

# Personal Hygiene Policy



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## Scope:

All Bernard Rochefort Ltd. employees and sub-contractors (when applicable) when on construction sites.

## The Law:

See attached for copy of Part II General Construction Application for personal hygiene. O. Reg. 213/91, s.28-30.

## Policy:

Bernard Rochefort Ltd. is committed to providing clean drinking water and appropriate personal hygiene facilities to all workers regardless of the site where they may be working.

## Process/Procedure:

Bernard Rochefort Ltd. will arrange for or provide a fresh supply of potable drinking water, with cups for dispensing if required, regulation toilet and clean up facilities for every site that requires such needs. If a job site is located in an area where easy access to public washroom facility is available, arrangements will be made with building management to allow for use of their facilities by Bernard Rochefort Ltd. employees.

If on a sub-contracted job site, access to toilet and clean up facility will be provided by general contractor. When not acting as a sub-contractor, or in a remote area (or too far from public facility), Bernard Rochefort Ltd. will provide toilet and clean up facility. If there is no access to a cleanup facility, Bernard Rochefort Ltd. will supply hand sanitizer/cleaner. All requirements for service and maintenance for toilet and clean up facilities are posted inside portable units from the provider.

No Bernard Rochefort Ltd. employee shall consume food on a work site without prior cleansing of hands, either by washing at a cleanup facility or by sanitizing with provided cleanser. The risk of illness due to consumption and absorption is significant when proper hygiene is not maintained prior to food intake.

## Employer Responsibility:

Employer will providing clean drinking water and appropriate personal hygiene facilities to all workers.

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## Employer Accountability:

O. Reg. 213/91, s. 29 (3) Facilities will be arranged for prior to the start of the job and workers have reasonable access to these facilities.

## Supervisor Responsibility:

Each Supervisor will document on job plan if toilet and clean up facilities are required for that specific site. If they are required, it is the Supervisor's responsibility to make the appropriate arrangements. It is also their responsibility to make arrangements for use of a nearby facility with building management if suitable. Supervisor will also be responsible for completing the hygiene form for each site they are in charge of. These forms will be collected and signed monthly, and kept in the hygiene binder.

## Supervisor Accountability:

Every Supervisor will also follow the duties of supervisors in the OHSA, s 27. Supervisors are accountable to the President for failing to ensure adequate hygiene facilities.

## Safety Coordinator:

It is the Safety Coordinator's responsibility to collect the hygiene forms from every Supervisor monthly. The Coordinator will ensure the forms are current and follow company hygiene policy/procedure. A Safety Rep may assist in this process. The Safety Coordinator will file all reports in the company hygiene binder for reference. These reports will be reviewed annually with the company Health and Safety Program/Manual by senior management.

## Hygiene

### Law:

**O. Reg. 213/91, s. 28, 29, 29.1, 29.2, and 30.**

### Drinking Water

28. (1) A reasonable supply of potable drinking water shall be kept readily accessible at a project for the use of workers. O. Reg. 213/91, s. 28 (1).

(2) Drinking water shall be supplied from a piping system or from a clean, covered container with a drain faucet. O. Reg. 213/91, s. 28 (2).

(3) Workers shall be given a sanitary means of drinking the drinking water. O. Reg. 213/91, s. 28 (3).

(4) Workers shall not be required to share a common drinking cup to drink water. O. Reg. 213/91, s. 28 (4).

### Facilities

29. (1) In this section,  
"Facilities" means toilet, urinal and clean-up facilities;

"Service", when used as a verb, means to have waste pumped out and to have the facilities replenished where necessary. O. Reg. 527/00, s. 1.

(2) Revoked: O. Reg. 527/00, s. 1.

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## Location

- (3) The constructor shall ensure,
  - (a) that facilities are provided or arranged for workers before work has started at a project; and
  - (b) that workers at the project have reasonable access to these facilities. O. Reg. 145/00, s. 15.
- (4) Subject to subsections (5) and (6), the facilities shall be located within 180 meters horizontally of the work area of the project. O. Reg. 145/00, s. 15.
- (5) If work is being performed in a tunnel, the facilities shall be located within 180 meters horizontally from the entrance to the tunnel. O. Reg. 145/00, s. 15.
- (6) The facilities may be located within 3 kilometers of the work area if transportation to the facilities is provided for workers where reasonably required. O. Reg. 145/00, s. 15.
- (7) If the project is the construction of a building, then in addition to the requirement of subsection (4), the facilities must also be located within 9 meters vertically of the level at which work is being performed. O. Reg. 145/00, s. 15.
- (8) The location of the facilities under subsection (7) may be varied if the arrangement affords reasonable accessibility for workers. O. Reg. 145/00, s. 15.
- (9) If the location of the facilities is varied under subsection (8), the constructor shall document in writing the location and the reasons for the variance, and shall provide the document to,
  - (a) the joint health and safety committee or the health and safety representative, if any, for the workplace; or
  - (b) the workers, if there is no committee or representative for the workers. O. Reg. 145/00, s. 15.
- (10) The constructor shall,
  - (a) inform workers of the location of the facilities; and
  - (b) post the location of the facilities in a conspicuous place at the project if it is practical to do so. O. Reg. 145/00, s. 15.

## Service and maintenance

- (11) The facilities shall be serviced, cleaned and sanitized as frequently as necessary to maintain them in a clean and sanitary condition. O. Reg. 145/00, s. 15.
- (12) The constructor shall keep at the project for the duration of the project,
  - (a) a record of the servicing, cleaning and sanitizing of the facilities; and
  - (b) a copy of the document required under subsection (9), if any. O. Reg. 145/00, s. 15.
- (13) Facilities that are not under the constructor's control satisfy the requirements of this section only if the constructor has received permission from the facilities' owner for workers to use the facilities. O. Reg. 145/00, s. 15.

## Toilet facilities

- 29.1** (0.1) In this section,  
“non-sewered flush toilet facilities” means water flush toilets or chemical flush toilets that have the features listed in subsection (0.2);  
“sewered toilet facilities” means water flush toilets that are connected to a sanitary sewer system and equipped with a trap in accordance with Part 7 of the *Building Code*. O. Reg. 527/00, s. 2 (1).
- (0.2) The features referred to in the definition of “non-sewered flush toilet facilities” in subsection (0.1) are:
- 1. The toilets are not connected to a sanitary sewer system.
  - 2. They are equipped with a trap or a positive seal separating stored waste from the bowl.
  - 3. The waste is first flushed from the bowl with water or with water containing chemical additives. Then the waste is deposited into a container and chemically treated sufficiently for the container's maximum capacity. O. Reg. 527/00, s. 2 (1).

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- (1) Each toilet facility shall meet the following requirements:
1. There shall be a toilet with an open-front toilet seat.
  2. There shall be a toilet paper holder and an adequate supply of toilet paper. If the facility is intended for use by female workers, there shall be a disposal receptacle for sanitary napkins.
  3. The facility shall afford the user privacy and protection from weather and from falling objects. There shall be a self-closing door that can be locked from inside the facility.
  4. The facility shall be,
    - i. illuminated by natural or artificial light,
    - ii. adequately heated, if that is possible, and
    - iii. adequately ventilated.
  5. If the facility is intended for use by males only or by females only, it shall have a sign indicating that fact.
  6. The facility shall be kept in good repair at all times. O. Reg. 145/00, s. 15; O. Reg. 527/00, s. 2 (2, 3).
- (2) Separate toilet facilities shall be provided for male and female workers, unless the facilities are intended to be used by only one worker at a time. O. Reg. 145/00, s. 15.
- (3) Sewered toilet facilities or non-sewered flush toilet facilities shall be provided at a project, subject to subsection (4). O. Reg. 145/00, s. 15.
- (4) If a project is being carried out in a remote unpopulated area and it is not reasonably possible to provide the toilet facilities required under subsection (3), other types of toilet facilities that come as close as possible to having the features of non-sewered flush toilet facilities shall be provided instead. O. Reg. 527/00, s. 2 (4).
- (5) When water flush toilets or non-recirculating chemical flush toilets are provided, the minimum number of toilets required at the project is as follows:

**TABLE 1**

Minimum number of toilets	Number of workers regularly employed at the project
1	1-15
2	16-30
3	31-45
4	46-60
4, plus 1 additional toilet for each additional group of 15 or fewer workers	61 or more

O. Reg. 145/00, s. 15; O. Reg. 527/00, s. 2 (5).

(6) If the toilets are located in a multiple water flush toilet facility and are intended to be used by male workers, water flush urinals may be substituted for a maximum of two-thirds of the number of toilets required by subsection (5). O. Reg. 145/00, s. 15.

(7) When toilets other than water flush toilets or non-re-circulating chemical flush toilets are provided, the minimum number of toilets required at the project is as follows:

**TABLE 2**

Minimum number of toilets	Number of workers regularly employed at the project
1	1-10
2	11-20
3	21-30
4	31-40
4, plus 1 additional toilet for each additional group	41 or more

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of 15 or fewer workers

O. Reg. 145/00, s. 15; O. Reg. 527/00, s. 2 (6).

(8) If the toilets are located in a portable single-unit toilet facility intended for use by male workers, there shall be at least one urinal for each toilet. O. Reg. 145/00, s. 15.

(9) Portable urinals equipped with clean-up facilities are permitted in addition to the requirements of this section. O. Reg. 145/00, s. 15.

## Clean-up facilities

**29.2** (1) Each single-toilet facility shall be provided with its own clean-up facility. O. Reg. 527/00, s. 3.

(1.1) In a multiple-toilet facility at a project, one clean-up facility shall be provided for every two toilets. O. Reg. 527/00, s. 3.

(2) Each clean-up facility shall meet the following requirements:

1. Subject to subsection (3), the facility shall have a wash basin with running water. Both hot and cold running water shall be available if reasonably possible.

2. Soap or hand cleanser shall be provided.

3. Paper towels or a hand dryer shall be provided. If paper towels are provided, there shall be a waste disposal receptacle nearby. O. Reg. 145/00, s. 15.

(3) If it is not reasonably possible to have a wash basin with running water at a clean-up facility, hand cleanser that can be used without water shall be provided instead. O. Reg. 145/00, s. 15.

**30.** Workers who handle or use corrosive, poisonous or other substances likely to endanger their health shall be provided with washing facilities with clean water, soap and individual towels. O. Reg. 213/91, s. 30.

## Approval & Acknowledgement:

A handwritten signature in blue ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

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Rhéaume Rochefort

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Feb 1<sup>st</sup>, 2018

Date:

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