

# Women's Sanitary Supplies Checklist

Committee for Prevention and Protection in the Workplace (CPBW) 20.07.2011

<b>Location:</b>	
Company	
Sanitary facility: (quay, warehouse...)	
Date of findings	
Total number of women:	
Maximum number of women per shift:	

<b>Changing rooms:</b>	<b>OK</b>	<b>NOT OK</b>
Separate for women		
Separate from the workshop		
Adequate cleaning and maintenance (1)		
Cleaning rota present?		
Sufficient changing cubicles present		

<b>Washing areas:</b>	<b>OK</b>	<b>NOT OK</b>
Separate for women		
Separate from the workshop		
Number of sinks or taps provided for women (5)		
Adequate cleaning and maintenance (1)		
Cleaning rota present?		
Water unfit for drinking designated as such?		
Detergents/cleaning products present?		
Towel or other drying system present?		
Showers present, if necessary? (4)		

<b>Canteen/relaxation room:</b>	<b>OK</b>	<b>NOT OK</b>
Separate from work-shops or offices (3)		
Sufficiently large (min. 18.5 m <sup>2</sup> for the first 25 employees)		
Sufficient number of tables		
sufficient number of seats with backrests		
Dustbins with lids		
Adequate cleaning and maintenance (1)		
Cleaning rota present?		
Well-ventilated, well-lit		
Drinking water present		
Refrigerator		
An area for washing dishes		
No ashtrays + smoking prohibited pictograms		

<b>Toilets</b>	<b>OK</b>	<b>NOT OK</b>
Separate for women		
Number of toilets for women (5)		
Adequate cleaning and maintenance (1)		
Cleaning rota present?		
Toilet paper available		
Waste bin per toilet		
Clothes hook per toilet		
Lockable door		
Good ventilation		
No direct access from the workshop		

1. **All facilities must be regularly maintained.** Frequency depends on the frequency of use and the degree of uncleanliness. To provide evidence to all concerned that maintenance is being carried out on a regular basis, we strongly recommend that you set up a cleaning rota allowing the maintenance team to enter the details of the latest maintenance they have carried out.
2. **Drinking water or a suitable alternative must be provided.** Water unfit for drinking (e.g. well water) must be designated as such at the tap using an appropriate pictogram.
3. The canteen should be in the vicinity of workstations rather than changing room or toilets, and where there is a canteen, washing facilities and toilets should also be provided.
4. **Employers are required to install additional, specific facilities (showers, separate changing rooms, adapted wardrobes) for:**
  - workers employed by establishments where they are subject to excessive heat of technological origin.
  - workers performing such work as contaminates their bodies through the use of harmful, toxic, irritant, corrosive, contaminated, dirty or polluting substances or dyes.
5. Enter quantity in corresponding column. Indicate “OK” if sufficient for the number of women working at the same time.