



STANDARD OF KAZAKHTELECOM JSC

**PROVIDING SANITARY AND HYGIENIC PREMISES FOR THE
EMPLOYEES OF KAZAKHTELECOM JSC'S BRANCHES**

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Almaty

Preface

1 ACTUALLY APPROVED by the Department for Development of Regulatory and Technical Documents of the Administration of the Academy of Infocommunication Technologies, a branch of Kazakhtelecom JSC

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PROVIDING SANITARY AND HYGIENIC PREMISES FOR THE EMPLOYEES OF KAZAKHTELECOM JSC'S BRANCHES

1 Area of application

The Standard "Providing sanitary and hygienic premises for the employees of Kazakhtelecom JSC's branches" (hereinafter - the Standard) was developed for Kazakhtelecom JSC's affiliated branches in order to standardize the processes of providing employees with sanitary and hygienic premises.

The Standard applies to all structural divisions of technical direction of Kazakhtelecom JSC's affiliated branches.

Providing employees with sanitary and hygienic premises shall be conducted in accordance with SNiP RK 3.02-08-2013 "Administrative and amenity buildings", Sanitary Rules "Sanitary and epidemiological requirements for buildings and facilities of production purposes", approved by the Order of the Minister of National Economy of the Republic of Kazakhstan No. 174 of 28 February 2015.

2 Terms and definitions

2.1 Sanitary and hygienic rooms: Auxiliary rooms used for hygiene, common household purposes, as well as washrooms, latrines and other facilities.

3 Symbols and abbreviations

The following abbreviations and designations are used in this Standard:
SNiP - building codes and regulations.

4 General regulations

4.1 Sanitary and hygienic rooms - dressing rooms, showers, washrooms, restrooms, places for half showers, drinking water supply devices, rooms for heating or cooling, processing, storage and issue of overalls, etc.

4.2 In accordance with SNiP RK 3.02-08-2013, Sanitary Rules "Sanitary and Epidemiological Requirements to Buildings and Structures of Industrial Designation" the sanitary rooms in structural units of the branch shall be designed according to the

groups of production processes. The eating room at least shall be equipped with a domestic refrigerator and a sink for washing dishes.

4.3 Standards for sanitary rooms, depending on the groups of production processes are shown in Annex A to the Standard.

5 Standards for the providing of sanitary and hygienic facilities

5.1 The area of sanitary and hygienic rooms and the nature of services are determined taking into account the given capacity, which depends on the total number of employees and their working conditions. At the same time the number of places shall correspond to the list of employees at the rate of 0.5 m² area per person.

5.2 At production facilities, where there is a slight contamination of hands, dressing rooms may consist of dressing rooms for joint storage of work and home clothes and washrooms (at the rate of 7 people per 1 tap).

5.3 For the issuance of clean clothes to employees provides a special clothing dispenser. Acceptance (collection) and temporary storage of contaminated overalls shall be conducted in an isolated room located next to the overalls closet.

5.4 Walls and partitions up to 2 m, floors and equipment of dressing rooms, washrooms, showers, restrooms, personal hygiene cabins for women, hand and foot baths shall be coated with waterproof materials with smooth surfaces, easily washable with hot water and detergents and disinfectants. The walls and partitions of these rooms above the 2 meter mark, as well as ceilings shall be covered with water-resistant coatings.

5.5 Showers are equipped depending on the sanitary characteristics of the production process at the rate of 1 horn and 3 seats in the pre-shower room for every 5-10 people the biggest shift. It is not recommended to place showers and pre-shower rooms near the outer walls of the building to avoid condensation. Walls and partitions of showers and shower rooms, as well as rooms for drying and working clothes shall be lined with moisture resistant materials for the entire height of the room (if the room is 4.2 m high - 3 m high), ceilings shall be painted with moisture resistant paints, and the floors shall be made of moisture resistant materials.

5.6 Ceilings in showers are covered with oil paint or lime whitewash, or waterproof materials.

5.7 Floors are tiled with ceramic tiles, which shall meet the requirements of Sanitary Rules "Sanitary and Epidemiological Requirements for Industrial Buildings and Structures", SN RK 3.02-36-2012, or covered with linoleum.

5.8 Arrangement of shower rooms provides for easy cleaning and washing of floors, walls and ceilings with hot water using detergents and disinfectants, as well as drainage of used water from the shower cabins.

5.9 Washrooms are usually arranged in separate rooms or in dressing rooms. Hot and cold water is supplied to all washbasins. In cases where in the process of work there is contamination by substances which are difficult to wash off, hand washing devices with special liquids shall be provided at the rate of one device per 40 people.

5.10 The lavatories in the production facilities shall be located no further than 75 m from the workplace, on the territory of the enterprise - no further than 150 m. They are equipped with a sluice and washbasin, floor bowls and toilets at the rate of 1 bowl (toilet) per 15 women or 30 men. Women's personal hygiene room is equipped at those enterprises where more than 15 women work during the most numerous shift. It is advisable to place these rooms adjacent to the women's restrooms or as part of the domestic premises. For every 100 women, one individual cubicle of 1.8×1.2 m is arranged.

5.11 Bathrooms in multi-storey domestic, administrative and industrial buildings shall be on each floor.

5.12 Bathrooms shall be equipped with washbasins with handwashing facilities and electric towels.

5.13 It is not allowed to locate showers, washrooms, restrooms, etc. above the food units, office rooms, health centers and rooms, the penetration of water into which can cause an accident.

5.14 Facilities with the personnel list from 50 to 300 people shall have a medical station, over 300 people - first-aid stations or medical health posts, as well as health centers in accordance with Sanitary Regulations "Sanitary and Epidemiological Requirements to Healthcare Facilities" approved in accordance with Clause 6 Article 144 of the Code (Code of RK dated 18.09.2009 On Public Health and Health System).

5.15 Are equipped with places for smoking in accordance with the requirements of the Sanitary Rules "Sanitary-epidemiological requirements for the equipment of places specially designated for smoking", approved in accordance with clause 6 of Article 144 of the Code (Code of RK dated 18/09/2009 on Public Health and Health System).

6 Requirements for providing employees of Kazakhtelecom JSC's affiliated branches with sanitary and hygienic premises and their equipment

6.1 The extent to which employees are provided with sanitary and amenity facilities and devices is determined in accordance with sanitary and epidemiological rules and regulations.

6.2 Workplace sanitation is a part of the complex of occupational safety and health measures.

6.3 The sanitary and amenity facilities for employees of structural subdivisions shall include:

- closets for outerwear and housewear;
- closets for work clothes and shoes;
- clothes and shoe dryer;
- showers;
- restrooms;
- washroom with hand washing sinks;
- eating and recreation room;
- room for storage and sanitary treatment of cleaning equipment.

6.4 Closets for storing outerwear and home clothes of employees shall be equipped with closed cabinets with hangers, benches and shoe racks.

6.5 Closets for working clothes and shoes shall be located in rooms isolated from dressing rooms for outerwear and household clothing, they shall be equipped with open cabinets or wall hooks-hangers, as well as benches and shoe racks.

6.6 In closets, the number of compartments in cabinets or hooks hangers for home and special clothing shall be taken equal to the number of employees, street clothing - the number in two adjacent shifts.

6.7 Rooms for drying clothes and shoes for employees shall be separate, next to the closet. The area of drying rooms for clothes and shoes is taken at the rate of 0.15 m² per 1 person and shall be not less than 4 m². The clothes drying and dedusting rooms shall additionally have changing rooms of 0.1 m² per 1 person. Heating and ventilation systems in the drying rooms shall provide drying of overalls and footwear within the time not exceeding the duration of one work shift.

6.8 Shower rooms shall:

- be located adjacent to closets;
- have pre-shower rooms equipped with hangers and benches;
- provide open cabins, fenced on three sides and with through passages between rows of cabins;
- have rubber or plastic mats, shelves, hooks for bath accessories.

The floor in the showers shall be faced with embossed unglazed single color tile and meet the requirements of Sanitary Regulations "Sanitary and Epidemiological Requirements for Industrial Buildings and Structures", SN RK 3.02-36-2012.

Shower rooms shall be equipped with open showers. Up to 20% of showers are allowed to be enclosed.

The number of showers stipulated by the order of the Central Administration Office of Kazakhtelecom JSC №341 dated 17.10.2014 on approval of the organization's standard "Providing sanitary and hygienic premises for the employees of Kazakhtelecom JSC's branches" shall be taken according to the number of employees in a shift or part of this shift, who simultaneously finish work.

6.9 Toilets shall be:

- insulated;
- sewerred;
- equipped with sinks with hot and cold water through a faucet;
- equipped with disinfecting mats at the entrance;
- provided with toilet paper.

Toilets shall be equipped with automatic or foot-operated flush.

Restrooms in production buildings shall be on each floor. When the number of employees on two adjacent floors is 30 or less, restrooms shall be located on one of the floors with the highest number of employees. Separate exhaust ventilation systems shall also be provided for:

- restrooms and smoking rooms.

6.10 Washrooms with handwashing sinks shall be located adjacent to the sanitary clothing closets and shall be equipped with dispensers for liquid soap and hand sanitizer and electric towels or disposable paper towels. The number of sinks for hand washing shall be set on the basis of the number working in the most numerous shifts.

6.11 In the employees' eating and rest rooms, specific surface finishes shall be provided in order to comply with sanitary and hygiene standards:

- walls shall be tiled a minimum of 2 m with a special non-toxic paint or vinyl wallpaper covering the rest of the surface. When installing tiles, it is advisable to use non-toxic adhesive mixes;
- glazed tiles are used to cover the walls and floor, as they are durable and easy to clean from all types of dirt;
- the ceiling is covered with water-emulsion paint.

The eating and recreation room shall be equipped:

- automatic ventilation and lighting system with support of the required level of humidity;
- hangers for sanitary clothing, washbasin, tables and chairs, refrigerator, appliances for heating food and appropriate furniture according to sanitary standards. Eating directly in the production facilities is prohibited.

The area of the eating and recreation room is determined on the basis of 0.25 m² for the inventory and 1 m² - for non-inventory buildings for each visitor, but not less than 12 m².

6.12 After the end of the work shift, the sanitary facilities shall be:

- clean the dust;
- floors and equipment shall be washed with a soap and alkaline solution and hot water;

- closets in the dressing rooms for work/sanitary clothes and shoes shall be wet cleaned daily and treated with disinfectant solutions in accordance with the instructions for their use.

Toilets and women's personal hygiene rooms shall be treated with detergents and disinfectants at least twice a shift according to the instructions for their use.

Separate equipment with special (red) markings or coloring shall be allocated for cleaning and disinfection of toilets.

6.13 After each cleaning, all cleaning equipment shall be immersed in a solution of disinfectants in accordance with the instructions for their use.

7 Fire safety

7.1 The room shall provide for:

- protection against electric current;
- fire safety.

7.2 To protect against electric shock, provide the following technical protective measures:

- application of small voltages;
- electrical separation of networks;
- electrical insulation;
- control and prevention of insulation damage;
- protection against accidental contact with live parts;
- protective earthing, grounding, protective disconnection;
- use of personal protective equipment.

7.3 In order to provide fire safety it is necessary to:

- to run all cables at a height of about 2.5-3 m;
- provide protection of cables from temperature and mechanical damage;
- to install a switch that disconnects the entire room from the power supply and duplicated by an automatic system;
- to install fire hydrants and fire shields;
- provide compliance with safety regulations in rooms with easily flammable materials;

– provide the operability of fire protection systems and facilities (automatic fire extinguishing and alarm systems, installations of smoke protection systems, fire warning systems, fire alarms, fire water supply systems, fire doors, fire and smoke dampers, protective devices in fire barriers);

– provide the facility with fire extinguishers according to the standards in accordance with fire safety requirements;

- provide maintenance of external fire ladders and fences on the roofs (coverings) of buildings and structures in good working order;
- provide serviceable condition of the fire safety signs, including those indicating the evacuation routes and evacuation exits;
- to keep fire protection systems and means, including primary fire extinguishing equipment, in good working order, and not to allow their use for purposes for which they are not intended.

Annex A
(obligatory)
Norms of sanitary-household premises depending on the groups of production processes

Table A 1 - Standards of sanitary rooms, depending on the groups of production processes

Production Process Group	Sanitary characteristics of production processes	Estimated number, people		Type of closets, number of closet compartments per person.	Special domestic rooms and devices
		per shower net	per tap		
1	Manufacturing processes with insignificant excesses of apparent heat and dust, causing contamination with substances of hazard classes III and IV:				
1a	hands only	25	7	general, one compartment	-
1b	Body and overalls	15	10	general, two compartments	-
1c	Body and overalls removed with special detergents	5	20	separate, one compartment each	dry cleaning or laundering of work clothes

Continued Table A1

Production Process Group	Sanitary characteristics of production processes	Estimated number, people		Type of closets, number of closet compartments per person.	Special domestic rooms and devices
		per shower net	per tap		
2	Production processes occurring in considerable excesses of apparent heat or moisture emission, as well as under adverse meteorological conditions:				
2a	in case of excessive evident convection heat	7	20	general, two compartments	cooling space
2b	in case of excessive evident radiant heat	3	20	same	same
2c	associated with exposure to moisture that causes overalls to become wet	5	20	separate,	drying of overalls
2d	at air temperatures up to 10° C, including outdoor work	5	20	one compartment each	rooms for heating and drying of overalls

Continued Table A1

Production Process Group	Sanitary characteristics of production processes	Estimated number, people		Type of closets, number of closet compartments per person.	Special domestic rooms and devices
		per shower net	per tap		
3	Production processes with sharply pronounced harmful factors, causing contamination with substances of hazard classes I and II, as well as substances with a persistent odor:				
3a	hands only	7	10	general, one compartment	
3b	Body and overalls	3	10	separate, one compartment each	dry cleaning, artificial ventilation of workwear storage areas, deodorization
4	Production processes that require special cleanliness or sterility regimes in the manufacture of products	In accordance with the requirements of departmental regulatory documents			

End of table A1

Notes

- 1 In cases where the production processes of one group contain the sanitary characteristics of another group, the type of dressing rooms, the number of shower nets and lavatory taps shall be provided according to the group with the highest requirements, and the composition of special amenities and devices to take on the total requirements.
- 2 In production processes of Group 1a the showers and lockers in the dressing rooms shall not be provided.
- 3 For production processes of groups 1b and 3a it is allowed not to provide benches near the closets in the closets.
- 4 In all production processes with a release of dust or hazardous substances in the dressing rooms shall be provided respirators, calculated for the number of employees who use respirators or gas masks, as well as rooms and devices for dedusting or decontamination of clothing, calculated for the number of the most numerous shift.
- 5 The calculated number of shower nets in mobile buildings may be reduced by 40%.
- 6 The estimated number of disabled people with locomotor system disorders and blind people shall be taken: 3 people per shower nets and 7 people per crane, regardless of the groups of production processes.
- 7 Sanitary living quarters at work with radioactive and infectious materials, as well as with substances hazardous to humans through the skin shall be designed in accordance with departmental regulatory documents.
- 8 Harmful substances and hazard classes of substances shall be taken in accordance with hygienic regulations "Maximum allowable concentrations and approximate safe levels of harmful substances in the air of working area", approved by the Order of the Minister of Health of the Republic of Kazakhstan № 841 dated December 3, 2004. Amended: by Order of Acting Minister of Health of 15.05.08 № 278. (At present, the order of the Minister of National Economy of the Republic of Kazakhstan dated February 28, 2015 № 168 "On approval of hygienic standards for atmospheric air in urban and rural areas" is in force).