



SANITARY CONVENIENCES AND WASHING FACILITIES

Suitable and sufficient sanitary conveniences and washing facilities in the workplace are vital for the welfare of the workforce. They can boost worker morale and also help reduce infectious and food-borne diseases.

PROSPECTIVE USERS:

All members of a factory must be involved in improving and maintaining the condition of factory sanitary conveniences and washing facilities. While it is the management's responsibility to set up the appropriate space and facilities, workers have to participate in keeping the sanitary conveniences and washing facilities in good condition.

This practice can be applied to all kinds of factories.

PROBLEMS ADDRESSED

Sanitary conveniences and washing facilities in poor condition can adversely affect the quality of workers' state of health, and indirectly affect the factory's productivity and workers' motivation.

PROCESS

Improving conditions in a factory's sanitary conveniences involves providing suitable and sufficient facilities at readily accessible places, keeping these facilities clean and adequately ventilated and lit, and providing running hot and cold water, soap and clean towels. If required by the type of work, showers should also be provided.

Steps in implementation

1. The management of the factory should provide sufficient space for adequate washing and sanitary facilities for all workers.
2. The location of toilets should be convenient to avoid long walks and waiting but should not open on to any work-room.
3. Sanitary conveniences for men and women should normally be provided in separate rooms. The only exception is if a facility is for a single person at any one time and the door can be secured from the inside.
4. The rooms should be well ventilated and lit and kept clean and tidy.
5. Washing facilities must be provided 'in the immediate vicinity' of every sanitary convenience and must have a supply of clean hot and cold water.
6. Separate, hygienic toilets should be provided for the use of all workers.
7. The table below shows the general provision for the minimum numbers of water closets and wash stations that must be provided.

| Number of people at work | Number of water closets | Number of wash stations |
|--------------------------|-------------------------|-------------------------|
| 1 to 5 | 1 | 1 |
| 6 to 25 | 2 | 2 |
| 26 to 50 | 3 | 3 |
| 51 to 75 | 4 | 4 |
| 76 to 100 | 5 | 5 |

8. Soap and water for washing as well as clean towels or electric hand towels should be available.
9. Sanitary napkins should also be available for female workers.
10. The doors of the washing and sanitary facilities should be able to be closed with a latch from inside.
11. Ensure that the area is adequately lighted and ventilated.
12. To reduce the risk of spreading infectious diseases, toilets must be cleaned on a regular basis and separate from food/work areas.
13. Finally, it is important to encourage basic hygiene for all workers.

RESOURCES REQUIRED

- Efforts of the human resources and logistics personnel
- Sufficient space for adequate washing and sanitary facilities for all workers.
- Staff and equipment for cleaning the facilities.
- Supervision of management.

CHALLENGES AND PITFALLS

- Investment for sanitary conveniences and washing facilities.
- Ensuring worker discipline in basic hygiene and keeping the facilities clean and tidy after use.

POSITIVE IMPACT

- Improved sanitary conveniences and washing facilities for workers.
- Reduced risk of infectious and food-borne diseases.
- Improved morale.
- Improved productivity.
- Improved workplace cooperation.

INDICATORS FOR MONITORING

- Sufficient space and adequate washing and sanitary facilities for the number of workers in the factory.
- Easy to access washing and sanitary facilities. Clean and tidy washing and sanitary facilities

Funding for the Factory Improvement Programme is provided by the Swiss State Secretariat for Economic Affairs and the United States Department of Labor.

Further Information Available:

FIP References:

FIP Module 1 - Workplace Cooperation

FIP Module 6 - Health and Safety