

# ETU OHS REPS NEWSLETTER



## Workplace amenities and work environment

### Compliance Code

Workplace amenities and facilities are things provided for the health, safety, welfare and personal hygiene needs of employees. Clean drinking water, access to toilets, hand washing facilities and a clean place to eat are amenities that are a minimum requirement for every workplace. These amenities are essential for the basic health and wellbeing, personal hygiene, dignity and welfare of employees, additional amenities such as showers and change rooms, will also be required in some workplaces and work environment facilities such as workspace, temperature and air quality, lighting and flooring also need to be taken into account when assessing workplace amenities and facilities provided for employees.

#### Toilet Provisions

	Number of Employees	Number of Closet Pans
<b>Men</b>	1 – 20	1
	More than 20	Add 1 per 20
<b>Women</b>	1 – 15	1
	More than 15	Add 1 per 15
Number of Employees		Number of Urinal
1 – 10		0
11 – 25		1
26 -50		2
More than 50		Add 1 per 50

The above Table is the bare minimum that is required to be provided and employers must take into account the number of employees

that may require access to the facilities at the same time, such as at times of meal breaks etc.

Toilets need to comply with authorized and / or approved design standards, need to be accessible, preferably located inside a building or as close as possible to the workplace, to eliminate or reduce any risk to employee safety while accessing them. In multi-storey buildings, toilets need to be located on at least every second storey.

Where it is not reasonable practicable for an employer to provide access to permanent toilets, portable toilets need to be provided.

Portable toilets need to be securely installed to prevent toppling over and must be provided with a hinged door capable of locking from the inside, lighting, adequate ventilation, a hinged seat and lid, separated from any other room by a sound proof wall or by a separate entrance, separated from any other room by an airlock, designed to enable emergency access and clearly marked.

For short-term temporary workplaces and workplaces in remote areas, temporary toilets needs to be provided in a secure place with safe access.

Toilets provided by employers need to be equipped with an adequate supply of toilet paper for each toilet, hand washing facilities consistent with the requirements of the WSV Workplace amenities and work environment compliance code, rubbish bins, adequate and hygienic means for disposing of sanitary items for toilets used by female employees.

For further information go to :<http://www.ohsrep.org.au/faqs/workplace-and-amenities/change-rooms-and-other-facilities/index.cfm>

**NON-CONDUCTIVE, NON-MAGNETIC, NON-SPARKING SAFETY PADLOCK FROM MASTER LOCK.**

If the definition of safety is keeping people out of all dangerous situations, an effective safety padlock is crucial.

Safety specialist, Master Lock, has the safety area covered with continual innovation in all aspects of Lockout/Tagout.

Designed exclusively for Lockout/Tagout, Master Lock's durable non conductive Xenoy™ lock body is now complimented with a dielectric nylon shackle that will function effectively in any Lockout/Tagout environment. A first in the safety market, this safety padlock is non-conductive, non-magnetic and spark proof.

At only 55 grams, these Xenoy™ Safety Padlocks are extremely lightweight making them easy to carry. Importantly too, they perform in extreme conditions with a temperature rating range of -46o<sup>C</sup> to 177o<sup>C</sup> and will withstand harsh chemicals and corrosion!

Master Lock's Xenoy™ Safety Padlocks contain a nylon ball-bearing locking mechanism.

No springs to jam! The key retaining feature also ensures that padlocks are not left unlocked.

They are available in a variety of UV resistant

colours for fast visual identification of departments or work teams. Xenoy™ Safety Padlocks come complete with permanent, write-on danger ID labels allowing end users to customise on site. Additional accessories and services are available, such as factory laser engraving, including company or site logos.

Master Lock also offers innovative, devices for the effective lockout of electrical shut-off points, including circuit breakers, electrical plugs and wall switches. Our mini-circuit breakers are quick and easy to apply and are designed to suit both standard and wide toggle openings.

You can rest assured that Master Lock has a solution to meet your Lockout/Tagout needs.

Available at all Blackwoods branches Australia wide. Tel: 13 73 23



**2009 Calendar**

**EEIT OHS TRAINING DATES**

10AM -12PM

Melbourne—

Held at old ETU Office

Swanston St Carlton South

February 25

April 29

June 24

August 26

October 28

**OHS REP TRAINING**

Contact Tanya—0393269377 to book into the courses below.

Initial 5 Day OHS REPS Course

February 3, 4, 10, 11, 12

June 15, 16, 22, 23, 24

October 6, 7, 13, 14, 15

1 Day Refresher OHS Rep Course

Melbourne

April 22

July 22

October 28

Country

Geelong — March 24

Morwell — May 27

Portland — July 29

Shepparton — September 23

Mildura — November 25