

SAFETY REGULATION

no. 16

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INDUSTRIAL SANITATION

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Effective April 6, 1960.

BUREAU OF ENGINEERING & SAFETY

NEW JERSEY, DEPARTMENT OF LABOR & INDUSTRY

Trenton, N.J.

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This Safety Regulation No. 16 supersedes the following:

"Rules and Regulations Governing
Sanitation in Places of Employment,"
which was filed with the Secretary of
State on December 27, 1948.

This Regulation was Reviewed
by the
Division of Environmental Health
of the
New Jersey State Department of Health

This Regulation was printed by the
Department of Labor and Industry

C O N T E N T S

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FOREWORD

This Regulation establishes minimum sanitary standards for places of employment coming within its scope. It is promulgated to assure the provisions of adequate sanitary facilities for the protection of the health and safety of employees. Actual standards established by this Regulation are, with little change, those imposed by rules and regulations on the same subject promulgated by the Commissioner in 1948.

This Regulation is promulgated by the Commissioner of Labor and Industry of the State of New Jersey under authority of R. S. 34:1-20 which provides:

The Commissioner may make and publish rules and regulations not inconsistent with law as he shall deem necessary to enforce the provisions of this title.

Whenever any condition is found to exist in contravention of any provision of this title, the commissioner may by written order signed by him specifying the things to be done and the time for compliance require such conditions to be corrected.

Prior to its promulgation this Regulation was reviewed and approved by the New Jersey State Industrial Safety Committee.

The specific provisions of Title 34 which are applicable to the subject matter of this Regulation are:

R. S. 34:6-48. DUTY OF EMPLOYER IN GENERAL.

Every employer shall, without cost to his employees, provide reasonably effective devices, means and methods to prevent the contraction by them of any illness or disease incident to the work or process in which they are engaged. . . .

R. S. 34:6-49. ESPECIALLY DANGEROUS PROCESSES

DEFINED. Every work or process in the manufacture of white lead, red lead, litharge, sugar of lead, arsenate of lead, lead chromate, lead sulphate, lead nitrate, or fluosilicate, is hereby declared to be especially dangerous to the health of the employees, who while engaged in such work or process are exposed to lead dusts, lead fumes or lead solutions.

Every work or process in the manufacture of pottery, tiles or porcelain enameled sanitary ware is hereby declared to be especially dangerous to the health of the employees who, while engaged in such work or process, are exposed to lead dusts or lead solutions.

R. S. 34:6-50. SAFETY EQUIPMENT IN ESPECIALLY DANGEROUS EMPLOYMENTS. Every employer shall, without cost to the employees, provide the following devices, means and methods for the protection of his employees who while engaged in any work or process indicated in section 34:6-49 of this title, are exposed to lead dusts, lead fumes or lead solutions:

Workrooms shall be adequately lighted and ventilated and so arranged that there is a continuous and sufficient change of air. All such rooms shall be entirely separated by full partition walls from all departments in which the work is of non-dusty character. All such rooms shall be provided with a floor permitting an easy removal of dust by wet methods or vacuum cleaning and all such floors shall be cleaned daily either by wet method or vacuum cleaner. . . .

Wash rooms shall be provided separate from the workrooms and shall be kept clean.

Wash rooms shall be equipped with lavatory basins fitted with waste pipes; or basins placed in troughs fitted with waste pipes; or troughs of enamel or similar smooth impervious material fitted with waste pipes. Two spigots conveying hot and cold water shall be provided for each basin or for each two feet of trough.

There shall be at least one basin or at least two feet in length of trough for every five employees. The employer shall furnish nail brushes and soap and at least three clean towels per week for each employee. A time allowance of not less than ten minutes at the employer's expense, shall be made to each employee for the use of the wash room before the lunch hour and at the close of the day's work.

Each employer engaged in the manufacture of white lead, red lead, litharge, sugar of lead, arsenate of lead, lead chromate, lead sulphate, lead nitrate or fluosilicate shall also provide and keep clean at least one shower bath for every five employees. The baths shall be approached by wooden runways and provided with movable wooden floor gratings and supplied with controlled hot and cold water. The employer shall furnish soap and shall provide at least two clean bath towels per week for each employee. An additional time allowance of not less than ten minutes, at the employer's expense, shall be made to each employee for the use of such baths at least twice each week at the close of the day's work. The employer shall keep a record of each time the baths are used by each employee and such record shall be open to inspection at all reasonable times by the Department of Labor and the State Department of Health.

The employer shall provide and keep clean a dressing room or rooms separate from the workrooms and furnished with a double sanitary locker or two single sanitary lockers for each employee.

The employer shall provide and keep clean an eating room or rooms for employees separate from the workrooms and furnished with a sufficient number of tables and seats. No employee shall take or be allowed to take any food or drink of any kind in to any workroom nor shall any employee remain or be permitted to remain in any workroom during the time allowed for his meals.

The employer shall provide and maintain a sufficient number of sanitary drinking fountains readily accessible for the use of employees.

The employer shall provide at least two pairs of overalls and two jumpers for each such employee and repair and renew such clothing when necessary and wash the same weekly. Such clothing shall be kept exclusively for the use of that employee

The commissioner may modify the whole or any part of the requirements of law as applied to any pottery manufacture or process if satisfied that injury to health is adequately prevented by other appliances or any other condition than those prescribed by law.

R. S. 34:6-51. EMPLOYEES' DUTIES. Every employee who, while engaged in any work or process included in section 34:6-49 of this title, is exposed to lead dusts, lead fumes or lead solutions shall observe the following precautions:

He shall use the washing facilities provided by his employer and wash himself at least as often as a time allowance is granted under section 34:6-50 of this title for such use.

He shall use the eating room provided by the employer unless he goes off the premises for his meals.

He shall put on and wear at all times while at work the clothing provided by his employer and remove the same before leaving at the close of the day's work. He shall keep his street clothes and working clothes in separate lockers or separate parts of the locker provided by his employer.

R. S. 34:6-61. VENTILATION; ORDER; PENALTY. The owner, agent or lessee of any factory, workshop, mill or place where the manufacture of goods is carried on, shall provide in each workroom proper and sufficient ventilation and means of ventilation which shall so far as practicable render harmless any excessive heat, and any steam, gases, vapors, dust or other impurities injurious to health that may be generated in any manufacturing process

R. S. 34:6-62.When, in the opinion of the commissioner, it is necessary, the halls or other portions of a building shall be provided with proper lighting facilities

R. S. 34:6-66. TOILET FACILITIES. Every factory, workshop or mill shall contain sufficient, suitable, convenient and separate water-closets and wash rooms for each sex, which shall be properly screened, ventilated and kept clean. The water-closets used by women shall have separate approaches. A dressing room shall be provided for female employees when ordered by the commissioner.

SECTION 1- PURPOSE AND SCOPE

- 1.1 The purpose of this Regulation is to establish minimum sanitary standards for the protection of the health and safety of workers.
- 1.2 This Regulation is applicable to every factory, workshop, mill or place where the manufacture of goods of any kind is carried on.
- 1.3 In cases of practical difficulty or unnecessary hardship, the Commissioner may grant exceptions from this Regulation provided that a request for such exception has been made in writing. Exceptions can only be granted when it is clearly evident that a satisfactory, safe and sanitary condition can be maintained or attained, but cannot be granted in any case where conflict would be created with mandatory requirements of the law.

SECTION 2 - DEFINITIONS

2.1 *General Definitions*

- 2.1.1 *Approved.* Approved by the Commissioner.
- 2.1.2 *Commissioner.* The Commissioner of the Department of Labor and Industry, or his authorized representative.
- 2.1.3 *Department.* The Department of Labor and Industry.

2.2 *Special Definitions*

- 2.2.1 *Employee service room.* A room set apart as a locker room, dressing room, rest room for females, first-aid room, emergency room, lunch room and other similar purposes.
- 2.2.2 *Inside room.* A room in which there are no openings to the outer air.
- 2.2.3 *Lavatory.* A basin or other vessel used for washing purposes to maintain body cleanliness.
- 2.2.4 *Lunch room.* A suitably located space with tables and seating accommodations to be used primarily for eating purposes.
- 2.2.5 *Personal hygiene room.* A room devoted exclusively for use as a toilet room or wash room or both.

- 2.2.6 *Plumbing fixtures.* Installed receptacles or devices which are supplied with water or which receive or discharge liquid waste or sewage into the drainage system with which they are directly or indirectly connected.
- 2.2.7 *Plumbing system.* The sanitary and storm drainage facilities together with their venting systems and plumbing fixtures, the public or private water supply systems and the fire protection systems within or adjacent to any building, structure or conveyance, to a point of connection to a public or private sewerage system, public or private water supply, or other acceptable terminal.
- 2.2.8 *Privy.* A room or outhouse with an excavation in the ground for evacuation and disposal of feces and urine.
- 2.2.9 *Sanitary.* Pertaining to the preservation of health and includes prevention of the contraction of any illness or disease incident to the work or process in which employees are engaged.
- 2.2.10 *Sewage disposal system.* In the absence of a sewer connection, an approved privy, chemical closet, cesspool or septic tank with auxiliary disposal drains.
- 2.2.11 *Soil pipe.* A pipe which conveys the discharge of water closets or plumbing fixtures having similar functions, with or without discharges from other plumbing fixtures.
- 2.2.12 *Toilet facilities.* Plumbing fixtures located in toilet rooms for the purpose of defecation and urination.
- 2.2.13 *Toilet room.* A personal hygiene room in a place of employment containing toilet facilities and urinals for use of employees.
- 2.2.14 *Urinal.* A fixture located in a toilet room for the sole purpose of urination.
- 2.2.15 *Wash room.* A personal hygiene room or space in a place of employment containing washing facilities.
- 2.2.16 *Washing facilities.* Plumbing fixtures used solely for the purpose of maintaining body cleanliness.

- 2.2.17 *Water closet.* A toilet facility that is flushed with water and connected to a sewer.
- 2.2.18 *Water closet compartment.* An enclosure surrounding an individual water closet.
- 2.2.19 *Water service pipe.* The pipe conveying water from a water main or other source of water supply to the water distributing system of a building.
- 2.2.20 *Water distribution pipe.* The pipe conveying water from the service pipe to the plumbing fixtures.

SECTION 3 - GENERAL REQUIREMENTS

- 3.1 All establishments coming within the scope of this Regulation shall conform to all applicable requirements contained herein.
- 3.2 Where there is a local enforcing authority, compliance with its requirements shall in no way lower the minimum standards set forth in this Regulation.

SECTION 4 - WATER SUPPLY

- 4.1 In all establishments coming within the scope of this Regulation there shall be available a source of potable water for drinking, washing and bathing purposes. The quality of the water shall meet the "Potable Water Standards" promulgated September 25, 1953 by the State Department of Health. Newly constructed water supply systems shall meet the "Standards for the Construction of Water Supply Systems for Realty Improvements" promulgated January 1, 1957 by the State Department of Health.
- 4.2 Physical cross-connections between contaminated water and potable water shall be prohibited, nor shall any plumbing fixture, device or construction be installed which will provide a cross-connection between a distributing system of water for drinking and domestic purposes and a drainage system, soil or waste pipe so as to permit or make possible the back flow of sewage or waste into the water supply; such water supply shall be distributed through a piping system entirely independent of any piping system conveying another water supply. The prohibitions contained in this paragraph shall not apply to physical cross-connections which have been approved by the State Department of Health in accordance with the provisions of Chapter 308, P. L. of 1942 (R. S. 58:11-9.1).

SECTION 5 - DRINKING WATER

5.1 *General Requirements*

- 5.1.1 A supply of cool, potable, wholesome drinking water shall be provided at convenient and accessible locations in every place of employment.
- 5.1.2 Drinking water facilities shall not be provided in toilet rooms.
- 5.1.3 The use of the common drinking cup or utensil is prohibited.
- 5.1.4 Unless a central system of cooled, potable water is available, drinking water shall be dispensed by either pressure type refrigerated drinking fountains or potable bottle type water coolers using refrigeration or ice as the cooling medium. In using ice as a coolant, there should be no direct contact with the drinking water.
- 5.1.5 Drinking water shall be dispensed by means of disposable individual drinking cups, bubbler type drinking fountains or in the case of isolated places by other approved means.

5.2 *Specifications for drinking fountains*

- 5.2.1 Drinking fountains shall conform to American Standard Specifications for Drinking Fountains, American Standards Association Z4.2-1942.
- 5.2.2 Stream projectors shall be so assembled as to provide an orifice elevation as specified by American Standard Air Gaps in Plumbing Systems, American Standards Association A40.4-1942 and American Standard Backflow Preventers in Plumbing Systems, American Standards Association A40.6-1943.

SECTION 6 - PLUMBING SYSTEM

- 6.1 The design, installation and performance of plumbing systems shall conform in all respects with all applicable requirements of the Plumbing Code of New Jersey "1953" approved by the State Department of Health, and published as part of the Standard Building Code of New Jersey. (A copy of this publication may be obtained for \$1.00 from the Department of Conservation and Economic Development, Bureau of Commerce, 520 East State Street, Trenton, New Jersey).

SECTION 7 - PERSONAL HYGIENE SERVICES AND ROOMS

7.1 *General Requirements*

- 7.1.1 Every establishment coming within the scope of this Regulation shall be provided with toilet facilities and where both males and females are employed, separate facilities shall be provided for each sex.
- 7.1.2 Washing facilities shall be provided and where both males and females are employed, separate facilities shall be provided for each sex.
- 7.1.3 Rooms combining toilet and washing facilities may be provided. Such rooms shall have an area sufficient to accommodate all necessary fixtures together with suitable aisle and access space. For rooms accommodating 10 to 20 persons the minimum floor area required shall be 38 square feet which shall include one water closet, two lavatories for female facilities and for male facilities, a urinal shall also be included. Larger facilities shall require additional minimum floor areas as follows:

Water closet . . .	16 sq. ft.	Lavatory	12 sq. ft.
Shower	16 sq. ft.	Urinal	12 sq. ft.

7.2 *Toilet Facilities and Toilet Rooms.*

7.2.1 *General Requirements*

- 7.2.1.1 When it is necessary to provide toilet facilities for each sex, they shall be separate and apart and toilet rooms shall be plainly and distinctly designated for which sex they are intended.
- 7.2.1.2 Toilet rooms shall be conveniently located and readily accessible from all places in a building where persons are regularly employed but in no instance shall it be required to travel more than one story in a multi-story building or in any instance shall it be necessary to travel more than 500 feet to reach the entrance to a toilet room by the most direct route unless passenger elevator service is available and affords equivalent convenience.

- 7.2.1.3 Every toilet room shall be provided with water closets and at least one lavatory.
- 7.2.1.4 Female toilet rooms shall be provided with covered receptacles with disposable liners for the disposal of discarded personal hygiene materials and the contents of such receptacles are to be removed at least once each day and disposed of in a suitable manner.
- 7.2.1.5 Male toilet rooms shall be provided with urinals where five (5) or more males are employed.
- 7.2.1.6 The employer shall be responsible for maintaining the toilet facilities in a clean and sanitary condition.
- 7.2.1.7 All toilet facilities shall be adequately protected to prevent the entrance and breeding of flies.
- 7.2.1.8 Toilet rooms shall neither be used for locker facilities nor eating or drinking purposes.
- 7.2.1.9 Toilet paper in a suitable holder shall be provided for each compartment in a toilet room.

7.2.2 *Number of required units*

- 7.2.2.1 Water closets and urinals shall be provided as follows:

<u>Number of persons employed per shift</u>	<u>Number of Water Closets</u>	<u>Number of Urinals</u>
1 to 100	One for each 20 persons	One for each 50 males
101 to 500	One for each 30 persons	up to 100 and one additional urinal for each
501 to 1000	One for each 35 persons	additional 75 males.
Over 1000	One for each 40 persons	

- 7.2.2.2 For each urinal provided, one water closet may be eliminated but in such cases the required number of water closets shall not be reduced to less than two-thirds of the specified number.
- 7.2.2.3 Two feet of urinal length shall be equivalent to one individual urinal.

7.2.3 Space Requirements

7.2.3.1 Toilet rooms shall have an area sufficient to accommodate all necessary water closets and urinals together with suitable aisle and access spaces.

7.2.3.2 Every toilet room serving 10 to 20 persons shall have an area of at least 26 square feet; an additional minimum of 16 square feet shall be added for each additional water closet and 12 square feet for each urinal.

7.2.4 Construction Specifications

7.2.4.1 Toilet rooms

7.2.4.1.1 Walls should have a minimum height of nine feet and in no case shall be less than eight feet and may either extend from floor to ceiling or be completely ceiled over where there is a high ceiling.

7.2.4.1.2 Walls shall be of tight solid construction and surfaced with a material, resistant to moisture, that can be readily cleaned and shall be kept clean.

7.2.4.1.3 All separating partitions between toilet rooms for opposite sexes shall be at least 4 inches in thickness and of soundproof construction without openings of any kind.

7.2.4.1.4 Windows may be used in exterior walls and they shall be glazed with translucent material.

7.2.4.1.5 Floors shall be provided with an integral cove base at least 4 inches high and both cove base and flooring shall be constructed of materials which are tight, smooth and impervious to moisture and to sanitary floor washing solutions.

7.2.4.1.6 Egress doors shall be suitably constructed of materials that are not transparent and shall be provided with self-closing devices.

7.2.4.1.7 Toilet facilities and compartment doorways shall not be visible from the exterior side of the egress door. Where necessary, a suitable screen or vestibule shall be provided. Where practicable, the screen shall be 2 feet wider than the egress door and shall be at least 6 feet high and extend to not more than 12 inches from the floor.

7.2.4.2 *Water Closet Compartments.*

7.2.4.2.1 Water closets as specified herein shall be provided in all toilet rooms.

7.2.4.2.2 Each water closet shall be in a separate compartment which shall be not less than 32 inches wide and 48 inches from front to back provided however, that existing installations with dimensions of 30 inches and 42 inches shall be allowed.

7.2.4.2.3 Water closet compartment partitions shall be constructed of solid materials, impervious to moisture, which can be easily cleaned and kept in a sanitary condition. Partitions shall be not less than 6 feet high and extend to not more than 12 inches from the floor.

7.2.4.2.4 Each water closet compartment shall have a door that shall be provided with an inside fastener.

7.2.5 *Closets Without Flush*

7.2.5.1 Chemical closets or privies shall only be permitted when it has been demonstrated that the installation of water closets or urinals with flush is not feasible.

- 7.2.5.2 No other type of closet without flush shall be permitted or used.
- 7.2.5.3 Chemical closets or privies shall not be used when more than twenty-five workers are employed in a place of employment at any one time.
- 7.2.5.4 All chemical closets and privies shall be provided for each sex in the number and manner as specified herein for toilet rooms and water closets. Chemical closets shall be of an approved type.
- 7.2.5.5 The chemical closet container shall be changed frequently enough that it will not be allowed to become more than two-thirds full.
- 7.2.5.6 No privy shall be permitted, installed or used whenever its construction or use shall contaminate or endanger the purity of any source of drinking water.
- 7.2.5.7 Every privy vault shall be located at least 25 feet from any establishment.
- 7.2.5.8 Every privy shall be ventilated by an unobstructed opening to the outdoor air, other than the door, which has an area of at least 144 square inches, and every privy shall have a door. Every window and ventilating opening of a privy shall be protected by metal screens and every door shall be provided with a self-closing device to keep it closed.
- 7.2.5.9 Every privy shall be kept clean and the contents of the vault shall be emptied or incinerated at least once a month and at more frequent intervals if necessary. In no case shall it be allowed to overflow. Removable receptacles or cans may be used instead of privy vaults if they are water-tight and emptied whenever necessary to prevent overflow. Dry sand, fine dry earth or lime shall be provided in a receptacle in every privy and used at frequent intervals to deodorize the contents of the vault.

7.2.5.10 The entrance to every privy shall be screened by a vestibule or by a stationary sight screen at least two feet wider than the entrance door extending to a height of at least six and a half feet. Where privies for males and females are in adjoining compartments, there shall be a partition of a double layer of boards or a metal covered partition between the compartments, extending from the floor to the roof.

7.2.5.11 Every establishment which is operated between November first and April first and which provides a privy for the use of its employees, shall be connected with such privy by means of a covered passageway so constructed that the employees in passing thereto or therefrom shall not be exposed to outdoor temperatures. Every such privy shall be kept heated during working hours to at least 50 degrees Fahrenheit.

7.3 Washrooms, Washing and Shower Bath Facilities

7.3.1 General Requirements

7.3.1.1 Washing facilities shall be provided in every building where persons are regularly employed unless conditions as stated in paragraph 7.3.1.3 shall be deemed adequate by the Commissioner and where both males and females are employed, separate facilities shall be provided for each sex.

7.3.1.2 When it is necessary to provide washrooms for each sex, entrances thereto shall be plainly and distinctly designated for which sex they are intended.

7.3.1.3 Washrooms shall be conveniently located and readily accessible from all places in a building where persons are regularly employed but in no instance shall it be required to travel more than one story in a multi-story building or in any instance shall it be necessary to travel more than 500 feet to reach the entrance to a washroom by the most direct route unless passenger elevator service is available and affords equivalent convenience.

- 7.3.1.4 Every washroom shall be provided with lavatories which may consist of individual units, wash sinks or basins.
- 7.3.1.5 Washrooms and locker rooms may be combined provided that there is reasonable segregation of each type of facility, convenient access is provided and adequate waiting or using space is available.
- 7.3.1.6 An adequate supply of soap and towels shall be provided in each washroom.
- 7.3.1.7 Shower baths shall be installed in every establishment where employees undergo excessive physical exertion; are working in areas of excessive heat and humidity; are liable to develop skin contamination through exposure to poisonous, infectious or irritating materials; are exposed to injurious or poisonous substances; or become covered with excessive amounts of dust, dirt, and grime which cannot be readily removed from the body through the use of the required washing facilities.
- 7.3.1.8 Every shower bath should be provided with soap and suitable dispenser where the latter is necessary together with clean bath towels necessary.
- 7.3.1.9 Shower baths may be installed in washrooms or toilet rooms if desired.
- 7.3.1.10 Shower heads shall be connected to a supply of hot and cold water and there shall be proper facilities for mixing the water supply so that its temperature can be controlled by the user.
- 7.3.1.11 Each employee exposed to lead dust, lead fumes, lead solutions while engaged in the manufacture of white lead, red lead, litharge, sugar of lead, arsenate of lead, lead chromate, lead sulphate, lead nitrate or fluosilicate shall be furnished with nail brushes, soap, and at least three clean towels per week for each employee. A time allowance of not less than ten minutes at the employers expense, shall be made to each employee for the use of the washroom before the lunch hour and at the close of the day's work.

7.3.1.12 Where employees are exposed and engaged in any work or process mentioned in Section 7.3.1.11, the employer shall furnish soap and shall provide at least two clean bath towels per week for each employee. An additional time allowance of not less than ten minutes at the employer's expense shall be made to each employee for the use of shower baths at least twice each week at the close of the day's work.

7.3.2 *Number of Required Units*

7.3.2.1 *Lavatories*

7.3.2.1.1 Lavatories shall be provided as follows:

<u>Number of Employees Per Shift</u>	<u>Number of Lavatory Units</u>
1 to 100 inclusive	1 unit for each 10 employees
Over 100	1 additional unit for each additional 15 employees

7.3.2.1.2 Every 24 inches of outside rim of a wash sink shall be the equivalent of one lavatory unit.

7.3.2.1.3 Every 24 inches of outside rim of a circular basin shall be the equivalent of one lavatory unit.

7.3.2.1.4 There shall be at least one basin or at least two feet in length of trough for every five employees engaged in any work or process mentioned in section 7.3.1.11.

7.3.2.2 *Shower Baths*

7.3.2.2.1 Where establishments are engaged in the manufacture of substances specified in Section 7.3.1.11, one shower bath shall be provided for each five employees engaged in such manufacture.

- 7.3.2.2 Establishments subject to the requirements for providing shower baths for employees, other than those specified in Section 7.3.1.11, shall install one shower bath for every 20 employees.

7.3.3 *Space Requirements*

- 7.3.3.1 Every washroom serving 10 to 20 persons shall have an area of at least 26 square feet including any necessary waiting and aisle spaces; an additional 12 square feet shall be provided for each additional lavatory unit. When shower baths are provided, an additional 16 square feet per shower head shall be provided.
- 7.3.3.2 If a washroom is combined with a locker room, some reduction in minimum space requirements for the washroom may be permitted but adequate provision must be made for access aisle space and waiting or using space.
- 7.3.3.3 Sufficient area shall be provided for shower baths to accommodate the facility and allow for convenient drying, waiting and aisle space.
- 7.3.3.4 The width of an aisle shall be not less than 24 inches.

7.3.4 *Construction Specifications*

7.3.4.1 *Washrooms*

- 7.3.4.1.1 Walls should have a minimum height of nine feet and in no case shall be less than eight feet and may either extend from floor to ceiling or be completely ceiled over where there is a high ceiling.
- 7.3.4.1.2 Flooring shall be impervious to moisture, to sanitary floor washing solutions and shall be water-tight.
- 7.3.4.1.3 Egress doors shall be provided with automatic closing devices.

7.3.4.1.4 Egress doors shall be so located that the washing area is not visible from the exterior. Where necessary, screens shall be provided on either the exterior or interior in such a manner as to shield the view from outside the door. Such screens shall be not less than 6 feet high and shall be built to within 12 inches or less of the floor. Connecting openings shall be provided between adjoining wash-rooms, locker rooms and toilet rooms.

7.3.4.2 *Shower Baths*

7.3.4.2.1 Individual shower stalls shall be not less than 32 inches wide and 32 inches from front to back.

7.3.4.2.2 Where multiple shower baths are provided, the shower heads shall be 36 inches apart except in circular segmented units divided by partitions and each shower head shall be the equivalent of one shower bath.

7.3.4.2.3 Partitions may be omitted between shower heads in multiple shower baths for males only.

7.3.4.2.4 Shower bath floors and walls shall be impervious to moisture, to sanitary washing solutions and shall be water-tight. Connections with walls shall be made by means of an integral cove at least 6 inches high.

7.3.4.2.5 A 24 inch aisle-way shall be provided with non-slip material along the front of shower stalls.

7.3.4.2.6 Shower baths shall be provided with adequate floor drains.

7.3.5 *Special Requirements*

- 7.3.5.1 Where shower baths are provided for the use of females, suitable dressing room facilities shall be provided adjacent to the shower facilities.
 - 7.3.5.2 Shower bath floors shall be disinfected at least weekly with an antiseptic solution.
 - 7.3.5.3 Flood-type showers shall be installed in sufficient numbers and in close proximity to all operations where employees are exposed to a potential hazard through the handling of acids, alkalies, highly flammable materials and similar substances.
 - 7.3.5.4 In order to provide for the control of industrial dermatoses, sufficient wash basins shall be provided in a convenient location within the working area where such exposures may exist.
 - 7.3.5.5 In all toilet rooms, wash rooms, dressing rooms and lunch rooms, two means of egress as remote from each other as possible shall be provided when under conditions of regular and normal use, 25 or more persons may be present within the enclosed area at any one time.
- 7.3.6 A supply of hot and cold water or thermostatically controlled water shall be provided for all lavatories and shower baths and suitable means shall be taken to control the temperature of the hot water to prevent scalding. Hot water shall not be obtained through a mixture of water with open live steam.

SECTION 8 - WASTE DISPOSAL

- 8.1 All toilet facilities shall be connected by means of waste pipes to sewer, septic tanks or cesspools and such waste disposal shall be accomplished by means of a suitable method.
- 8.2 Proposed new manufacturing establishments, in accordance with the provisions of R. S. 58:10-17 to 21 inclusive, are required before locating within a potable water shed to secure a permit to so locate from the State Department of Health.

- 8.3 Proposed subsurface sewerage facilities are subject to: Standards for the Construction of Sewerage Facilities for Realty Improvements promulgated December 7, 1954 by the State Department of Health.
- 8.4 Sewerage facilities which produce a liquid affluent into any water course are subject to approval by the State Department of Health.

SECTION 9 – EMPLOYEE SERVICE ROOMS

9.1 *Dressing Rooms*

9.1.1 *General Requirements*

- 9.1.1.1 A dressing room shall be provided in every establishment coming within the scope of this Regulation where any employee is either engaged in handling poisonous materials; exposed to injurious dusts or fumes; or excessive heat, humidity or fatigue from physical exertion.
- 9.1.1.2 In every other establishment, employees shall be provided with a clean place, which should be screened, in which to change from street clothes to working clothes; a pipe rail equipped with clothes hangers and installed at a sufficient height to prevent dragging of clothes will be approved.
- 9.1.1.3 Where the nature of the work by female employees requires a change of dress from street clothes to work clothes a dressing room shall be provided for one or more female employees.
- 9.1.1.4 In establishments where 10 or more females are employed, a dressing room shall be provided.
- 9.1.1.5 Dressing rooms shall be separate from the work-room and should be connected directly or indirectly therewith; they shall be completely separated from the water closets and toilet rooms by adequate partitions except that connecting doors are permitted.
- 9.1.1.6 Dressing rooms shall be provided with seats and also individual lockers or suitable means for hanging clothes.

- 9.1.1.7 Dressing rooms should be conveniently located near toilet rooms.

9.1.2 *Space Requirements*

- 9.1.2.1 Every dressing area or room shall have adequate floor space and shall be in accordance with the following table:

<u>Number of Females Employed per Shift</u>	<u>Minimum Area</u>
1 to 4 inclusive	12 square feet
5 to 9 inclusive	12 square feet plus 3 square feet per person over 4
10 and over	60 square feet plus 2 square feet per person over 10

- 9.1.2.1 In dressing rooms serving more than 10 persons a reduction of 20 square feet of floor will be allowed if cot or couch is not required or is provided elsewhere.
- 9.1.2.2 Where lockers are provided or required a proportional increase shall be made in the floor area requirement for facilities serving less than ten persons.

9.1.3 *Construction*

- 9.1.3.1 Every dressing room shall be constructed and maintained in such a manner that privacy is secured at all times.
- 9.1.3.2 Walls or partitions shall be at least seven feet high and of solid construction excepting that glass of approved translucency may be installed in the walls of partitions.

9.1.4 *Lockers*

- 9.1.4.1 When hazardous materials are handled which expose the person of the worker to contamination, double lockers shall be provided in the dressing room and such lockers shall be 24 inches wide and 12 inches deep, and 60 inches high, divided by perpendicular partitions.

9.1.4.2 Where workers are exposed to heat and humidity or are engaged in operations requiring excessive physical exertion, single lockers having a minimum area of one (1) square foot and a minimum height of sixty (60) inches shall be provided in a dressing room.

9.1.4.3 Lockers shall be provided with fluted or perforated doors.

9.2 *Rest Rooms for Females*

9.2.1 Where twenty-five (25) or more females are employed at least one rest room or equivalent facility shall be provided for their exclusive use.

9.2.2 Where ten and not more than twenty-five (25) females are employed, a part of the dressing room may be set off and made suitable for the use of female employees as a resting area.

9.2.3 Where over twenty-five (25) females are employed a combination dressing room and rest room shall be permitted but an additional one-half ($\frac{1}{2}$) square foot for each person above the areas prescribed in Section 9.1.2.1 shall be provided.

9.2.4 The minimum floor area of a rest room for twenty-five (25) females shall be sixty (60) square feet; it shall be ninety (90) square feet to accommodate up to fifty (50) females and an additional one-half ($\frac{1}{2}$) square foot for each female over fifty (50).

9.2.5 A rest room shall be constructed in accordance with Section 9.1.3.

9.2.6 A cot, couch or equivalent lounge furniture shall be provided in every place of employment for the use of females in accordance with the following table:

<u>Number of Females Employed per Shift</u>	<u>Number of Cots or Couches Required</u>
1 to 9 inclusive	None
10 to 39 inclusive	1
40 to 99 inclusive	2
100 to 249 inclusive	3
250 and over	3—plus 1 for each additional 250 employees.

9.2.7 When a separate hospital or emergency room is provided and maintained and cots or beds are available, the requirements of Section 9.2.6 may be reduced accordingly. A reduction in area of twenty (20) square feet shall be permitted in each rest room for each cot or bed so provided.

9.3 *Lunch Rooms*

9.3.1 In all places of employment where workers are exposed to dangerous dusts or fumes or poisonous substances, a lunch room shall be provided which is separate and apart from the work room.

9.3.2 In all other places of employment where employees are permitted to eat lunch on the premises suitable facilities for eating purposes shall be provided.

9.3.3 Where an employee is exposed to any industrial poison or other unhealthful substance, the eating of food in any place within the building except the lunch room shall be prohibited.

9.3.4 Suitable means shall be taken to dispose of all lunch waste.

9.3.5 Lunch room areas, exclusive of any service requirements, shall be in accordance with the following table:

<u>Number of Persons Using Facility</u>	<u>Required Floor Area per Person in Square Feet</u>
Not more than 25	8
Not more than 75	7
Not more than 150	6
Not more than 500	5
Over 500	4

SECTION 10 - VENTILATION, LIGHTING AND HEATING

10.1 *Ventilation*

10.1.1 Every toilet room, water closet, compartment, urinal compartment, wash room, locker room and dressing room shall be ventilated to outdoor air by window, skylight or ventilating system with tempered air supply and exhaust or a combination thereof.

- 10.1.2 Each such window or skylight shall open easily and upon a street, yard or open space; the yard or open space shall be uncovered at the top and in least horizontal dimension shall be a minimum of one-tenth of the highest abutting wall but in no case less than six feet.
- 10.1.3 Windows in toilet rooms, water closet or urinal compartments shall be not less than twelve inches wide, not less than six square feet of window area for one water closet or urinal, half of which shall be openable.
- 10.1.4 For each additional such fixture, the window area shall be increased by one (1) square foot, one-half ($\frac{1}{2}$) of which shall be openable.
- 10.1.5 A skylight shall be considered to be the equivalent of a window provided that it has fixed movable louvers with net openable area as prescribed for windows.
- 10.1.6 Shower baths shall be adequately ventilated.
- 10.1.7 In all cases where windows, skylights or natural ventilation do not furnish adequate ventilation, additional positive ventilation as prescribed by the Commissioner shall be provided.
- 10.1.8 All toilet rooms not lighted by windows that open easily to outside shall be adequately ventilated to the outside air by artificial means, subject to the restrictions of Sections 10.1.10 and 10.1.11.
- 10.1.9 Every water closet compartment entirely separated from the remainder of the toilet room by partitions extending from the floor to the ceiling and not provided with a window opening easily shall be adequately ventilated to the outside air by artificial means, subject to the restriction for Sections 10.1.10 and 10.1.11.
- 10.1.10 For existing toilet facilities an exhaust ventilation system shall be provided which has a capacity of at least fifty (50) cfm per toilet fixture but in no case shall the system provide less than six (6) air changes per hour in the toilet room or compartment.

- 10.1.1.1 Only in buildings or sections of buildings equipped with artificial ventilating systems, may new toilet room installations be ventilated with tempered fresh air supplied at a rate of at least twelve air changes per hour, provision also being made to vent an equal amount of air to outdoors.

10.2 *Lighting*

- 10.2.1 A minimum of twenty foot candles in service illumination measured at a standard distance of thirty inches above the floor shall be maintained in all toilet rooms, wash rooms, locker rooms, dressing rooms, rest rooms and lunch rooms.
- 10.2.2 General lighting fixtures shall be mounted beyond ordinary reach.
- 10.2.3 Lighting switches shall have electrically insulated cover plates and operating handles or be so located that they are not operable by any person who may be in contact with a grounded conductor or part of a water system.

10.3 *Heating*

- 10.3.1 All places of employment coming within the scope of this Regulation shall be kept at a comfortable temperature while occupied. In instances where other than prescribed temperatures prevail because of inherent characteristics of the operation or process reasonable control measures for the comfort of the employees shall be provided.
- 10.3.2 During working hours the workroom temperature shall be at least sixty-eight (68) degrees Fahrenheit when operators are assigned to a fixed position or location and are not subject to physical exertion. Where the operator is permitted freedom of movement and is not restricted to a fixed position, proportionate lower workroom temperatures may be permitted in no cases less than fifty-five (55) degrees Fahrenheit.
- 10.3.3 Toilet room temperature shall be not less than sixty-five (65) degrees Fahrenheit. Wash, locker, rest, dressing and lunch room temperature shall be not less than seventy (70) degrees Fahrenheit.

- 10.3.4 Heating facilities shall be so arranged to permit thorough cleaning of the floor and walls.
- 10.3.5 Heating pipes, radiators and other appliances shall be protected in such a manner that workers cannot be burned.
- 10.3.6 Where heated gases emanate from heating appliances, venting to outer air shall be provided.
- 10.3.7 Open flame heaters not vented to the outer air are prohibited.

SECTION 11 - SPECIAL REQUIREMENTS

11.1 *Housekeeping*

- 11.1.1 Grounds and buildings of all establishments coming within the scope of this Regulation shall be kept in a sanitary condition.
- 11.1.2 The floor of every workroom shall be maintained in a clean, and, so far as possible, in a dry condition. Where wet processes are used, reasonable drainage shall be maintained and false floor, platforms, mats or other dry standing places shall be provided. Where work conditions require employees to stand in water or other liquids, the employer shall furnish proper boots or shoes for the use of the employees while they work in such places.
- 11.1.3 So far as is practicable, sweeping and cleaning shall be done outside of working hours and in such manner as to avoid contamination of the air with dust.

11.2 *Expectorating and Smoking*

- 11.2.1 Expectorating upon the walls, floors, workplaces, or stairs of any establishment subject to this Regulation shall not be permitted.
- 11.2.2 Cuspidors, if used, shall be of such construction that they are kept cleaned and disinfected, and they shall be cleaned often enough, and at least daily, to prevent them from becoming in any way a menace to health.
- 11.2.3 Smoking shall be governed by Safety Regulation No. 1.

11.3 *Refuse Disposal*

- 11.3.1 Whenever a receptacle is used for waste or refuse which is liquid or liable to decompose, it shall be so constructed that it does not leak and may be conveniently and thoroughly cleaned, and it shall be maintained in a sanitary condition.
- 11.3.2 All sweepings, waste, refuse, and garbage shall be removed, if practicable, outside of working hours, in such a manner as to avoid creating a menace to health and as often as necessary to maintain the place of employment in a sanitary condition.

11.4 *Employee Responsibility*

- 11.4.1 An employee shall not cause the workroom or any of the facilities included in these regulations to become unsanitary by improper use and shall not deface or destroy any part of such facilities.
- 11.4.2 Every employee engaged in any work or process included in Section 7.3.1.11 of these Regulations shall observe the following rules and precautions as set forth in Section 11.4.2.1 to 11.4.2.4.
 - 11.4.2.1 He shall use the washing facilities provided by his employer and wash himself at least as often as a time allowance is granted under 7.3.1.11 and 7.3.1.12.
 - 11.4.2.2 He shall use the eating room provided by the employer unless he goes off the premises for his meals.
 - 11.4.2.3 No employee shall take or be allowed to take any food or drink of any kind into any workroom, nor shall any employee remain or be permitted to remain in any workroom during the time allowed for his meals.
 - 11.4.2.4 He shall put on and wear at all times while at work the clothing provided by his employer and remove the same before leaving at the close of the day's work. He shall keep his street clothes and working clothes in separate parts of the locker provided by his employer.

11.5 *Special Locations Due to Severe Fire and Explosion Hazards*

11.5.1 Personal hygiene rooms and employees service rooms shall be located wherever possible away from severe fire and explosion hazards, and shall be in compliance with the following:

11.5.1.1 Where such rooms are located in buildings primarily used for housing operations of severe fire and explosion classification, these rooms shall be located on the grade floor and separated from the interior operating areas by an unpierced approved masonry wall.

11.5.1.2 In areas where operations include outdoor equipment or indoor equipment of severe fire and explosion classification, such rooms shall be located in buildings out of the immediate hazardous area.

11.5.1.3 Toilet facilities of small capacity to accommodate the needs of the personnel may be provided in appropriate sections of the general operating area when approved by the Commissioner.

11.6 *Clothing*

11.6.1 Where employees are engaged in work or processes mentioned in Section 7.3.1.11, the employer shall provide at least two pairs of overalls and two jumpers for each such employee and repair and renew such clothing when necessary and wash same weekly. Such clothing shall be kept exclusively for the use of that employee.

SECTION 12 – PLAN EXAMINATION AND APPROVAL

12.1 Alterations, additions and all new work involving layout, arrangement, installation, ventilation and construction of personal hygiene and service rooms shall be filed for plan approval.

12.2 Applications will be approved only when there is compliance with all requirements of this Regulation governing sanitation in places of employment.

- 12.3 Plans with adequate specifications included thereon or separately shall be submitted in triplicate. All plans shall be in blue print form and shall bear a fully descriptive title and nameplate to include the name of owner or tenant, address of premises, date and scale.
- 12.4 Application shall be made on forms provided by the Department and shall be submitted in triplicate and be accompanied by a filing fee of two (\$2.00) dollars per thousand (\$1,000) dollars or fraction thereof of the valuation of the project based on the installation and application equipment costs up to twenty thousand (\$20,000) dollars. Fifty (\$.50) cents is payable on each thousand (\$1,000) dollars valuation thereafter to a maximum fee of three hundred (\$300.00) dollars. Checks or money orders are to be made payable to the Commissioner of Labor and Industry.
- 12.5 A complete plan view of the facilities and work involved shall be drawn to scale and shall include an area location plan, arrangement of walls, windows, doors, fixtures and shall reveal the method and materials to be used in construction and installation. Sufficient detail and specifications covering the materials and workmanship shall be submitted and shall include ceiling height, all surface finishes and such matter as will assure installation and construction in accordance with this Regulation.
- 12.6 Applications and submittal of plans shall not be required in instances where the repair, maintenance or replacement of plumbing and plumbing fixtures is concerned.
- 12.7 All correspondence and applications concerning plans are to be addressed to:

Bureau of Engineering and Safety
Room 204-S
1100 Raymond Boulevard
Newark, New Jersey