

## Work Environment

Good design and effective layout are essential in every workplace.

Adequate space for people to do their jobs safely and for people and vehicles to move around easily is a priority. Wherever possible, pedestrians and vehicles should be separated or additional precautions put in place, such as signs, barriers and systems, where separation is impossible.

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

This is a general requirement to keep fabric, fittings and any systems in the workplace maintained in an efficient state, in efficient working order and in good repair. There is a specific requirement for a system of maintenance for certain equipment and devices and for ventilation systems. A suitable record must be kept. Examples of equipment and devices include emergency lighting, fencing, fixed equipment for window cleaning, anchorage points for safety harnesses, devices to limit the opening of windows, powered doors, escalators and moving walkways.

### **General Requirements**

#### **Sanitary Conveniences**

- Suitable and sufficient toilets and wash hand basins must be provided.
- These facilities must be suitably lit and ventilated (mechanically or artificially)
- Hot and cold running water should be readily available.
- Suitable soaps and hand drying facilities should be provided.
- Suitable means should be provided for the disposal of sanitary dressings.
- These facilities should be kept clean and in a useable condition.

#### **Drinking Water**

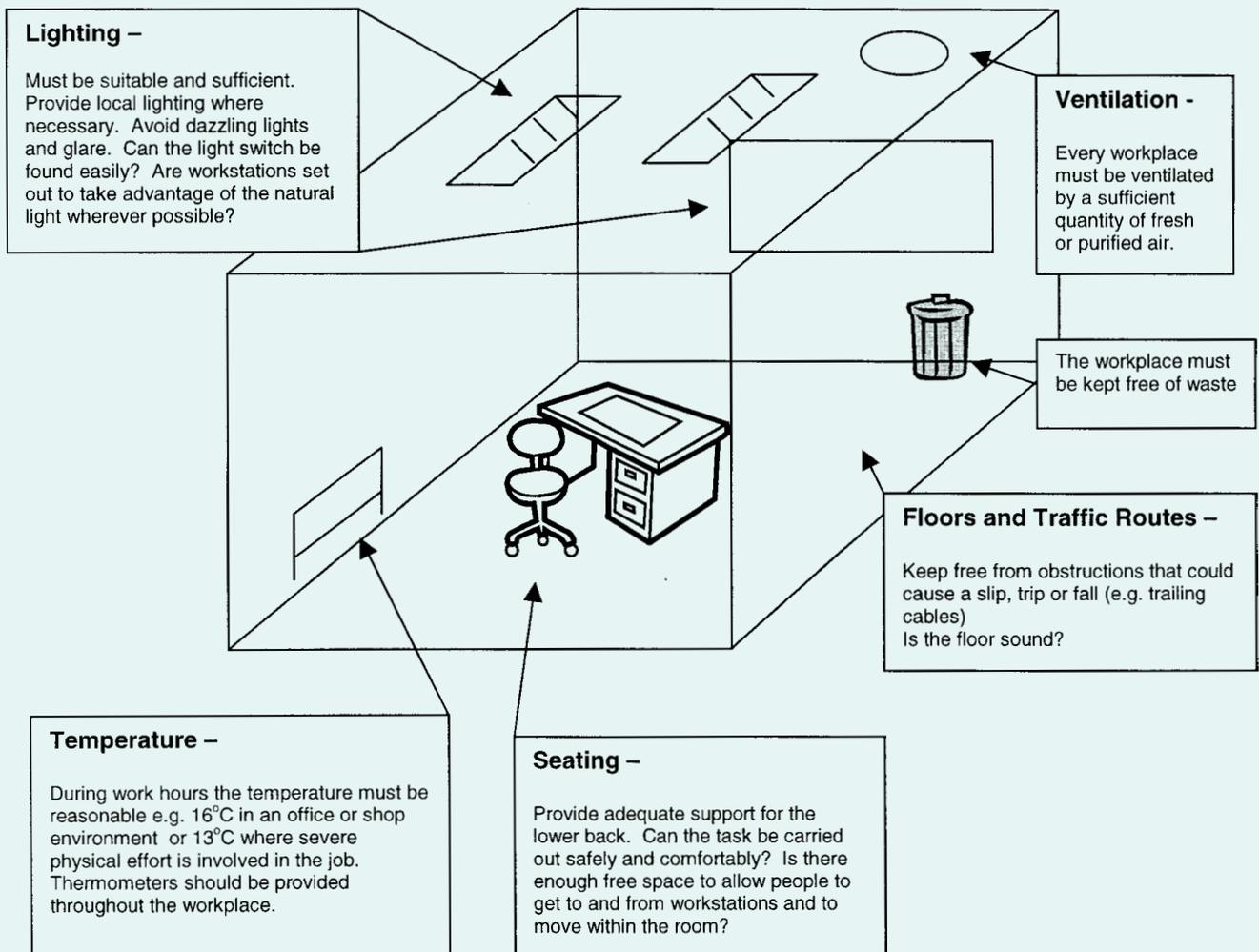
- An adequate supply of wholesome drinking water must be provided and be readily accessible and conspicuously marked.

#### **Rest Facilities**

- Where it is not desirable for staff to eat food at their workstation, then additional facilities should be provided.
- Rest rooms and areas need to have suitable arrangements to protect non-smokers from the discomfort caused by tobacco smoke.
- Suitable seating must be provided.



### The Workstation and Your Environment



#### Checklist

- Is the workplace free from tripping hazards?
- Is there sufficient space for people to move around safely?
- Are there adequate means of and provision for heating, lighting and ventilation?
- Are there adequate numbers of thermometers provided throughout the workplace?
- Are suitable numbers of toilet facilities provided and maintained in a clean condition?
- Do you need separate male and female toilets?
- Do you need a rest room?