

# Housekeeping/Hygiene – Know The Laws of Your Province



Maintaining a clean and organized workspace is essential for productivity, safety, and employee well-being. Good housekeeping practices reduce the risk of accidents, prevent the spread of germs, and foster a professional environment where employees feel valued and motivated. This includes regular cleaning of common areas, properly storing tools and materials, and sanitizing high-touch surfaces.

A hygienic workplace not only boosts morale but also minimizes downtime due to illness, contributing to a healthier, more efficient workforce. Remember, a clean workspace is a productive one!

## ALBERTA

Employers are required in Alberta to provide a safe and secure work environment related to all good housekeeping hygienic standards and protocols under the [Occupational Health and Safety Code](#) pursuant to **Section 185** which pertain to Part 12, and **Sections 354 to 361** that pertain to Part 24.

### **Part 12 – General Safety Precautions – Housekeeping**

An **employer** must ensure that a work site is kept clean and free from materials or equipment that could cause workers to slip or trip. **Section 185.**

## Part 24 – Toilets and Washing Facilities

### Restrictions by employer

An **employer** must not place unreasonable restrictions on a worker's use of, or access to, any of the facilities required by this Part. **Section 354.**

### Drinking fluids

1. An **employer** must ensure that an adequate supply of drinking fluids is available to workers at a work site.
2. The drinking fluids available at a work site must include potable water.
3. Unless water is provided by a drinking fountain, the **employer** must ensure that an adequate supply of single use drinking cups is provided in a sanitary container located by the water supply.
4. If there are outlets at a work site for both potable water and non-potable fluid, the **employer** must ensure that the outlet for potable water has a prominent label that clearly indicates drinking water. **Section 355(1) to (4).**

### Toilet facilities

1. Subject to subsection (2), an **employer** must ensure that a work site has the number of toilets for each sex that are required by Schedule 7, in separate toilet facilities.
2. A work site may have only one toilet facility for the use of both sexes if:
  - (a) the total number of workers at the work site is never more than 10, and
  - (b) the door to the toilet facility can be locked from the inside.
3. If 3 or more toilets are required for men, an **employer** may substitute no more than 2/3 of the toilets with urinals.

4. If 2 toilets are required for men, an **employer** may substitute one of them with a urinal. **Section 357(1) to (4).**

### **Water and drainage**

1. If a work site is connected to a public or municipal water main and sanitary drainage system, the **employer** must ensure that the toilets are connected to that system.
2. If a work site is not connected to a public or municipal water main and sanitary drainage system, the **employer** must ensure that the toilets are self-contained units or connected to a septic tank.
3. An **employer** must ensure that a toilet that is a self-contained unit is emptied and serviced at regular intervals to ensure the unit does not overflow. **Section 355(1) to (3).**

### **Hand cleaning facilities**

1. An **employer** must ensure that at least one wash basin or hand cleaning facility is provided in a toilet facility.
2. An **employer** must ensure that there is one wash basin or hand cleaning facility for every 2 toilets in addition to the wash basin or hand cleaning facility required under subsection (1) if 3 or more toilets are required in a toilet facility.
3. An **employer** may substitute circular wash fountains for wash basins or hand cleaning facilities required by subsections (1) and (2) on the basis that each 500 millimetres of the fountain's circumference is equivalent to one wash basin or hand cleaning facility. **Section 359(1) to (3).**

### **Supplies and waste receptacles**

An **employer** must ensure that a toilet facility at a work site has:

1. toilet paper available at each toilet,
2. hand cleaning agents and single-use towels of cloth or paper, or air hand drying equipment, at each wash basin or hand cleaning facility, and
3. a covered disposal container for feminine hygiene products near each toilet used by women. **Section 360.**

**For more information:**

- **Section 356(a)(b).**
- Condition of facilities. **Section 361(1)(2).**

**Further details on the Occupational Health and Safety Code can be found at [Alberta.ca](http://Alberta.ca).**

## **BRITISH COLUMBIA**

Employers in British Columbia are required to follow these guidelines as part of their responsibility to maintain a safe working environment under the [Occupational Health and Safety Regulation](#) pursuant to **Sections 5.82 to 5.96.**

### **Personal Hygiene**

#### **Employer's responsibility**

1. If a work process may result in harm to a worker from contamination of the worker's skin or clothing by a hazardous substance, the **employer** must:
  - (a) supply appropriate protective clothing,
  - (b) launder or dispose of the protective clothing on a regular basis, according to the hazard,
  - (c) provide adequate washing facilities, and
  - (d) allow time for washing before each work break.
2. If work processes involving substances such as lead, mercury, asbestos, silica, or pesticides are high hazard, the **employer** must also ensure that workers are provided with:
  - (a) clothing lockers in separate rooms for street

clothing and work clothing,  
(b) heated shower facilities between the rooms, and  
(c) time for showering and clothing change before the end of the work shift.

3. In a remote location where provision of change rooms and shower facilities is not practicable, separate clothing storage, and adequate washing facilities must be provided. **Section 5.82.**

### **Worker's responsibility**

A worker engaged in a work process described in section 5.82 must:

1. wear the supplied protective clothing,
2. wash effectively before each work break and the end of the work shift, and
3. shower at the end of the work shift, if required by the hazard. **Section 5.83.**

### **Prohibition**

Eating, drinking, smoking, applying cosmetics, or storing food is prohibited in any work area where a work process described in section 5.82 takes place. **Section 5.84.**

### **Emergency Washing Facilities**

The **employer** must ensure that appropriate emergency washing facilities are provided within a work area where a worker's eyes or skin may be exposed to harmful or corrosive materials or other materials which may burn or irritate. **Section 5.85.**

### **Water supply**

1. For a plumbed emergency eyewash facility, the **employer** must ensure that only a potable water supply is used.
2. For a portable (non-plumbed) eyewash unit, the **employer** must ensure that only potable water or an isotonic saline flushing solution is used. **Section 5.86.**

## **Access**

The **employer** must ensure that access to emergency eyewash and shower facilities is not blocked by material or equipment. **Section 5.87.**

## **Risk assessment**

The **employer** must ensure that the selection of emergency washing facilities is based upon an assessment of the risks present in the workplace, according to Table 5-2. **Section 5.88.**

## **Testing**

The **employer** must ensure that a plumbed emergency eyewash or shower facility is full flow tested at least once per month, for a sufficient length of time to completely flush the branch of the water line supplying the eyewash. **Section 5.93(2).**

## **For more information:**

- Equipment required. **Section 89.**
- Transient worksites. **Section 90.**
- Remote worksites. **Section 91.**
- **Section 5.92.**
- **Section 5.94.**
- Protection from freezing. **Section 5.95.**
- Valve operation. **Section 5.96.**

**Further details on the Occupational Health and Safety Regulation can be found at [BClaws.gov.bc.ca](http://BClaws.gov.bc.ca).**

## **MANITOBA**

Employers in Manitoba are mandated to uphold specific standards for workplace sanitation and housekeeping to ensure a safe and healthy environment for all workers under the [Manitoba Workplace Safety and Health Act and Regulation](#)

pursuant to **Sections 2.14, 4.7 to 4.11, and 4.15.**

### **Clean and sanitary workplace**

An **employer** must ensure that, so far as is reasonably practicable, a workplace is:

1. kept in a clean and sanitary state; and
2. kept free from any condition that may create a risk to a worker's safety or health. **Section 2.14.**

### **Number of toilet facilities and washbasins**

Subject to the provisions of the Manitoba Building Code, an **employer** must ensure that a workplace has the number of toilets and washbasins in separate facilities for each sex as provided in the following table.

#### **Table – Section 4.7**



### **Toilet facilities**

1. Despite **section 4.7**, a workplace may have one toilet facility for the use of both sexes if:(a) the total number of workers present at the workplace at one time is never more than 10; and(b) the door to the toilet facility can be locked from the inside. **Section 4.8(1).**
2. If two or more toilets are required for men, an **employer** may substitute not more than half of the toilets with stall urinals. **Section 4.8(2)**
3. An **employer** must ensure that each toilet facility at a workplace:
  - (a) has a legible sign posted on or near the door leading to each facility, which denotes the sex of those entitled to use a toilet facility;
  - (b) is used only as a toilet facility;
  - (c) is kept free from obstacles or obstructions;
  - (d) is kept clean, sanitary, and in good working order;

(e) is supplied with:(i) toilet tissue at each toilet at all times, (ii) easily cleanable containers for waste materials, and (iii) a covered disposal container for feminine hygiene products near each toilet used by women;

(f) except for a urinal, is equipped with an individual compartment and a door that can be locked from the inside; and

(g) is adequately heated, illuminated and ventilated.

**Section 4.8(3).**

4. An **employer** must not place unreasonable restrictions on a worker's use of or access to toilet facilities at a workplace. **Section 4.8(4).**

**For more information:**

- Hand cleaning facilities at construction site. **Section 4.10.**
- Change and washing facilities. **Section 4.11.**
- Eating is prohibited in contaminated areas. **Section 4.15.**

**Further details on the Manitoba Workplace Safety and Health Act and Regulation can be found at [gov.mb.ca](http://gov.mb.ca).**

## **NEW BRUNSWICK**

Employers in New Brunswick are mandated to maintain proper sanitation and housekeeping standards to ensure a safe and healthy workplace. These obligations are outlined in the **[Occupational Health and Safety Act](#)** and its associated regulations, pursuant to **Sections 5 to 10, 15, and 16.**

## **Part II – SANITATION AND ACCOMMODATION**

### **Toilets**

(1) An **employer shall** provide a minimum number of toilets for each sex determined according to the maximum number of



**employees** of each sex who are normally employed at any one time at the same place of employment as follows:

(a) where the number of such **employees** does not exceed nine, one toilet;

(b) where the number of such **employees** exceeds nine but does not exceed twenty-four, two toilets;

(c) where the number of such **employees** exceeds twenty-four but does not exceed forty-nine, three toilets;

(d) where the number of such **employees** exceeds forty-nine but does not exceed seventy-four, four toilets;

(e) where the number of such **employees** exceeds seventy-four but does not exceed one hundred, five toilets; and

(f) where the number of such **employees** exceeds one hundred, five toilets and one toilet for every thirty such **employees** in excess of one hundred.

(2) Where the total number of **employees** normally employed by an **employer** in the place of employment at any one time does not exceed nine, the **employer** may provide only one toilet for both male and female **employees** if the toilet is situated in a room whose entrance door is fitted on the inside with a locking device.

(2.1) Despite subsection (1), if the toilets are of a chemical, a self-contained portable or other similar type, an **employer shall** provide a minimum number of toilets determined according to the maximum number of **employees** who are normally employed at any one time at the same place of employment as follows:

(a) when the number of **employees** does not exceed nine, one toilet;

(b) when the number of **employees** exceeds nine but does not

exceed 24, two toilets;

(c) when the number of **employees** exceeds 24 but does not exceed 49, three toilets;

(d) when the number of **employees** exceeds 49 but does not exceed 74, four toilets;

(e) when the number of **employees** exceeds 74 but does not exceed 100, five toilets; and

(f) when the number of **employees** exceeds 100, five toilets and one toilet for every 30 **employees** in excess of 100.

And:

(a) where the number of such **employees** does not exceed twenty-five, one toilet;

(b) where the number of such **employees** exceeds twenty-five but does not exceed fifty, two toilets;

(c) where the number of such **employees** exceeds fifty but does not exceed seventy-five, three toilets;

(d) where the number of such **employees** exceeds seventy-five but does not exceed one hundred, four toilets; and

(e) where the number of such **employees** exceeds one hundred, four toilets and one toilet for every thirty such **employees** in excess of one hundred.

(4) Where more than two toilets are required for male **employees**, an **employer** may substitute urinals for up to two-thirds of the required number of toilets.

(5) Where running water and sewage facilities are available, toilets **shall** be of the water flush type and may be of the chemical, self-contained portable, or other similar type if no running water is available.

(6) As soon as work has started on a project site, the contractor or, if there is no contractor, the owner **shall** provide toilets in accordance with subsection (1) or (2.1), as the case may be.

(7) An **employer shall** ensure that a washroom is:

- (a) within easy access of an employee's work area,
- (b) enclosed so that an **employee** is sheltered from view and protected from the natural elements,
- (c) adequately ventilated and illuminated,
- (d) where possible, heated,
- (e) kept in a clean and sanitary condition,
- (f) provided with a sufficient supply of toilet paper and hygiene supplies,
- (g) provided with a covered waste receptacle,
- (h) maintained in working condition, and
- (i) in the case of a self-contained unit, is emptied and serviced at intervals which ensure that the unit does not overflow. **Section 5(1).**

**For more information:**

- **Section 6(1).**
- Eating Areas. **Section 7.**
- Work Clothes. **Section 9.**
- **Section 10.**
- Place of employment to be kept clean and in good repair. **Section 15.**
- Storage of items not to create hazard. **Section 16.**

**Further details on the General Regulation – Occupational Health and Safety Act** be found at [Laws.gnb.ca](http://Laws.gnb.ca).

## **NEWFOUNDLAND & LABRADOR**

Employers in Newfoundland and Labrador, are mandated to maintain proper sanitation and housekeeping standards to ensure a safe and healthy workplace. These obligations are outlined in [Canada–Newfoundland and Labrador Offshore Area Occupational Health and Safety Regulations](#) pursuant to Sections 61 to 71.

### **Showers**

(1) Every **employer** must make available a sufficient number of showers for use by persons at each workplace under its control.

### **Requirements**

(2) The **employer** must ensure that all showers:

- (a) are designed for use by one person at a time, with walls, partitions, or curtains in place to ensure privacy;
- (b) have floors and walls that are watertight, except for drains, and impervious to moisture;
- (c) have a supply of clean hot and cold water;
- (d) are supplied with individual clean and sanitary towels; and
- (e) are maintained in a clean and sanitary condition and in good repair. Section 61(1)(2).

### **PART 12 – Sanitation and Housekeeping – Waste material**

The risks associated with the accumulation of and exposure to waste material, including garbage, recyclable refuse, food waste, and debris, are prescribed risks for the purpose of the Act and every **employer** must ensure, at each workplace under its control, that:

**(a)** waste material is collected, handled, segregated, and removed in a safe and hygienic manner;

**(b)** waste receptacles and other facilities for disposing of and storing waste material are provided to prevent its hazardous accumulation; and

**(c)** all waste receptacles that are provided in dining and food preparation areas or that are intended to hold waste material that could give rise to a hazard, including waste material that is flammable or combustible, are:

(i) made of fire-rated material,

(ii) leakproof,

(iii) fitted with a tight-fitting lid, and

(iv) maintained in good working order and in a clean and sanitary condition. Section 66.

### **Cleanliness and orderliness**

The hazard control measures set out in every occupational health and safety program must include procedures for:

**(a)** maintaining the workplace in a clean and orderly state;

**(b)** ensuring that all surfaces at the workplace on which a person may stand are kept free of slipping and tripping hazards; and

**(c)** ensuring that all cleaning of the workplace is carried out in a manner that does not allow dust or any other substance that may be harmful to employees' health or safety to contaminate the air. **Section 68.**

### **PART 13 Food and Potable Water Safety**

The risks arising from the consumption of unsafe food are, in respect of every workplace at which food is served, prescribed

risks for the purpose of the Act and the **employer** with control over the workplace must ensure that:

**(a)** all preparation, storage, handling, or serving of food is done in accordance with the Codex Alimentarius Commission's "Recommended International Code of Practice: General Principles of Food Hygiene", as set out in its publication *Food Hygiene (Basic Texts)*, with the recommendations in the Code being read as mandatory;

**(b)** foods that require refrigeration to prevent them from becoming hazardous to health are maintained at a temperature of 4°C or lower;

**(c)** foods that require freezing to prevent them from becoming hazardous to health are maintained at a temperature of -18°C or lower; and

**(d)** temperature logs are maintained for hot and cold holding units, including refrigerators and freezers. **Section 70.**

**For more information:**

- Changing facilities. **Section 62.**
- Sleeping quarters. **Section 63(1).**
- Private room and washroom. **Section 63(2).**
- **Section 63(3).**
- Dining area. **Section 64.**
- Pest and Elimination of Pests. **Section 67(1)(2)(3).**
- Portable Water. **Section 71(1).**
- Occupational Health and Safety Program. **Section 71(1)(2).**

Further details on *Canada–Newfoundland and Labrador Offshore Area Occupational Health and Safety Regulations* can be found at [Laws-lois.justice.gc.ca](https://laws-lois.justice.gc.ca).

## **NOVA SCOTIA**

In Nova Scotia, employers are legally obligated to maintain workplace sanitation and housekeeping standards to ensure a safe and healthy environment for all workers pursuant to the **Occupational Safety General Regulations** in **Part 4 – Sections 16 to 24**.

### **Toilets**

**(1)** An **employer shall** make accessible a minimum number of toilets for each gender, determined according to the maximum number of persons of each gender who are normally employed at any one time at the same workplace, as follows:

(a) where the number of persons does not exceed 9, 1 toilet;

(b) where the number of persons exceeds 9 but does not exceed 24, 2 toilets;

(c) where the number of persons exceeds 24 but does not exceed 49, 3 toilets;

(d) where the number of persons exceeds 49 but does not exceed 74, 4 toilets;

(e) where the number of persons exceeds 74 but does not exceed 100, 5 toilets; and

(f) where the number of persons exceeds 100, 5 toilets and 1 toilet for every 30 such persons in excess of 100.

**(2)** Despite subsection (1), where a workplace, such as a motor vehicle or an isolated small temporary workplace such as a logging operation or a survey site, does not have running water or sewage facilities, an **employer shall** ensure that the toilets required in subsection (1) are accessible where it is reasonably practicable.

(3) Despite subsection (1), where the total number of persons normally employed in the workplace at any one time does not exceed 9, an **employer** may provide 1 toilet for both male and female persons if the toilet is situated in a room with an entrance door that is fitted on the inside with a locking device.

(4) Despite subsection (1), where more than 2 toilets are required for male **employees**, an **employer** may substitute urinals for up to  $\frac{2}{3}$  of the required number of toilets.

(5) An **employer shall** ensure that toilets are of the water flush, chemical, self-contained portable or other similar types of toilets.

(6) An **employer shall** ensure that a toilet facility required by these regulations is:

- (a) within easy access of a person's workplace;
- (b) enclosed so that a person is sheltered from view and protected from the natural elements;
- (c) adequately ventilated and illuminated;
- (d) heated, where reasonably practicable;
- (e) kept in a clean and sanitary condition;
- (f) provided with a sufficient supply of toilet paper;
- (g) provided with a waste receptacle;
- (h) maintained in working condition; and
- (i) in the case of a self-contained unit, emptied, and serviced at intervals to ensure that the unit does not overflow.

(7) An **employer shall** ensure that an **employee** has reasonable opportunities to use the toilet facilities. **Section 19(1) to**



(7).

### **Hand-cleaning facilities**

(1) Where the workplace has running water, an **employer shall** provide a wash basin or equivalent hand-cleaning facility in a room with 1 toilet and sufficient additional wash basins or equivalent hand-cleaning facilities in the room for additional toilets or urinals.

(2) Where the workplace does not have running water and toilet facilities are provided, an **employer shall** provide hand-cleaning facilities or supplies.

(3) An **employer shall** provide a hand-cleaning facility and supplies as close to any toilet as is reasonably practicable.

(4) Where a person works in an area that is exposed to a hazardous substance that may contaminate food, an **employer shall** provide the person with the opportunity, facilities and supplies for hand cleaning.

(5) Where a wash basin is provided, an **employer shall** provide:

(a) hot and cold running water;

(b) soap or other appropriate cleansers; and

(c) sufficient sanitary hand-drying facilities. **Section 20(1) to (5).**

### **For more information:**

- Eating areas. **Section 21(1).**
- Work clothes and Change Rooms. **Section 22(1).**
- Emergency Showers and Eyewashes. **Section 23(1).**
- Waste Material and Debris. **Section 24.**

**Further details on the *Occupational Safety General Regulations* can be found at [Novascotia.ca](http://Novascotia.ca).**

## NORTHWEST TERRITORIES & NUNAVUT

Employers in the Northwest Territories (NT) and Nunavut (NU) have specific responsibilities and obligations for Sanitation and Housekeeping under the [Occupational Health and Safety \(OHS\) Regulations](#) pursuant to **Sections 67, and 71 to 79.**

### **Sanitation**

(1) An **employer shall**, to the extent that is reasonably practicable, ensure that a work site is sanitary and kept clean.

(2) Where a worker may be exposed to refuse, spills or waste materials that may pose a risk to a worker's health or safety, an **employer shall** ensure that the refuse, spill or waste material is removed by a suitable method from the work site as soon as is practicable. **Section 67(1).**

### **Lighting**

(1) While workers are present at a work site, an **employer shall** provide lighting that is sufficient to protect the health and safety of workers and suitable for the work to be done at the work site.

(2) An **employer shall** ensure that the illuminance of all parts of a work site where workers pass, is at least 50 lux.

(3) Where failure of the regular lighting system is likely to create conditions dangerous to the health or safety of workers, an **employer shall** provide appropriate emergency lighting of at least 50 lux for a work site and exit routes from the work site.

(4) An **employer shall** ensure that:

(a) light fixtures, windows, and skylights providing light for work are, where practicable, kept clean and free from any obstruction, except for special treatment of light

fixtures, windows, or skylights to reduce heat or glare; and

(b) artificial light sources and reflective surfaces are positioned, screened or provided with a shade, where practicable, to prevent glare or the formation of shadows that cause discomfort or a risk of accident to a worker.

**Section 72(1) to (4).**

## **Toilet Facilities**

(1) An **employer shall**, to the extent that is reasonably practicable, ensure that suitable and readily accessible toilet facilities for workers:

(a) are provided at a work site, maintained, and kept clean;

(b) are sufficient in number for the number of workers at the work site at any one time; and

(c) have adequate provision for privacy, heat, light, and ventilation.

(2) Subject to subsections (3) to (5), the minimum number of toilet facilities required pursuant to subsection (1) is set out in Schedule L.

(3) Where toilet facilities are likely to be used by persons other than workers, an **employer shall** provide additional toilets that is proportionate to the number set out in Schedule L and, where use by those other persons is substantial and frequent, the **employer shall** provide separate toilet facilities for those other persons.

(4) Where there are more than ten workers and both male and female persons are employed at any time, an **employer shall** provide separate toilet facilities for workers of each sex in numbers that are proportionate to the numbers of male and female persons employed.

(5) Where more than 100 male persons work or are likely to work on any shift and the Chief Safety Officer is satisfied that sufficient urinal accommodations are provided, the minimum number of toilet facilities under subsection (2) may be reduced at the direction of the Chief Safety Officer.

(6) An **employer shall** ensure that each toilet facility required by this section:

(a) is used exclusively for the purposes for which the facility is designed;

(b) is free from any obstacle or obstruction that could prevent the facility from being used;

(c) is kept free of vermin;

(d) is supplied with toilet tissue at all times and with easily cleanable, covered receptacles for waste materials; and

(e) except in the case of a urinal, is equipped with an individual compartment and a door that can be locked from the inside. **Section 74(1).**

**For more information:**

- **Section 71.**
- Thermal Conditions. **Section 73(1).**
- Personal Washing. **Section 75(1).**
- **Section 76(1).**
- Change and Shower Facilities. **Section 77.**
- Eating Areas. **Section 78(1).**

**Further details on the Occupational Health and Safety Regulations can be found at [wscc.NT.ca](http://wscc.nt.ca).**

## **ONTARIO**

In Ontario, the [Canada Occupational Health and Safety](http://wscc.nt.ca)

**Regulations** mandates specific standards for workplace sanitation and housekeeping to maintain a safe, clean, and organized environment pursuant to **Sections 9.2 to 9.11, 9.18 to 9.21.**

## **General**

**(1)** Every **employer shall** maintain each personal service room and food preparation area used by **employees** in a clean and sanitary condition.

**(2)** Personal service rooms and food preparation areas **shall** be so used by **employees** that the rooms or areas will remain as clean and in such a sanitary condition as is possible. **Section 9.2(1).**

All janitorial work that may cause dusty or unsanitary conditions **shall** be carried out in a manner that will prevent the contamination of the air by dust or other substances injurious to health. **Section 9.3.**

Each personal service room **shall** be cleaned at least once every day that it is used. **Section 9.4.**

**(1)** Every plumbing system that supplies potable water and removes water-borne waste:

(a) **shall** meet the standards set out in the Canadian Plumbing Code; and

(b) subject to subsection (2), **shall** be connected to a municipal sanitation sewer or water main.

**(2)** If it is not feasible to comply with paragraph (1)(b), the **employer shall** provide a waste disposal system that meets the standards set out in ANSI standard ANSI Z4.3-1979, Minimum Requirements for Non-Sewered Waste-Disposal Systems, dated November 8, 1978. **Section 9.5(1)(2)(a)(b).**

**(1)** Each container that is used for solid or liquid waste in

the workplace **shall**:

- (a) be equipped with a tight-fitting cover;
- (b) be so constructed that it can easily be cleaned and maintained in a sanitary condition;
- (c) be leak-proof; and
- (d) where there may be internal pressure in the container, be so designed that the pressure is relieved by controlled ventilation.

(2) Each container referred to in subsection (1) **shall** be emptied at least once every day that it is used. **Section 9.6(1).**

(1) Each enclosed part of a workplace, each personal service room and each food preparation area **shall** be constructed, equipped, and maintained in a manner that will prevent the entrance of vermin.

(2) Where vermin have entered any enclosed part of a workplace, personal service room or food preparation area, the **employer shall** immediately take all steps necessary to eliminate the vermin and prevent the re-entry of the vermin. **Section 9.7.**

No person **shall** use a personal service room for the purpose of storing equipment unless a closet fitted with a door is provided in that room for that purpose. **Section 9.8.**

In each personal service room and food preparation area, the temperature, measured one metre above the floor in the centre of the room or area, **shall**, if feasible, be maintained at a level of not less than 18°C and not more than 29°C. **Section 9.9.**

(1) In each personal service room and food preparation area, the floors, partitions and walls **shall** be so constructed that

they can be easily washed and maintained in a sanitary condition.

(2) The floor and lower 150 mm of any walls and partitions in any food preparation area or toilet room **shall** be water-tight and impervious to moisture. **Section 9.10(1)(2).**

Where separate personal service rooms are provided for **employees** of each sex, each room **shall** be equipped with a door that is self-closing and is clearly marked to indicate the sex of the **employees** for whom the room is provided. **Section 9.11.**

### **Wash Basins**

Hot water provided for personal washing:

(a) **shall** be maintained at a temperature of not less than 35°C and not more than 43°C; and

(b) **shall** not be heated by mixing with steam. **Section 9.18.**

(1) Subject to sections 9.20 and 9.21, every **employer shall** provide for each toilet room wash basins supplied with cold water and hot water that meets the requirements of section 9.18 as follows:

(a) where the room contains one or two toilets or urinals, one wash basin; and

(b) where the room contains more than two toilets or urinals, one wash basin for every two toilets or urinals.

(2) If an outdoor privy is provided by an **employer**, the **employer shall** provide wash basins required by subsection (1) as close as possible to the outdoor privy. **Section 9.19 (1)(2).**

**For more information:**

- Toilet Rooms. **Section 9.12(1) to 9.17.**

Further details on the Canada Occupational Health and Safety Regulations can be found at [Laws-lois.justice.gc.ca](https://laws-lois.justice.gc.ca).

## **PRINCE EDWARD ISLAND**

In Prince Edward Island (PEI), Canada, employers are legally obligated to maintain workplace sanitation and housekeeping standards to ensure a safe and healthy environment for all workers as outlined in the [Occupational Health and Safety Act General Regulations](#) pursuant to **Part 2 – Section 2.2, Part 4 – Section 4.1, Part 5 – Section 5.1, 5.2, 5.3, Part 27 – Section 27.5, 27.14, and Part 43 – Section 43.9, 43.17, 43.21.**

All workplaces must keep work areas and worker facilities clean and in good condition. These areas include washrooms, locker rooms, and lunchrooms. Poor housekeeping can frequently contribute to incidents by hiding hazards that cause injuries.

### **HOUSEKEEPING – GENERAL SAFETY PROVISIONS**

In every workplace the **employer shall** ensure that:

(a) all personal service rooms such as locker rooms, lunch rooms, canteens, washrooms, and restrooms **shall**:

(i) be kept free of insects or vermin of any kind,

(ii) be maintained in a bright, clean and sanitary condition at all times, and

(iii) be adequately ventilated;

(b) surfaces of walls and ceilings, including windows and skylights, **shall** be kept clean and in a good state of repair;

(c) the floor space of any building or work area **shall** not be so crowded with machinery, products or materials as to



constitute a hazard to workers;

(d) sufficient space **shall** be provided around individual machines or process units to allow for normal operation, adjustments and repairs;

(e) protruding nails in boards, walls, lumber, or scrap materials **shall** be removed so as not to constitute a hazard;

(f) floors **shall** be even and free from anything which may create a stumbling hazard;

(g) floors **shall** be kept dry and in a non-slippery condition except in areas where floors remain wet because of the work process;

(h) where a worker is required to work on a wet floor, suitable footwear **shall** be worn;

(i) every precaution **shall** be taken to prevent gasoline, oil, or grease being spilled on floors; if gasoline, oil, or grease is spilled on floors so as to constitute a slipping or fire hazard, the area affected **shall** be cleaned up immediately;

(j) combustible materials such as shavings, waste, oily rags, etc., **shall** not be allowed to accumulate on floors, benches, or in places where they would constitute a fire hazard;

(k) flammable rubbish, weeds, and grass **shall** not be allowed to accumulate in yards around buildings or around flammable material storage;

(l) waste chemicals such as heat producing (oxidizing) compounds **shall** be disposed of in safe areas;

(m) suitable receptacles of substantial construction which **shall** not leak **shall** be provided for the disposal of

rubbish;

(n) waste material and debris **shall** be removed daily, or more often if necessary, from the building or structure to a suitable disposal area to prevent a hazardous condition;

(o) waste material and debris **shall**:

(i) not be permitted to fall freely from one level to another, and

(ii) be lowered by chute, or in a suitable container;

(p) work areas **shall** be cleaned as often as necessary considering the nature of work carried on;

(q) where cleaning must be done during working hours i.e. sweeping, every effort **shall** be made to prevent dust;

(r) scrap materials, parts, etc., **shall** be properly disposed of when a job is completed;

(s) every scaffold, runway, stairway, passageway and ramp **shall**:

(i) be kept clear of obstructions at all times,

(ii) be kept clear of ice, snow or other slippery materials, and

(iii) when necessary to ensure firm footing, be sprinkled with sand or other suitable abrasive material;

(t) small tools and gear **shall**, at the end of each work shift, be collected and stored in a suitable place;

(u) passageways **shall** be sufficiently wide and **shall** not be blocked by the piling of material, but **shall** be kept clear of obstruction at all times. **Section 5.1(a) to (u).**

## For more information:

- Care of Tools. **Section 5.2.**
- Changing Room. **Section 5.3.**
- Part 27 Demolition. **Section 27.5, 27.14.**
- Part 43 Handling & Storage of Materials. **Section 43.9.**
- Storerooms for flammable liquids. **Section 43.17, 43.21.**
- Part 2 Toilet and Washing Facilities. **Section 2.2.**
- Part 4 Lunch Rooms Or Eating Areas. **Section 4.1.**

Further details on the Occupational Health and Safety Act General Regulations can be found at [PrinceEdwardIsland.ca](http://PrinceEdwardIsland.ca).

## QUÉBEC

In Québec, employers are legally obligated to maintain workplace sanitation and housekeeping standards to ensure a safe and healthy environment for all workers according to the [Regulation respecting occupational health and safety](#) under **Sections 152 to 160 of Division XVIII** and **Sections 161 to 165 of Division XIX**.

### **DIVISION XVIII – COMMON FACILITIES**

In this Division as well as in Division XIX, the word “disinfected” means being washed with a bleach-based solution or with some comparable product. **Section 152.**

**Lunch room:** A lunch room **shall** be provided for workers who eat their meals in the establishment.

The lunch room **shall**:

- (1) occupy a minimum area of 1.1 m<sup>2</sup> per worker for all workers likely to eat there at the same time;
- (2) be provided with tables and seats for all workers likely to eat there at the same time;
- (3) be separate from the work premises;

- (4) be cleaned after each meal period, except for unused spaces;
- (5) be disinfected daily;
- (6) be equipped with covered garbage containers that **shall** be leakproof, corrosion resistant, and cleaned daily on working days;
- (7) be provided with hooks for hanging clothes, except where cloakrooms or hooks already exist in an area adjacent to the lunch room;
- (8) not be used for storage purposes. **Section 153.**

## **DIVISION XIX – SANITARY FACILITIES**

**Sanitary facilities:** All establishments **shall** have installed one or more washrooms that are separate from the other rooms in the establishment.

The quantity of washrooms, toilets, urinals, sinks, showers, and other facilities **shall** comply in number with the standards provided in Schedule IX. **Section 161.**

**Sinks:** In any establishment, a sink for individual use may be replaced by a sink for common use having a length of 600 mm. **Section 162.**

**Items for ensuring hygiene:** In washrooms, the following items **shall** be at the disposal of workers:

- (1) soap or another cleaning product;
- (2) paper towels, hand dryers or roller towels;
- (3) where paper towels are used, wastepaper baskets for disposal of such towels. **Section 163.**

**Accessories, operation, and maintenance:** The toilets of any establishment **shall** be:

- (1) provided with toilet paper;
- (2) kept in good working order;
- (3) provided with seats.

Any cracked or damaged toilet seat **shall** be replaced immediately. **Section 164.**

**Facilities and upkeep:** The toilets of any establishment **shall** be:

- (1) used exclusively for the purposes for which they were designed;
- (2) free from any obstacle or obstruction that could prevent them from being used;
- (3) kept clean and free of vermin, rodents or insects;
- (4) maintained in sanitary condition;
- (5) cleaned and washed before each shift or on the first half of each shift, except if they have not been used;
- (6) disinfected daily. **Section 165.**

**For more information:**

- Change Room Definition. **Section 154.**
- Maintenance Defined. **Section 156.**
- Heated Shelter. **Section 157.**
- Transportation Facilities. **Section 159.**
- Camp Facilities. **Section 160.**

**Further details on the Regulation respecting occupational health and safety can be found at [Quebec.gouv.qc.ca](http://Quebec.gouv.qc.ca).**

## **SASKATCHEWAN**

In Saskatchewan employers are required to provide and maintain

sanitation and hygienic facilities to keep workers safe and healthy under the [Occupational Health and Safety Regulations](#) pursuant to **Part 6 – Sections 6-1(1), and 6-8(1) to 6-12(1).**

## **PART 6**

### **General Health Requirements – Sanitation**

(1) An **employer**, contractor, or owner **shall** ensure that a place of employment is sanitary and kept as clean as is reasonably practicable and **shall** ensure, to the extent that is reasonably practicable, that:

(a) dirt and debris are removed at least daily by a suitable method from all floors, working surfaces, stairways, and passages;

(b) floors are cleaned at least once each week by washing, vacuum cleaning, or any other effective and suitable method; and

(c) all inside walls, partitions, ceilings, passages, and staircases are clean and are suitably finished and maintained.

(2) If a worker may be exposed to refuse, spills or waste materials that may pose a risk to the worker's health or safety, an **employer** or contractor **shall** ensure that the refuse, spill or waste material is removed by a suitable method from the worksite as soon as is reasonably practicable.

#### **Section 6-1(1).**

### **Toilet facilities**

(1) An **employer**, contractor, or owner **shall** ensure that suitable and readily accessible toilet facilities for workers:

(a) are provided at a place of employment, maintained, and kept clean;

(b) are sufficient in number for the number of workers at the place of employment at any one time; and

(c) have adequate provision for privacy, heat, light, and ventilation.

(2) Subject to subsections (3) to (6), the minimum number of toilet facilities required pursuant to subsection (1) is set out in Table 10 of the Appendix.

(3) If toilet facilities are likely to be used by persons other than workers, an **employer**, contractor or owner **shall** provide additional toilets in a number that is proportionate to the number set out in Table 10 of the Appendix and, if use by those other persons is substantial and frequent, the **employer**, contractor or owner **shall** provide separate toilet facilities for those other persons.

(4) If there are more than 10 workers and both male and female persons are employed at any time, an **employer**, contractor, or owner **shall** provide separate toilet facilities for workers of each sex in numbers that are proportionate to the numbers of male and female persons employed.

(5) If each toilet compartment is completely enclosed from floor to ceiling and has a door that can be locked from the inside, an **employer**, contractor, or owner is deemed to have met the requirements of subsection (4).

(6) If more than 100 male persons work or are likely to work on any shift and sufficient urinal accommodations are provided, the minimum number of toilet facilities set out in Table 10 of the Appendix may be reduced with the permission of an officer.

(7) An **employer**, contractor, or owner **shall** ensure that each toilet facility required by this section:

(a) is used exclusively for the purposes for which the

facility is designed;

(b) is free from any obstacle or obstruction that could prevent the facility from being used;

(c) is kept free of vermin;

(d) is supplied with toilet tissue at all times and with easily cleanable, covered receptacles for waste materials; and

(e) except in the case of a urinal, is equipped with an individual compartment and a door that can be locked from the inside. **Section 6-8(1).**

### **Personal Washing**

An **employer**, contractor, or owner **shall** provide and maintain for the use of workers suitable facilities for personal washing that:

(a) are located near each toilet at a place of employment;

(b) have a supply of clean hot and cold water or warm water, soap and clean towels or other suitable means of cleaning and drying;

(c) have an easily cleanable, covered receptacle for waste materials;

(d) are adequately heated, ventilated and lighted; and

(e) are kept in a clean and neat condition. **Section 6-9.**

### **For more information:**

- Clothing for Workers. **Section 6-10(1).**
- Change and shower facilities. **Section 6-11.**
- Eating areas. **Section 6-12(1).**

**Further details on the Occupational Health and Safety**



Regulations can be found at [Saskatchewan.ca](https://www.saskatchewan.ca).

## **YUKON**

In Yukon, Canada, employers are obligated to maintain workplace sanitation and housekeeping standards to ensure a safe and healthy environment for all workers under the [Code of Practice – Workplace Sanitary Amenities](#) pursuant to **Sections (10) to (22)**.

Workers **shall** have sufficient clean sanitary toilet facilities, taking into account the nature of the work, the number of workers, and the gender of the workers.

### **Toilets facility design**

A toilet facility **shall** be:

- (a) Easy for workers to access,
- (b) Provide the worker with shelter from view and from the natural elements,
- (c) Adequately ventilated and illuminated,
- (d) Heated, where necessary and possible,
- (e) Kept in a clean and sanitary condition,
- (f) Provided with a sufficient supply of toilet paper and hygiene supplies,
- (g) Provided with a covered waste receptacle,
- (h) Maintained in working condition, and
- (i) In the case of a self-contained unit, emptied and serviced at intervals that ensure that the unit does not overflow. **Section (12)**.

### **Eating areas**

Where the possibility of contamination of food exists, an eating area separate from the work area **shall** be provided.

(a) Eating areas **shall** be kept in a sanitary condition and provided with adequate:

- Light, heat, and ventilation.
- Hand cleansing and drying facilities.
- Tables and seating sufficient for the number of workers who use the area at any one time.
- Garbage receptacles.

(b) Workers **shall** not convey food or drink into an area where a process may contaminate the food or drink. **Section (14).**

## **Contamination**

Where a worker's work clothes may be contaminated by a toxic, noxious, infectious or irritating substance that may adversely affect the health of the worker or other persons exposed to the clothes, the following **shall** be provided:

- (a) work clothes for the worker's use,
- (b) clothes storage that will prevent the street clothes from being contaminated,
- (c) a changing room,
- (d) laundry facilities or services

(17) Where a worker's clothes are contaminated so they cannot be re-used, the clothes **shall** be disposed of appropriately. **Section (16).**

## **Showers**

Appropriate facilities for showering and/or changing **shall** be provided. Where the nature of the work requires workers to:

- (a) change from street clothes to work clothes,
  - (b) work in areas where clothes might become contaminated by toxic, noxious, infectious or irritating substances, or
  - (c) work in hot, humid, dirty, dusty or wet conditions.
- Section (18).**

### **Number of showers**

The number of showers for each gender **shall** be determined according to the maximum number of workers of each gender who are normally employed at the same place of work and who are exposed, at any one time, as described above:

- (a) Less than 10 workers – 1 shower.
  - (b) Between 11 and 15 workers – 2 showers.
  - (c) For each additional 10 workers – an additional shower.
- Section (20).**

### **For more information:**

- **Section (10).**
- Toilets – type provided. **Section (11).**
- **Section (13).**
- **Section (15).**
- Change rooms. **Section (19).**
- Shower temperature. **Section (21).**
- Shower supplies. **Section (22).**

**Further details on the Code of Practice – Workplace Sanitary Amenities can be found at [Wcb.Yk.ca](http://Wcb.Yk.ca).**