


<b>STANDARD OPERATING INSTRUCTION</b>	<b>SOI-GVW-325</b>
<b>Provision of Workplace Facilities</b>	

## 1.0 Purpose

To detail the process of identifying and providing workplace facilities for employees including:

- Toilets and washrooms
- Change rooms
- Dining rooms
- Drinking water
- Workplace environment

The procedure applies to all Goulburn Valley Water sites including construction worksites both static and mobile.

## 2.0 References

### Acts

Occupational Health and Safety Act 2004

### Code of Practice

Code of Practice for Workplaces. No.3, 30 June 1988.  
Building Code of Australia

### Standards

AS 1640 – Interior Lighting

## 3.0 Definitions

Nil

## 4.0 Responsibilities and Authorities

### 4.1 Manager / Supervisor

- Ensure immediate workplace environment meets and maintains the requirements of this procedure.
- Ensure chilled drinking water is provided and maintained for staff members at depots and major office sites.
- Arrange for the completion of routine visual checks of workplace facilities to ensure cleanliness.
- Make arrangements for and monitor the routine cleaning of workplace facilities

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## 4.2 Employees

- Maintain the working environment in a clean, healthy and safe condition at all times.

# 5.0 OHS HAZARDS & CONTROLS

Nil

## 6.0 PROCEDURE

### 6.1 Dining Facilities

Goulburn Valley Water shall provide reasonable access to hygienic facilities at work depots for eating at work.

Dining facilities shall be:

- separate from other work areas (computer workstations and kitchenette facilities may be included in the same area)
- kept free of tools, materials and vehicles
- protected from the weather
- separate from hazards from work processes
- provided with clean, cool, potable water for consumption by employees
- provided with utensil washing facilities, boiling water and cool place for food and utensil storage.
- provided with a chair or seat for each person and a table large enough for the persons likely to use the facility at any one time.
- provided with a clean, hygienic rubbish bin(s).
- provided with a means of ventilation natural or mechanical
- provided with a means of heating
- be installed with fly screens on all windows

### 6.2 Drinking Water

Goulburn Valley Water shall provide an adequate supply of cool, clean (potable) drinking water at all designated depots and offices work sites. This may be in the form of:

- A fixed water fountain
- Water cooler
- Packaged water

Where employees work in isolated outdoor locations during hot weather chilled water shall be provided for the filling of a suitable water container which is provided by staff members.

Drinking water points shall be separate from toilet and washing facilities.

### 6.3 Change Rooms

All depots shall be provided with facilities to change clothes either before or after work. A separate area shall be provided for females or alternative arrangements shall be made to ensure the privacy of female employees when changing.

Where possible the change room shall have:

- Suitable seating or benches for sitting while changing
- Mirrors

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- Lockers for storing personal belongings and clothing. Lockers provided should be capable of being locked

In cases where work is being undertaken remote from depot sites, portable facilities may be provided containing at least the secure storage and seating facilities mentioned above.

## 6.4 Toilet and Washing Facilities

### 6.4.1 Washing facilities

Washing facilities shall be provided for employees (wash basin or trough) at the following locations:

- Depots / offices
- Larger water treatment plants
- Larger waste management facilities
- Some sewer pump stations

Washing facilities shall have:

- clean water
- soap or appropriate cleaning agents
- protection from the weather
- paper towels or hot air dryers for hand washing facilities
- hot and cold water

### 6.4.2 Toilets

Goulburn Valley Water shall provide reasonable access to clean and hygienic toilets for employees in line with the following requirements:

- At least one toilet per 15 employees at work at any one time
- Adequate and hygienic means for sanitary disposal (where females are employed)
- Separate toilets for males and females unless security and privacy can be maintained with a single facility.
- Reasonable access to temporary or portable toilets for temporary / short term work locations (or access to clean and hygienic public toilets). Temporary or portable toilets should be located in a secure place, with safe access. Temporary toilets must be installed so they are prevented from toppling over or becoming unstable. Privacy (lockable door), lighting and ventilation shall be provided.

Reference is made to the Building Code of Australia for specific guidance on the size, layout and number of toilets required.

## 6.5 Workplace Environment

6.5.1 **Indoor Heating & Cooling** - Goulburn Valley Water shall provide (where reasonable) an indoor working environment at depots and office facilities that minimises the risk of heat stress to employees. This may be achieved by the provision of ventilation or mechanical cooling methods.

6.5.2 **Outside work** – Outdoor workers will be protected from extremes in weather during work

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breaks by the provision of adequate shelters, wind break and / or suitable clothing. See also SOI – Ultra Violet Radiation & Sun Protection (SOI-GVW-328).

6.5.3 **Task lighting** - Goulburn Valley Water will provide adequate task lighting in accordance with AS 1680 – Interior lighting. An assessment of interior lighting shall be performed each 5 years or more frequently where renovations / extensions have occurred.

6.5.4 **Seating** – Where tasks are required to be performed from a sitting position, Goulburn Valley Water shall provide seating that is ergonomically sound and provide suitable support for the type of work being undertaken. New employees shall be provided with information, and where required instruction, on the correct workstation adjustment.

6.5.5 **Workplace cleanliness** - Goulburn Valley Water recognises that a clean and tidy workplace is the first step towards maintaining a healthy and safe working environment for all employees, contractors, visitors and public.

The workplace will be maintained in a clean condition by performing the following:

- Depots / Offices shall be cleaned at least weekly
- Lunchrooms shall be left clean and tidy between shifts and cleaning of floors, benches etc. shall be assessed on a day to day basis.
- Toilets and washrooms shall be left in a hygienic state.
- Windows and skylights will be kept clean
  
- Movement in and around workstations, aisle ways and passageways should be unhindered by plant, equipment and materials.

## 7.0 Appendices

- Schedule of Workplace Facilities

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**Schedule 1 - Workplace Facilities**

District	Location	Toilet and Washing Facilities	Shower Facility	Change Room	Dining	Water
Corporate	Fryers Street Office	x	x	x	x	x
	Shepparton Operations Centre & Depot	x	x	x	x	x
Central O&M	SPS No 4 - St Georges Rd	x				
	SPS No 5	x				
	SPS No 2 - Dunrobin St	x				
Central Water Treatment	Welsford Street - Depot	x	x	x	x	x
	Murchison	x				
	Kyabram	x	x	x	x	
	Rushworth	x				
Central Waste Water	Tongala	x	x	x		
	Daldy Road - Depot	x	x	x	x	x
	Actiflo	x	x			
	Shepparton HRAL	x				
Northern District	Kyabram WMF	x				
	Cobram Depot	x	x	x	x	x
	Nathalia	x		x		
	Numurkah	x	x	x		

District	Location	Toilet and Washing Facilities	Shower Facility	Change Room	Dining	Water
South East District	Alexandra Depot	x	x	x	x	x
	Alexandra WMF	x				
	Yea WTP	x				
	Mansfield WMF	x	x	x	x	
	Mansfield WTP	x				
South West	Seymour Depot	x	x	x	x	x
	Seymour WTP	x				
	Seymour WMF	x	x			
	Euroa WTP	x				
	Euroa WMF	x				
	Violet Town WTP	x				
	Kilmore WTP	x				
	Broadford WTP	x				
	Broadford WMF	x	x	x		
Nagambie WTP	x					