workload specified in column 1 thereof; or
- (b) a significant amount of the heat comes from heat sources which radiate that heat,

all practicable measures must be taken to protect employees, including, where appropriate, the use of fire-proof shades and the maintenance of air ventilation at an adequate speed in the vicinity of the employee.

(6) The systems used to provide and maintain satisfactory indoor temperatures must operate in such a manner that they do not release into the environment of the workplace any substances or micro-organisms, the nature or concentration of which may be harmful or cause discomfort to persons at work.

(7) Appropriate protective clothing and equipment must be provided to employees entering workplaces where the temperature is less than minus 5°C.

(8) Protective clothing provided pursuant to sub-paragraph (7) above must include protective clothing for the feet, hands and head.

### **Natural and artificial room lighting**

**8.** - (1) So far as is practicable, workplaces must receive sufficient natural light and be equipped with artificial lighting adequate for the protection of employees' health and safety.

(2) Workplaces in which employees are especially exposed to risks in the event of failure of artificial lighting must be provided with emergency lighting of adequate intensity.

(3) The minimum light intensity shall be that specified in the relevant entry in column 2 of Table 3 for the type of workplace specified in column 1 thereof.

(4) Artificial lighting must:-

- (a) be appropriate to the nature of the work;
- (b) provide a light spectrum which is similar to that of natural lighting;
- (c) minimise dazzling;
- (d) not produce excessive changes of luminosity;
- (e) be diffused and directed appropriately.

### **Doors and gates**

**9.** - (1) Transparent doors must be appropriately marked at a conspicuous level.

(2) Swing doors and gates must be transparent or have see-through panels.

### **Danger areas**

**10.** - (1) Where workplaces contain danger areas in which, owing to the nature of the work, there is a risk of the employee or objects falling, such places must be equipped, so far as is practicable, with devices to prevent unauthorised employees from entering those areas.

(2) Appropriate measures must be taken to protect employees authorised to enter danger areas.

(3) Danger areas must be indicated by signs in accordance with the Safety Signs Regulations.

(4) Where the nature of the work is such that liquids may be spilled on the floor or it is otherwise necessary to wash the floor thoroughly on a regular basis, the floor must be impervious and be

provided with an effective means of drainage.

(5) All buildings, floors, steps, passages and corridors must be made of materials which do not emit dangerous fumes.

(6) Steps, stairs, passages and corridors must be kept free from obstruction and any substances or materials which would make them slippery.

(7) There must be an adequate, clean and unhindered space around each piece of machinery when in operation or when any work is carried out either on it or around it, so that such work can be carried out safely.

(8) Where:-

- (a) flammable or oxidising substances are used, stored, produced or emitted; or
- (b) dust is produced or emitted and has such properties and is in such concentration, that it may ignite or cause an explosion,

the whole building, including, in particular, the steps, the stairs, the floors and corridors, must be made of fire-resistant material.

(9) All stocks of flammable or very flammable substances must be kept in fire-resistant stores or in safe places outside any building in which persons are likely to be present.

(10) All openings in floors (such as channels and wells) must be securely covered or fenced.

(11) Workstations which are on an incline or which are more than 2 m above ground must be securely fenced or, where this is not practicable, other measures must be taken to prevent employees from falling.

(12) Open stairways must be securely fenced.

(13) For the purposes of sub-paragraphs (11) and (12) above, fencing may take the form of parapets, hand-rails or other suitable guards, provided they are so designed and constructed as to prevent employees from falling over them or through any gaps.

(14) Staircases (whether indoor or outdoor) must be fitted with at least one suitable handrail.

### **Crowding-seats**

**11.**-(1) Each workplace must not be so crowded that the health or safety of employees is put at risk.

(2) For the purposes of sub-paragraph (1) above, when determining whether a workplace is over-crowded, the space occupied by furniture, equipment and any other objects must be taken into account in addition to the number of employees expected to work in that place.

(3) Employees must each be provided with a minimum space of 11 m<sup>3</sup>.

(4) For the purposes of sub-paragraph (3) above, the space above the height of 4,0 m must not be taken into account.

(5) The height of any covered workplace must not be less than 2,40 m.

(6) Where the nature of the work is such that employees may be seated whilst carrying it out, appropriate seats must be provided.

### **Rest rooms, rest areas and eating facilities**

**12.**-(1) Subject to sub-paragraph (2) below, where the health and safety of employees (in particular because of the type of activity carried out or the presence of more than 20 employees) so requires, employees must be provided with an easily accessible rest room or appropriate rest area.

(2) Sub-paragraph (1) above shall not apply where the employees are employed in offices or similar workrooms providing equivalent relaxation during breaks.

(3) Rest rooms and rest areas must be equipped with tables and seats with backs.

(4) Suitable facilities must be provided for pregnant or nursing mothers at work to lie down to rest.

(5) Where food eaten in the workplace would otherwise be likely to be contaminated a separate room ( a “canteen”) must be provided.

(6) The canteen provided pursuant to sub-paragraph (6) above, must:-

- (a) have a floor area of at least 18,0 m<sup>2</sup> per 20 persons or less who interrupt their work at the same time;
- (b) have a flat floor and walls with flat surfaces;
- (c) have at least five air changes per hour;
- (d) have lighting with a minimum intensity of 100 lux;
- (e) be cleaned at least once every working day;
- (f) have tables of such size as to provide an area of at least 0,25 m<sup>2</sup> for each person;
- (g) have seats with backs or benches providing a width of at least 0,5 m for each person.

(7) The rest room or rest area may be used as a canteen.

(8) Appropriate measures must be taken to protect non-smokers against discomfort caused by tobacco smoke when they are resting or eating.

### **Drinking water**

**13.** – (1) An adequate supply of wholesome drinking water must be provided for all persons at work.

(2) The drinking water provided pursuant to sub-paragraph (1) above must be:-

- (a) readily accessible at suitable places;
- (b) conspicuously marked by an appropriate sign.

(3) An adequate supply of suitable cups or other receptacles must be provided in the immediate vicinity of the drinking water supply, unless the drinking water itself is supplied by means of a water fountain or jet from which all persons at work can drink easily.

### **Changing rooms and lockers**

**14.** - (1) Appropriate changing rooms must be provided for employees where they have to wear special work clothes and where, for reasons of health or propriety, they cannot be expected to change in another room.

(2) Changing rooms must be:-

- (f) easily accessible;
- (g) of sufficient capacity;
- (h) provided with seating;
- (i) in the vicinity of the sanitary conveniences; and
- (j) cleaned regularly.

(3) Personal lockers must be provided in changing rooms and other places where employees change their clothes, to enable them to lock away their clothes during work hours, which lockers must each have a capacity of at least 0,25 m<sup>3</sup> and be adequately aerated.

(4) Where circumstances so require (for example where dangerous substances, humidity or dirt are present in the workplace), lockers for work clothes must be separate from those for ordinary clothes.

(5) Changing rooms must be separate for men and women.

### **Showers and washbasins**

**15.** - (1) Suitable showers with hot and cold running water must be provided, in the vicinity of the workplace (and, where practicable, in the vicinity of any changing rooms provided pursuant to paragraph 14(1)), where required by the nature of the work or for health reasons, (such as work involving dangerous, irritating or polluting substances which may come into contact with the skin or work involving exposure to high temperatures or high humidity).

(2) The minimum number of showers provided pursuant to sub-paragraph (1) above, must be at least 1 for every 6 employees interrupting their work at the same time.

(3) Shower areas must be sufficiently large and provide a minimum floor space of 1,0 m<sup>2</sup> per person, to enable each employee to wash without hindrance in conditions of an appropriate standard of hygiene and shall be suitably enclosed, for reasons of propriety.

(4) There must be separate shower areas for men and women.

(5) Where showers are not required by sub-paragraph (1) above, suitable washbasins, with hot and cold running water, must be provided in the vicinity of the workplace (and, where practicable, in the vicinity of any changing rooms provided pursuant to paragraph 14(1)).

(6) The minimum number of washbasins provided pursuant to sub-paragraph (5) above shall be that specified in the relevant entry in column 2 of Table 4 for the number of employees interrupting their work at the same time specified in column 1 thereof.

(7) There must be separate washbasins for men and women.

(8) Showers and washbasins must be connected to a suitable drainage system and be equipped with suitable water traps.

- (9) Shower areas and washing areas must:-
- (a) have at least 5 air changes per hour;
  - (b) have lighting with a minimum intensity of 100 lux;
  - (c) be cleaned at least once per day; and
  - (d) be appropriately enclosed, for reason of propriety.
- (10) Shower areas and washing areas must be provided with:-
- (a) an adequate supply of soap or other suitable means of cleaning;
  - (b) an adequate supply of towels or other suitable means of drying;
  - (c) an adequate number of suitable containers for the disposal of used towels.

### **Sanitary conveniences (latrines, lavatories, and washbasins)**

**16.** - (1) Sanitary conveniences (in the form of latrines, lavatories and washbasins) must be provided for employees in the vicinity of workplaces.

(2) The minimum number of lavatories and latrines provided pursuant to sub-paragraph (1) above for male employees shall be that specified in the relevant entries in columns 2 and 3 respectively of Part A of Table 5 for the number of male employees specified in column 1 thereof.

(3) The minimum number of lavatories provided pursuant to sub-paragraph (1) above for female employees shall be that specified in the relevant entry in column 2 of Part B of Table 5 for the number of female employees specified in column 1 thereof.

(4) There must be separate, clearly marked, sanitary conveniences for men and women.

(5) Sanitary conveniences must be cleaned at least once per working day.

(6) Each latrine must be equipped with a siphon or an S-bend drainage pipe and a water trap and may be:-

- (a) in the form of individual bowls, each with its own drainage system, and separated on each side by partitions;
- (b) of the vertical type suitable for multiple, simultaneous use with a common drainage system or an appropriate number of separate drainage systems; or
- (c) built into the wall, with partitions at least 0,60 cm apart.

(7) Any latrine which is outside the building must be enclosed by suitably positioned partitions, for reasons of propriety.

(8) Each lavatory must:-

- (a) be installed in a separate lavatory cubicle within the sanitary convenience, which cubicle must be appropriately enclosed, for reasons of propriety;
- (b) of the pillar type, unless this would be inappropriate;

- (c) be suitably plumbed and connected to a drainage system;
- (d) be equipped with a siphon or S-bend drainage pipe and be aerated, as appropriate, to avoid the concentration of gases therein; and
- (e) be equipped with a water trap.

(9) For the purposes of sub-paragraph (8)(c) above, the expression “suitably plumbed” means connected to a system whereby the lavatory bowl is washed under pressure, not by a pump, the use of which is prohibited.

(10) Each lavatory cubicle must:-

- (a) be covered;
- (b) have walls or partitions on all sides measuring at least 1,80 m high, which may leave a space at the bottom, not exceeding 0,20 m;
- (c) be fitted with a suitable door, for reasons of propriety, which can be secured from the inside by means of a bolt or a lock;
- (d) have a floor area of at least 1,50 m<sup>2</sup> with a width of not less than 1,10 m;
- (e) be provided with an adequate quantity of toilet paper; and
- (f) be equipped with a covered bin, for the disposal of used toilet paper.

(11) Each sanitary convenience must have:-

- (a) impervious floors and walls, the surfaces of which are easy to clean;
- (b) a floor drain with a water trap to facilitate cleaning;
- (c) a door fitted with an automatic return mechanism;
- (d) at least 5 air changes per hour provided:-
  - (i) by external opening windows; or
  - (ii) where it is not practicable to fit external opening windows, by artificial means;
- (e) lighting with a minimum intensity of 100 lux.

(12) Where the number of lavatory cubicles for women is greater than three, a washbasin, with cold and hot running water, must be provided in at least one of them.

(13) Without prejudice to sub-paragraph (12) above, washbasins must be provided in or in the immediate vicinity of sanitary conveniences.

(14) Sanitary conveniences must be separated from work areas by corridors, lobbies or yards.

### **First-aid equipment**

**17.** - (1) Workplaces must be equipped with an adequate supply of suitable first-aid equipment.

(2) First-aid equipment must be:-

- (a) available in all places where working conditions so require;
- (b) marked in accordance with the Safety Signs Regulations; and
- (c) easily accessible.

**Disabled persons**

**18.** - (1) Workplaces must be organised take account of the special needs of disabled persons at work.

(2) Sub-paragraph (1) above shall apply, in particular, to the doors, passageways, staircases, showers, washbasins, sanitary conveniences and workstations used or occupied by disabled persons at work.

**Circulation of pedestrians and vehicles**

**19.** Outdoor and indoor workplaces must be organised in such a way that pedestrians and vehicles can circulate in a safe manner.

**Outdoor workplaces (special provisions)**

**20.** Where employees are employed at workstations outdoors, such workstations must be organised, so far as is practicable, so that employees:-

- (a) are protected against inclement weather conditions and, where necessary, against falling objects;
- (b) are not exposed to harmful noise levels nor to harmful substances or materials such as dust, fumes, gases or vapours;
- (c) are able to leave their workstations swiftly in the event of danger or are able to be rapidly assisted;
- (d) cannot slip or fall.

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Dated this 18th day of February 2003.

By the Administrator's Command,  
J.C.A. JARVIS CBE,  
Chief Officer,  
Sovereign Base Areas.

(107/6)

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