

Regulation DD-32.0: Welfare Facilities

32.1 Sanitary Facility

32.2 Messing & Changing Room

32.3 First Aid Medical Facility

32.1 Sanitary Facility

Provision of sanitary facilities (Industrial/warehousing):

32.1.1 Adequate sanitary facilities including water closets, wash hand basins with running hot and cold water, liquid soap dispenser and hand drying are to be provided in every premises conveniently placed in sufficient numbers and separate for each sex.

32.1.2 Scale of provision of sanitary facilities:

32.1.2.1 Male:

Where no urinals are provided:

32.1.2.1.1 1WC and 1 wash basin for every 10 (Upto 100 men)

32.1.2.1.2 1WC and 1 wash basin for every 20 (Over 100 men)

Where urinals are provided (Upto 100 men):

32.1.2.1.3 1 WC for every 25

32.1.2.1.4 1 Urinal and 1 wash basin for every 10

Where urinals are provided (over 100 men):

32.1.2.1.5 1 WC for every 40

32.1.2.1.6 1 Urinal and 1 wash basin for every 20

32.1.2.2 Female:

32.1.2.2.1 1 WC and 1 wash basin for every 10 (up to 100 women)

32.1.2.2.2 1 WC and 1 wash basin for every 20 (Over100 women)

32.1.3 Toilets; Toilet rooms should be well lit, ventilated to the external air and should have self-closing and tight-fitting doors. European type water closet apartments should always be provided with supply of toilet paper and Asiatic type water closet apartments should be fitted with water tap at approximately 1 foot from floor level on the user's left hand side. All toilet rooms and fixtures should be kept in good repair and in a sanitary condition.

32.1.4 The use of common toilets in case both sexes are employed is strictly prohibited.

32.1.5 In certain cases where the premises/plot is used for only open storage (without any regular employee presence), suitable sanitary facilities shall be provided on site (with the permission from the EHS Department) to cater to workers/drivers etc., during loading/ unloading/stocking operations.

32.1.6 Sanitary Facilities for other than Industrial, Warehouse & Factory Buildings shall be as per section 17 of Civil Engineering Department, "Building Regulations & Design Guidelines" Edition 2006.

32.1.7 Toilet walls to be tiled to a minimum height of 2.1 meters above floor level with glazed ceramic tiles and flooring with unglazed ceramic tiles.

32.2 Messing & Changing Room

32.2.1 Adequate provision of Messing room, Changing room with locker facility for the employees should be provided at each facility.

32.2.2 Eating facilities: There should be provision of mess hall with A.C. Ventilation, sitting and dining arrangement as per hygienic standards.

32.2.3 Mess, pantry walls to be tiled to a minimum height of 2.1 meters above floor level with glazed ceramic tiles and flooring with unglazed ceramic tiles. Internal walls shall be smooth, waterproof, resistant to fracture, light coloured and readily cleanable.

32.2.4 Floors and walls shall be impervious to moisture and capable of being cleaned by washing down. Floors shall be hard-surfaced, non-absorbent & adequately drained. They shall be constructed with waterproof, non-absorbent washable materials without fissures or crevices. (Refer Food Establishment Guidelines for more details)

32.2.5 Drains from the mess, pantry and Kitchen (where applicable) shall incorporate grease and pea (rice) traps and interceptors.

32.2.6 Change room with locker facility for employee / workers should be provided within toilet block with common door access.

32.3 First Aid Medical Facility

32.3.1 All premises must be provided with adequate first aid facilities with at least two trained first aiders during working hours.

32.3.2 An employer must provide or ensure that there is provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to his employees if they are injured or become ill at work.

32.3.3 An employee must provide or ensure that there are an adequate and appropriate number of suitable persons for rendering first aid. A first aider is a person who has received training and who

holds a current first aid certificate from an organization or employer whose training and qualification for first aiders are approved by authority. Refer Table No. 7 for more details on First Aid Training.

32.3.4 All work places must have a first-aid facility in accordance with the following:

No. of employees	1 – 50	50 - 150	150 - 250	250 – 1000	More than 1000
First-aid box stocked as per competent department requirements	1	2	2	In each work area	
First-aid room			yes	yes	yes
Trained certified first-aid staff				yes	yes
Nurse or Doctor					yes