

Chapter Ind 22

SANITATION

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TOILET ROOMS FOR ALL PLACES OF EMPLOYMENT

Ind 22.001 Toilet rooms required. Every place of employment, whether heretofore or hereafter constructed, shall be provided with toilet rooms completely enclosed and so arranged as to insure privacy.

Cross reference—See sections Ind 52.56 to Ind 52.59, inclusive, of the building code for size of rooms, construction of floors, walls, and ceilings, and for enclosure of fixtures.

Ind 22.01 Toilet rooms for the two sexes. (1) Where the 2 sexes are employed or accommodated, separate toilet rooms shall be provided, except (if approved in writing by the industrial commission or the state board of health or their authorized agents) in buildings employing or accommodating not more than 5 persons of both sexes, provided the door of such toilet room is kept locked and the key is kept in a place accessible to all such persons. But whenever the number of such persons shall exceed 5, separate toilet rooms shall be provided.

(2) Entrances to toilet rooms for the 2 sexes shall be separated by screens or other means or shall be at least 20 feet apart. This requirement does not apply where the entrance doors to toilet rooms used by the 2 sexes are located in an exterior wall of the building.

(3) Separate toilet rooms shall be provided for employees and the general public wherever deemed necessary by the industrial commission or the state board of health.

(4) All fixtures shall be located or the entrance so screened that privacy is assured.

Ind 22.02 Sex designated. Wherever both sexes are employed or accommodated, each toilet room shall be distinctly marked with regard to the sex which uses it, and no person shall be allowed to use a

toilet room assigned to the other sex except as provided in Ind 22.01. The door or room labels shall bear the words MEN or WOMEN, respectively, in letters not less than one inch in height.

Ind 22.03 Number of closets and urinals. (1) In every place of employment, whether heretofore or hereafter constructed, one water closet shall be provided for every 20 persons, or fraction thereof, of either sex.

(2) In addition thereto, where more than 10 males are employed, one urinal shall be provided for every 40 males, or fraction thereof. Where not more than 10 males are employed, either a urinal shall be provided or the water closet shall have an elongated bowl and self-rising seat.

(3) The requirements in subsections (1) and (2) shall be computed on the basis of the maximum number of employees on any one shift.

(4) In all new installations, only individual urinals shall be used. Such individual urinals shall be of porcelain, vitreous china, or stainless steel, set into the floor, the floor graded to the urinal, and shall be equipped with an effective automatic tank or valve or a satisfactory foot operating flushing device.

(5) All water closets hereafter installed shall be of the individual type having elongated bowls and open front seats.

Ind 22.04 Existing water closets. (1) Each water closet at present installed shall be provided with a flushing appliance, which will be as effective in its operation as the type of closet requires.

(2) Each water closet shall be kept clean and in good repair and obstruction shall be removed at once.

(3) All pan, plunger, and offset type of water closets at present installed will be condemned when found in foul condition, or without adequate flush. Overhead tanks at present installed will be condemned when the interior surface becomes so rusted or corroded that it cannot be kept sanitary. No such fixture shall be replaced except with the approved type specified for new installations.

(4) Existing range closets shall be replaced by individual water closets of an approved type.

Ind 22.05 Maintenance and housekeeping. (1) Every toilet room and every part thereof, including walls, floors and ceiling, and all fixtures therein, shall be kept clean, and in good repair.

(2) In each toilet room sufficient toilet paper shall be provided, and it shall be made of material which will not interfere with the operation of the system, or obstruct the fixtures.

(3) A service closet conforming with requirements for construction of toilet rooms, or a substitute satisfactory to the industrial commission or the state board of health, shall be provided and supplied with mop, broom, bucket, soap, toilet paper and toweling necessary for sanitary upkeep of toilet rooms.

(4) A closed container for waste disposal shall be provided in each women's toilet room and either an open or a closed container for waste disposal shall be provided in each men's toilet room.

Ind 22.06 Indecent pictures. Indecent or suggestive marks, pictures or words are forbidden in toilet rooms, and such defacement when found shall be at once removed.

Ind 22.07 Existing toilet rooms, walls. (1) In toilet rooms at present installed, the walls shall not be covered with paper.

(2) If walls and ceiling are constructed of wood, they shall be kept well painted.

Ind 22.08 Existing toilet rooms, ventilation. (1) Every toilet room shall be so located as to open to outside light and air, by skylights or windows opening directly upon a street, alley, or court, except toilet rooms will be permitted without outside windows if they are ventilated in accordance with the requirements of section Ind 58.48 of the heating, ventilation and air conditioning code issued by the industrial commission.

(2) Exhaust ventilation shall not be required for toilet rooms containing one water closet or urinal provided such toilet room has a skylight or an outside window having a glass area of not less than 4 square feet. The openable area of such window shall not be less than 2 square feet.

(3) Every toilet room having more than one fixture (closets and urinals) shall be vented in accordance with the provisions of section Ind 58.48 of the heating, ventilation and air conditioning code issued by the industrial commission.

Ind 22.09 Artificial light. Every toilet room shall be artificially lighted during the entire period that the building is occupied, wherever and whenever natural light is not available, so that all parts of the room, especially the toilet compartments, shall be provided with artificial light intensity of not less than 2.5 foot candles at the floor level.

Ind 22.10 Enclosure of fixtures. (1) Water closets shall be enclosed with partitions of not less than 5 feet in height and equipped with doors which may conform to the size and material of the partition. A space of 6 to 12 inches shall be left between the floor and the bottom of the partition and doors.

(2) Each individual urinal or existing urinal trough shall be placed against a wall or partition. Where individual urinals are arranged in batteries, a partition shall be placed at each end of the battery. A wall of the toilet room may serve as a partition at one or both ends of the battery.

(3) The requirements in subsections (1) and (2) need not apply to toilet rooms accommodating only a single closet or urinal.

Cross reference for new installations—See section Ind 52.59 of the building code issued by the industrial commission.

Ind 22.11 Outdoor toilets. Outdoor toilets will be permitted until public sewer systems are available, if they comply with sections Ind 22.01, Ind 22.02, Ind 22.05, Ind 22.06, Ind 22.09, and the following additional requirements:

(1) No privy, with or without a leaching pit or other container, shall be located within 50 feet of any well, 10 feet of the line of any street or other public thoroughfare, 5 feet of the property line between premises, or 25 feet of the door or window of any building.

(2) Located on ground that is well drained, and where there is no possibility of contaminating any drinking water supply.

(3) Provided with suitable approach such as concrete, gravel or cinder walks.

(4) The foundations shall be of concrete or other masonry.

(5) The vault shall extend at least 6 inches above the ground, be as dark as possible, and be proof against entrance of flies, rats or other vermin. The upper portion shall be of concrete, or of brick or stone laid in cement mortar. If in poorly drained soil, the entire vault shall be of concrete or of brick, or stone, laid in cement mortar.

(6) All windows, ventilators and other openings shall be screened to exclude flies, and all doors shall be self-closing. A separate ventilator shall be provided for the vault and shall extend from the vault to not less than one foot above the roof and be provided with an effective ventilating hood.

(7) The entire installation shall be kept clean and sanitary. Milk of lime (freshly slaked lime) or other equally effective disinfectant shall be used in the vault and in the urinal trough in sufficient quantities and at frequent intervals. The floors, seats and urinals shall be scrubbed as often as necessary. The vault shall be cleaned at proper intervals.

(8) For construction work, toilet facilities shall be provided. Where same are not available through toilets open to the public, portable or temporary toilets shall be provided but need not conform to the construction provisions of this order.

Ind 22.12 Replacement of outdoor toilets when a sewer system becomes available. Within one year after a sewer system becomes available, water flush toilets, including the necessary water closets and urinals complying with sections Ind 52.50 to Ind 52.60, inclusive, of the building code shall be provided.

Ind 22.13 Lavatories; location. Washing facilities shall be provided in or adjacent to every toilet room. In new installations, there shall be at least one lavatory for every 5 fixtures (closets and urinals), or fraction.

Cross reference—See section Ind 22.14 for additional requirements for places of employment.

See section Ind 22.14 on material from which lavatories shall be made and for allowable types of installations.

Note: One lavatory for every 2 or 3 fixtures is recommended.

GENERAL SANITATION IN ALL PLACES OF EMPLOYMENT

Ind 22.14 Washing facilities for places of industrial employment.

(1) **LAVATORIES.** (a) There shall be at least one lavatory supplied with hot and cold water provided for every 10 employees or fraction in the following places of employment:

1. In all places of employment where lead, arsenic, or other poisonous or injurious materials are handled by the employees.

2. In all places of employment where food is prepared or manufactured.

3. In all other places of employment where the employees' hands become dirty or greasy.

(b) Wash rooms shall be constructed according to the requirements for toilet rooms.

(c) Twenty inches of trough wash sink, or of the edge of a circular wash fountain shall be considered the equivalent of one lavatory.

The trough wash sink or circular wash fountain shall not be equipped with a plug or other stopper. Each lavatory and each 20 inches of trough wash sink shall be equipped with either a faucet or spray pipe, so connected as to supply water of the desired temperature.

(d) All lavatories shall be made of porcelain, enameled iron, or other similar impervious material.

(2) **SHOWERS.** Shower facilities shall be provided in accordance with the following requirements:

(a) In places of employment where poisonous or irritating materials which penetrate the clothing are handled at least one shower shall be provided for every 10 employees or fraction who handle or come in contact with such materials.

(b) In glue factories, tanneries, foundries, mines, and other places of employment where materials which penetrate the clothing are handled at least one shower for every 20 such employees, or fraction, shall be provided.

(c) Showers shall be provided with hot and cold water and be equipped with a hot and cold regulating valve. The regulating device or valve shall be plainly marked and shall be so located that the valve can be operated without standing under the shower. Supply or feed pipes to showers shall be placed overhead or protected to avoid the possibility of a person coming in contact with the hot water pipes.

(d) Each shower room or compartment shall be constructed of material impervious to moisture, and the floor under each shower head shall be of such construction, or be provided with a suitable sanitary device, so as to prevent slipping.

(3) **SOAP.** For all hand washing facilities in places of employment, an adequate quantity of bland, non-irritating, non-abrasive soap which shall effectively cleanse the skin shall be provided.

Ind 22.15 Towels. In all places of employment, the use of towels in common is prohibited. Where hand washing facilities are required, individual cloth towels, magazine type roll cloth towels, or paper towels shall be furnished by the employer. Electric hand dryers may be used if approved by the industrial commission.

Ind 22.16 Locker rooms and lockers. (1) (a) In all places of employment where because of the nature of the work it is necessary to change clothing, a locker room shall be provided, separated from toilet rooms by solid partitions and doors. Where locker rooms are provided, such rooms shall have not less than 80 square feet of floor space for 10 employees, or fraction, and for each additional employee not less than 4 square feet shall be added thereto. Necessary furniture, such as benches and tables, shall be provided.

(b) In mercantile establishments, a dressing room may be provided in lieu of a locker room.

(2) (a) 1. In all places of employment where the nature of the employment requires a change of clothing, individual metal lockers shall be provided. The dimensions of individual metal lockers shall be not less than 12 inches wide, 18 inches deep and 72 inches high, exclusive of legs or other base. The lockers shall be equipped with a shelf, and not less than one clothes hook on each side, or equivalent hangar bar, and also sufficient openings in the door for the purpose of ventilation. Wooden lockers are prohibited.

2. Basket type equipment may be used instead of metal lockers if placed in rooms isolated from the work area by solid partitions and doors and shall be ventilated as required by the heating, ventilation and air conditioning code issued by the industrial commission.

(b) In any place of employment or section thereof where individual lockers are not required, multiple section or compartment metal lockers with privately locked compartments for personal belongings and a compartment or coat rack for general use, large enough to accommodate overcoats, may be used. All such facilities shall be located in a cloak room or dressing room separated from toilet room by solid partitions and doors.

(c) It shall be the responsibility of the employer to frequently inspect all locker rooms and the interior of all lockers and to maintain them in a clean and sanitary condition.

(d) Where existing metal lockers conform reasonably to the requirements of this subsection, this order shall not apply until it becomes necessary to provide new lockers.

(3) Whenever employees work in or with industrial poisons, the employer shall provide double lockers, and the employees shall keep their street and working clothes separately.

(4) Every locker and dressing room shall be properly lighted, heated and ventilated.

Cross reference—See the heating, ventilation and air conditioning code for heating and ventilation requirements.

Ind 22.17 Drinking water. (1) Every place of employment shall be supplied with sufficient pure drinking water and the faucets or outlets for the same shall be placed convenient to the employees, but not in toilet rooms. Common drinking cups are prohibited. Sanitary drinking fountains shall be installed or individual cups shall be provided by the employers.

Cross reference—See the state plumbing code for required construction of sanitary drinking fountains.

(2) Where running water is not available, a covered drinking water container equipped with a faucet or bubbler shall be provided. The container shall be cleaned and sterilized at frequent intervals and kept in a sanitary condition and in good repair.

Ind 22.18 Rest rooms. (1) Rest rooms shall be provided in all places where 5 or more women are employed. Each rest room shall be furnished for the purpose of reclining. In buildings where individual offices are leased or rented, at least one rest room shall be provided to serve the occupants of the building.

(2) Every rest room shall be lighted, heated and ventilated to conform to the requirements of the heating, ventilation and air conditioning code issued by the industrial commission.

Ind 22.19 Cleanliness, dry floors, sweepings. In all places of employment, floors, walls, ceilings, windows, machines, benches, vessels and equipment shall be kept clean and sanitary so far as the nature of the industry will permit. Where wet processes are used, the floors shall be so drained that there is no measurable depth of water in which the operators must stand while working. Where the nature of the work permits, dry standing room shall be provided for employees. All

waste, sweepings and decomposed matter shall be removed from the work rooms each day and their removal shall be made in such a way as to avoid the raising of unnecessary dust.

Cross reference—See the general orders on dusts, fumes, vapors and gases issued by the industrial commission for permissible methods of shop cleaning.

Note: When possible, the sweeping and removal of waste should be done outside of working hours.

Ind 22.20 Cleaning places of employment. The employer shall provide a vacuum system to sweep and clean his place of employment when there is produced therein dusts of an explosive or toxic nature which are not so collected that they are prevented from accumulating on the floor, walls, ceilings, equipment, or materials.

Ind 22.21 First aid cabinets and first aid rooms. (1) (a) Whenever the number of employees are 3 or more, but less than 250, there shall be provided one or more first aid cabinets constructed of materials other than wood or paper, and as nearly dustproof as possible.

(b) This equipment shall be kept readily accessible, sanitary and orderly, and with a full stock of necessary materials at all times, adequate to meet the needs of employees for first aid treatment and with full instructions for its use.

(c) In every place of employment where first aid materials are supplied, it shall be the duty of some responsible individual to administer first aid and to regularly inspect, replenish and discard old or partly used materials. Disinfectants shall be maintained in such a manner or in such containers as to prevent deterioration or evaporation. A record of all first aid treatment shall be kept.

(2) Whenever the total number of employees is 250 or over on any one shift a first aid room shall be provided. This room shall be so equipped as to afford reasonable first aid treatment, according to the nature of the work carried on, and if deemed necessary, a competent physician or a registered nurse shall be in charge.

Ind 22.22 Instruction of employees working with industrial poisons. The employer shall instruct all employees who are required to work where industrial poisons of a hazardous nature are used, stored, or carried, regarding the danger connected with their work, the best precautionary methods, and the measure for affording assistance to other employees when affected by such poisons.

Ind 22.23 Protective clothing and equipment. (1) Employers shall furnish protective clothing or equipment for the safety of their employees, whose work is such that they are exposed to dangerous industrial poisons. Such employees shall use the equipment thus furnished.

(2) Where the nature of the work permits, dry standing room shall be provided for employees. Where employees are required to do work outside of their usual duties in which it is not possible to provide dry standing room, they shall be furnished suitable waterproof footwear.

(3) Whenever the nature of the work is such that an employee's clothing becomes covered or permeated with industrial poisons, the employer shall launder such clothing as frequently as may be necessary.

Ind 22.24 Maintenance of buildings and equipment. All buildings or parts of buildings wherein industrial poisons are stored or used, as well as all tanks, vessels, pipes or like equipment containing, carrying or transporting any industrial poisons shall be maintained in good condition, and conspicuously identified.

LAUNDRY REQUIREMENTS

Ind 22.25 Heat deflectors. On all roll body ironers, the hot roll shall be equipped with a heat deflector which shall be lined with non-conductive material. The deflector shall extend far enough down in front to deflect the heat and prevent it from being thrown out toward the operator. On all shoe body ironers, the shoe must be covered with non-conductive material.

Note: All machines throwing off heat should be so placed and equipped that the heat from one machine is not thrown on the operator of another machine.

Ind 22.26 Exhaust system. (1) Wherever flat work ironers are operated, the excessive steam and heat produced by these operations shall be removed at their source as required by the general orders on dusts, fumes, vapors and gases issued by the industrial commission.

(2) Where additional air is necessary to replace the exhausted air, it shall be supplied from the outside and shall be properly tempered and filtered.

Ind 22.27 Floors kept as dry as possible. The floors of all wash-rooms in laundries shall be so drained that there is no measurable depth of water where the operators must stand while working. Dry standing room shall be provided where possible.

Ind 22.28 General requirements. (1) Washing facilities shall be placed within easy reach of the markers and others handling soiled clothing.

(2) Markers and others handling soiled clothes shall be warned against touching the eyes, mouth or any part of the body on which the skin has been broken by a scratch or abrasion; and they shall be cautioned not to touch or eat food until the hands have been thoroughly washed.

(3) Employees shall be forbidden to unnecessarily shake or carelessly handle soiled clothing.

(4) Employees handling soiled clothing or linen shall be required to thoroughly wash their hands and faces and change their working garments before handling laundered clothing or linen.

(5) Marking in of bundles shall be done in such place and manner that no dust or contaminated air therefrom can circulate in the breathing zone or any other part of the laundry.

(6) Persons with abrasions on the hands or wrists shall not be allowed to handle soiled clothing or linen until such abrasions are adequately protected from infection by bandages or gloves.

(7) Overgarments shall be provided for persons handling soiled clothes or linen within the plant and such garments shall be washed frequently.

(8) Pure, fresh water shall be used for sprinkling, in such manner as to prevent contamination by human contact.

(9) Under no circumstances shall any person be allowed to sleep or eat in rooms in which laundry work is done.