

Sanitation Charter Checklist

This list is not exhaustive. It attempts to capture broad principles, which can be adapted according to local norms and practices

Sanitary and washing facilities for transport workers should be:

General

1. Assessed and planned in consultation with workers and their trade union representatives, including women representatives, and jointly monitored and reviewed on a regular basis.
2. Provided free of charge for workers.
3. Clearly signposted with the location and opening times of the facilities in workplaces and on transport routes notified to workers.
4. Provided directly by the employer in permanent structures:
 - Requiring workers to use facilities which are also open to the public (unless there are facilities specifically designated for the sole use of workers) is not acceptable. This should be regarded as a last resort, and if so, only if there are sufficient facilities available. An independent network of rest stations should be provided, or otherwise arranged, for mobile transport workers.
 - Portable sanitary facilities (which should be of a high quality and include washing facilities) should only be made available as a last resort, when it is not practicable to provide permanent structures
5. Located to enable workers to use them promptly during their working hours: paid breaks should be scheduled to take into account the distance and time it takes to get to the facilities safely, and the time they need to use them, including specifying a limit to the distance to be covered from the workplace to the sanitary facilities (for example, no more than 100 metres).
6. Kept open for workers to use at any time while they are at work, including nights and weekends; or correct and updated keys to locked facilities always provided to workers without delay.
7. Located in safe places: minimising exposure to violence and harassment and away from hazardous workplace transport operations, noise and dust pollution, and other sources of contamination.
8. Clearly marked to indicate the sex for whom the facility is provided (where there are no gender-neutral independent toilets with sufficient privacy), with separate designated facilities for disabled workers, and free for transgender workers to use according to how they self-identify.

9. Located where possible near to workplace rest facilities (ensuring that they are positioned so as to prevent noxious odours reaching these facilities).
10. Located in buildings accessible for disabled workers. Sanitation and washing facilities should be designated for disabled workers and designed to be accessible, include sufficient space, and be fitted with aids such as grab rails and benches in showers
11. Provided with sanitary disposal bins for the use of both women and men in their respective facilities, which are positioned so that for reasons of hygiene, the bin does not touch the edge of the sanitary appliance.
12. Provided with baby changing units in both women's and men's sanitary facilities.

Construction and Design

13. Provide adequate protection from the weather.
14. Fitted with doors at entrances and exits, unless other measures are taken, to ensure an equivalent degree of privacy.
15. Designed so it is not possible to see into toilets or urinals, or into communal shower or bathing areas from outside the facilities, when any entrance or exit door opens, or from above.
16. Have windows to toilets, showers or bathrooms of opaque material or have blinds or curtains, unless it is not possible to see into them from outside, day and night.
17. Designed to accommodate as far as possible, all local cultural and religious practices.
18. Constructed with floors, walls and ceilings that have surfaces which permit wet cleaning — such as ceramic tiling or a washable surface.
19. Sanitary appliances including toilets, showers and basins constructed of vitreous china or other material, which has a smooth and impervious surface that is not likely to crack, flake or corrode.
20. Have an adequate flush of water
21. Provided with non-slip floors.
22. Protected against rats and other vermin, and snakes.
23. Ventilated, and if necessary, heated or airconditioned.
24. Provided with sufficient lighting in and around the building.
25. Provided with toilets (cubicles and urinals) in sufficient numbers for women and men whether or not there are both women and men¹ in the workforce. More facilities may be necessary if breaks are taken at set times, or workers finish work together. When assessing the numbers, it should not be assumed that providing equal numbers of toilets for men and women will be sufficient.
26. Arranged so that each toilet cubicle is:
 - preferably fully enclosed with a ceiling and no gaps at the top or the bottom of the dividing walls;
 - private to the user and built for single occupancy. Provided with a door that can be locked from the inside;
 - planned for maximum hygiene, for example, fitted with hooks or shelves to avoid the need to place personal items on the floor; and

- provided with adequate space to enable
 - safe and hygienic use.
- 27.** Provided with facilities for personal hygiene in accordance with local norms. This includes handwashing basins with basin plugs, and clean hot and cold or warm running water, which are located in the immediate vicinity of every toilet, and are clearly marked to indicate whether the water supply is hot or cold, in an appropriate ratio relating to the number of workers using them and large enough to wash face, hands and forearms.
- Showers or baths provided, if they are required by the nature of the work or for health reasons, and lockable from the inside.
 - Soap and towels, or other means of drying, provided and located appropriately. This may be in the cubicle itself as appropriate, or in common areas, in accordance with local norms.
 - Toilet paper provided in a holder or dispenser.
- 28.** Provided with an adequate supply of cool and wholesome drinking water, which is readily accessible from a source approved by the competent health authority, and which is clearly marked as such; where a source of piped water is not available, in sealed bottles or in suitable closed containers.
- 29.** Sanitary products, such as sanitary towels and tampons are preferably provided free of charge for women workers, and information about alternatives including non-single use sanitary products such as menstrual cups or “period underwear” is available.
- 30.** Sanitary product dispensers for women are located in the women’s toilet section of the building and never in common areas shared with men to avoid embarrassment and stigma for women
- 31.** Plumbed to a source of clean potable water to prevent exposure to waterborne diseases.
- 32.** Provided with sewage disposal, which is designed so it does not endanger the health of workers (for example, with a soil pipe of adequate size constructed, to facilitate cleaning and minimise the risk of obstruction) or threaten contamination of water sources.
- 33.** Designed and selected to take account of the nature of the terrain and local geography (such as the risk of flooding)..
- Management**
- 34.** Kept in the charge of a responsible person at all times, with their contact details displayed prominently, together with clear and visible instructions in appropriate languages on how to report faults or other concerns about the state of the facilities.
- 35.** Inspected regularly and maintained in a clean, sanitary and orderly condition. Frequency of cleaning will depend on usage, and once a day may not be enough. Where facilities are shared with another workplace, responsibility for cleaning and maintenance should be clearly established, and the workers notified accordingly.
- 36.** Risks from legionella are appropriately assessed and managed (as man-made water systems are a potential source for legionella bacteria growth).

- 37.** Cleaned using non-toxic products. Air fresheners (exposure to which may cause asthma) should not be used.
- 38.** Kept properly stocked and equipped at all times, for example with toilet paper (and spares), sanitary products, towels, soap and toilet brush.
- 39.** Kept smoke-free.