
PART 1.0 - WORKPLACES

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Purpose

To ensure *workplaces* are designed and constructed to provide suitable standards of health and safety for employees.

Application

This standard applies to *workplaces* on sites containing Class 2 to 9 buildings.

This standard does not apply to buildings under construction, however, there is an advisory note on this issue. See Construction Workplace Amenities Advisory Standard 2000 at <http://www.detir.qld.gov.au/hs/advisory/advisory.htm>

Referral Agency

Under Schedule 2 of the *Integrated Planning Regulation 1998*, the Chief Executive Officer of Division of Workplace Health and Safety is an advice agency with the jurisdiction to assess the building work for compliance against the performance requirements of P5 of this standard.

Associated Requirements

- *Workplace Health and Safety Act 1995*; and *Workplace Health and Safety (Miscellaneous) Regulation 1995* – Schedule 7
- *Sewerage and Water Supply Act 1949*
- Workplace Amenities – Advisory Standard 2000
<http://www.detir.qld.gov.au/hs/advisory/advisory.htm>

Referenced Standards

- AS 3740 -1994 – Waterproofing of wet areas in residential buildings.
- AS / NZS 1680 - 1998 - Interior Lighting.

Definitions

Note: Italicised words within the body of the text are defined.

Accessible position - capable of being accessed by a wheelchair.

Competent person - as defined in the SBR.

Casualty room - a room dedicated to first aid treatment.

Dining area - an area where workers may have lunch or take other breaks.

Dining room –a room or sheltered place where workers may have lunch or take other breaks.

Dressing room – a room used for changing clothes.

Floor area - excludes the area of any item positioned on the floor.

Hazard - means something with the potential to cause harm. This can include substances, plant, work processes and/or other aspects of the work environment.

Heavy, hot and dirty occupations – employees in foundries, steel fabrication, sand blasting, spray painting and the like.

Impurity - means any fumes, dust, smoke, gases, vapours or other matter, which may endanger the health of or be likely to cause discomfort to a worker.

Light to medium and clean occupations – employees in offices, retail stores, and the like.

Offensive drain effluent - effluent from workplaces such as abattoirs, etc.

Risk - the chance of an adverse outcome resulting from exposure to a hazard. The level of risk is measured in terms of consequences and likelihood.

Sedentary occupations - work requiring a sitting position.

Semi-sedentary occupations - work requiring a sitting or standing position eg retail store employees.

Spillage - workplaces that include wet areas. Examples include wet areas, commercial kitchens, manufacturing processes incorporates liquids.

Spillage point – where liquids are likely to be spilled. Examples include wet areas and manufacturing processes incorporating liquids such as commercial kitchens.

Unencumbered - clear circulation space with no fixtures or fittings intruding within the space.

Workplace - any place for the performance of work by employees or self-employed persons including-

- any area within the immediate vicinity of such premises where gear, plant, equipment or materials to be used in that work are kept; and
- any building, structure, bridge, wharf, road or way, on or within such premises, or in the immediately vicinity.

Worker - means a person who does work, other than under a contract for service, for or at the direction of an employer. A person may be a worker even though the person is not paid for work done by the person. However, a person is not a worker merely because the person does work for an organisation of which the person is a member.

Workrooms - means any part of a workplace contained in a building partitioned off by any means or set aside in which a worker is required to work.

**PERFORMANCE
CRITERIA****ACCEPTABLE SOLUTIONS****Floor Surfaces**

- P1** Floor surfaces must be suitable to prevent slips, trips, and falls and be impervious to liquids where *spillage* or washdown is likely.
- A1**
- (a) Floors are finished with a surface impervious to the liquids likely to be spilt or used for cleaning to AS3740; and
 - (b) floors are sealed to all joining walls with an impervious seal, in such a way that the seal is concavely rounded, and continued up all joining walls for a minimum of 75 mm; and
 - (c) the area is covered with matting, which is non-liquid absorbing, and allows liquids to pass through it; and
 - (d) floor surfaces are designed so that-
 - (i) all standing working positions of employees are covered with wood, rubber, linoleum or resilient types of plastic tiles; or
 - (ii) floor coverings are compositions containing asphalt, rubber, cork or magnesite; or
 - (iii) floor coverings are other semi-resilient, thermally non-conductive materials; and
 - (e) where any floor covering or matting is in localised sections, the coverings are as thin as practicable, with edges sloped to the main floor.

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Floor Grades	
<p>P2 Floors must be suitably graded to drain off liquids where the nature of the work process is such that <i>spillage</i> or washdown is likely to occur.</p>	<p>A2 (f) Wash or hose-down areas are graded-</p> <ul style="list-style-type: none"> (i) to a slope of not less than 1:25; or (ii) where accessible to employees with a mobility disability, to a slope of not more than 1:40; and <p>(g) wet or mop-down areas are graded to a slope of not less than 1:50; and</p> <p>(h) surface drains are installed to intercept liquid at <i>spillage points</i>, to prevent the spread of liquids over the floor surface.</p>
<p>P3 <i>Offensive drain effluent</i> must be suitably treated to remove offensive odours.</p>	<p>A3 The effluent is intercepted by suitable deodorising tanks.</p>
Lighting	
<p>P4 Adequate lighting from natural and/or artificial sources must be provided to ensure healthy and amenable working conditions for building occupants, appropriate to-</p> <ul style="list-style-type: none"> (a) the nature of the work; and (b) the location of the work; and (c) the times at which the work is performed. 	<p>A4 Lighting complies with AS 1680.</p>
Work Areas	
<p>P5 Adequate work areas and air</p>	<p>A5 A workplace has a minimum</p>

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<p>space must be provided to allow suitable standards of health and safety for each employee.</p>	<p>unencumbered floor area of 2.3 m² for each employee.</p>
<p>Dining Facilities</p>	
<p>P6 Where the nature of work performed does not allow an employee to eat at their work station or in their work area, suitable dining facilities must be provided in safe and hygienic conditions.</p>	<p>A6</p> <ul style="list-style-type: none"> (a) A <i>dining room</i> is provided, except where there are five or less employees, a <i>dining area</i> may be provided; or (b) for shops situated in a shopping complex- <ul style="list-style-type: none"> (i) one <i>dining room</i> is used to satisfy the requirements of all the shops in the complex; and (ii) the <i>dining room</i> area is based on the total employees of all the shops in the complex.
<p>P7 A <i>dining room</i> must provide adequate facilities for eating, washing and cleaning of utensils, storage of food and utensils.</p>	<p>A7 A <i>dining room</i> has the following facilities-</p> <ul style="list-style-type: none"> (a) a sink with a draining board and reticulated hot and cold water; and (b) cupboards for the storage of foodstuffs, free of dust and vermin; and (c) tables providing 600 mm table length per employee; and (d) a refrigerator.
<p>Stored food and utensils must be kept free from contamination by dust and vermin.</p>	
<p>P8 <i>Dining rooms</i> must be of an adequate area to provide a safe and comfortable environment, appropriate to the number of employees using it at any one time.</p>	<p>A8</p> <ul style="list-style-type: none"> (a) The minimum <i>floor area</i> of a <i>dining room</i> is- <ul style="list-style-type: none"> (i) for 6-12 employees – 11m²; and (ii) for additional employees up to 25 – an additional 0.92m² for

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each employee; and

- (iii) for additional employees thereafter – an additional 0.75m² for each employee.

Dressing Room Facilities

- P9** *Dressing rooms* must be of adequate area, contain sufficient facilities where the nature of work requires employees to change in and out of apparel, provide adequate privacy and be conveniently situated.
- A9**
- (a) The minimum *unencumbered floor area* of a *dressing room* is 1.8m²; per employee; and
 - (b) an additional *unencumbered area* is provided in the *dressing room*, dependant on the occupation of each employee as follows:
 - (i) For *sedentary or semi-sedentary occupations* – 0.37m² per employee.
 - (ii) For *light to medium and clean occupations* – 0.46m² per employee.
 - (iii) For *heavy, hot or dirty occupations* – 0.65m² per employee; and
 - (c) lockers are not less than 300 mm wide and 450 mm deep and 900mm in height; and
 - (d) passage widths between facing lockers are-
 - (i) at least 1500 mm; or
 - (ii) with lockers on one side only - at least 900mm; and
 - (e) a *dressing room* is provided for each sex; and
 - (f) *dressing rooms* are set apart from *workrooms*, and as near as practicable to sanitary compartments and washing facilities; and

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- (g) where the clothing of an employee may become wet while engaged in work, a room equipped with drying appliances is provided in or adjoining a *dressing room*; and
- (h) for fifteen or less employees, all of the same sex, a *dining room* may be combined with a *dressing room*; and
- (i) where a *dressing room* is combined with a *dining room* –
 - (i) the area complies with A7, A8 and A9; and
 - (ii) the *dining room* is provided with-
 - (A) a locker for each employee; and
 - (B) protective hanging space for clothing; and
 - (C) seating accommodation; and
 - (D) mirrors and shelving; and
 - (E) a couch, pillow and blanket.

Drinking Water

- P10** An adequate supply of clean potable drinking water must be provided at every *workplace*.
- A10**
- (a) Drinking water is provided in situations where *workers* are likely to be exposed to heat stress or dehydration; and
 - (b) drinking water is located in a readily *accessible position*; and
 - (c) a drinking water point is not located in a sanitary compartment; and
 - (d) where there are more than ten employees, drinking fountains

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are provided in the following numbers-

- (i) 11 to 40 employees – 1 drinking fountain; and
- (ii) for each additional 40 employees (or part thereof) – 1 additional drinking fountain.

Casualty Room Facilities

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| <p>P11 Suitable facilities to cater for <i>workplace</i> illness, injury and emergency must be provided where the number of employees within the <i>workplace</i> exceeds 200.</p> | <p>A11</p> <ul style="list-style-type: none"> (a) A <i>casualty room</i> is located as near as practicable to <i>workrooms</i>; and (b) the room is not less than 11 m² in area; and (c) contains a hand basin, stainless steel sink connected to waste drainage with reticulated hot and cold water; and (d) a <i>casualty room</i> is clearly signed on each door with 'FIRST AID', and the name of the nurse or attendant on duty; and (e) contains a couch, pillow and blanket. |
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