

INTERNATIONAL LABOUR OFFICE

REPORT FORM

FOR THE

HYGIENE (COMMERCE AND OFFICES) CONVENTION, 1964 (No. 120)

The present report form is for the use of countries which have ratified the Convention. It has been approved by the Governing Body of the International Labour Office, in accordance with article 22 of the ILO Constitution, which reads as follows: "Each of the Members agrees to make an annual report to the International Labour Office on the measures which it has taken to give effect to the provisions of Conventions to which it is a party. These reports shall be made in such form and shall contain such particulars as the Governing Body may request."

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The Government may deem it useful to consult the appended text of the Hygiene (Commerce and Offices) Recommendation, 1964 (No. 120), the provisions of which supplement the present Convention and can contribute to a better understanding of its requirements and facilitate its application.

Practical guidance for drawing up reports

First reports

If this is your Government's first report following the entry into force of the Convention in your country, full information should be given on each of the provisions of the Convention and on each of the questions set out in the report form.

Subsequent reports

In subsequent reports, information need normally be given only:

- (a) on any new legislative or other measures affecting the application of the Convention;
 - (b) in reply to the questions in the report form on the practical application of the Convention (for example, statistics, results of inspections, judicial or administrative decisions) and on the communication of copies of the report to the representative organizations of employers and workers and on any observations received from these organizations;
 - (c) *in reply to comments by supervisory bodies*: the report must contain replies to any comments regarding the application of the Convention in your country which may have been made by the Committee of Experts on the Application of Conventions and Recommendations or by the Conference Committee on the Application of Standards.
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Article 22 of the Constitution of the ILO

Report for the period to
made by the Government of

on the

HYGIENE (COMMERCE AND OFFICES) CONVENTION, 1964 (No. 120)

(ratification registered on)

I.

Article 4

Each Member which ratifies this Convention undertakes that it will -

- (a) maintain in force laws or regulations which ensure the application of the General Principles set forth in Part II, and
- (b) ensure that such effect as may be possible and desirable under national conditions is given to the provisions of the Hygiene (Commerce and Offices) Recommendation, 1964, or to equivalent provisions.

Please give a list of the legislation and administrative regulations which ensure the application of the General Principles set forth in Part II of the Convention and which may give effect to the provisions of the Hygiene (Commerce and Offices) Recommendation, 1964. Where this has not already been done, please forward copies of these texts to the International Labour Office.

Please give any available information concerning the extent to which these laws and regulations have been enacted or modified to permit, or as a result of, ratification.

- II. If in your country ratification of the Convention gives the force of national law to its provisions please indicate the constitutional texts from which this effect is derived. Please also specify any measures which have been taken to give effect to those provisions of the Convention which require the intervention of the national authorities to ensure its application.

If the Committee of Experts or the Conference Committee on the Application of Standards has requested additional information or has made an observation on the measures adopted to apply the Convention, please supply the information asked for or indicate the action taken by your Government to settle the points in question.

PART I. OBLIGATIONS OF PARTIES

Article 1

This Convention applies to—

- (a) trading establishments;
- (b) establishments, institutions and administrative services in which the workers are mainly engaged in office work;
- (c) in so far as they are not subject to national laws or regulations or other arrangements concerning hygiene in industry, mines, transport or agriculture, any departments of other establishments, institutions, or administrative services in which departments the workers are mainly engaged in commerce or office work.

Please enumerate the categories of establishments, institutions, administrative services, or departments thereof which are covered by the national legislation and indicate the different provisions relating thereto.

Article 2

The competent authority may, after consultation with the organisations of employers and workers directly concerned, where such exist, exclude from the application of all or any of the provisions of this Convention specified classes of the establishments, institutions or administrative services, or departments thereof, referred to in Article 1, where the circumstances and conditions of employment are such that the application to them of all or any of the said provisions would be inappropriate.

Please indicate any specific categories of establishments, institutions, or administrative services, or departments thereof which may have been excluded from the application of all or some of the provisions of the Convention.

Please supply information on the consultations with the organisations of employers and workers concerned which have taken place in this regard.

Article 3

In any case in which it is doubtful whether an establishment, institution, or administrative service is one to which this Convention applies, the question shall be settled either by the competent authority after consultation with the representative organisations of employers and workers concerned, where such exist, or in any other manner which is consistent with national law and practice.

Please supply information on cases which have arisen and on the manner in which they have been settled.

Article 4

[See Point I of the form and below under the Recommendation]

Article 5

The laws or regulations giving effect to the provisions of this Convention and any laws or regulations giving such effect as may be possible and desirable under national conditions to the provisions of the Hygiene (Commerce and Offices) Recommendation, 1964, or to equivalent provisions, shall be framed after consultation with the representative organisations of employers and workers concerned, where such exist.

Please supply information on the consultations which have taken place with the representative organisations of employers and workers concerned as regards the legislation designed to give effect to the provisions of the Convention or the Recommendation.

Article 6

1. Appropriate measures shall be taken, by adequate inspection or other means, to ensure the proper application of the laws or regulations referred to in Article 5.

2. Where it is appropriate to the manner in which effect is given to this Convention, the necessary measures in the form of penalties shall be taken to ensure the enforcement of such laws or regulations.

Please supply detailed information on the organisation and working of the inspection services responsible for supervising the proper application of the relevant legislation and forward copies or extracts of any available reports on the activities of these services.

Please indicate any other means which might be used for this purpose.

Please indicate the penalties applicable in case of any infringement of the legislation in question.

PART II. GENERAL PRINCIPLES

Please indicate in detail, for each of the following Articles of the Convention, the provisions of the legislation and administrative regulations, or any other measures under which the Article is applied and specify any technical standards prescribed so as to ensure the protection provided for by the said Articles.

Article 7

All premises used by workers, and the equipment of such premises, shall be properly maintained and kept clean.

Article 8

All premises used by workers shall have sufficient and suitable ventilation, natural or artificial or both, supplying fresh or purified air.

Article 9

All premises used by workers shall have sufficient and suitable lighting; workplaces shall, as far as possible, have natural lighting.

Article 10

As comfortable and steady a temperature as circumstances permit shall be maintained in all premises used by workers.

Article 11

All workplaces shall be so laid out and work-stations so arranged that there is no harmful effect on the health of the worker.

Article 12

A sufficient supply of wholesome drinking water or of some other wholesome drink shall be made available to workers.

Article 13

Sufficient and suitable washing facilities and sanitary conveniences shall be provided and properly maintained.

Article 14

Sufficient and suitable seats shall be supplied for workers and workers shall be given reasonable opportunities of using them.

Article 15

Suitable facilities for changing, leaving and drying clothing which is not worn at work shall be provided and properly maintained.

Article 16

Underground or windowless premises in which work is normally performed shall comply with appropriate standards of hygiene.

Article 17

Workers shall be protected by appropriate and practicable measures against substances, processes and techniques which are obnoxious, unhealthy or toxic or for any reason harmful. Where the nature of the work so requires, the competent authority shall prescribe personal protective equipment.

Article 18

Noise and vibrations likely to have harmful effects on workers shall be reduced as far as possible by appropriate and practicable measures.

Article 19

Every establishment, institution or administrative service, or department thereof, to which this Convention applies shall, having regard to its size and the possible risk—

- (a) maintain its own dispensary or first-aid post; or
- (b) maintain a dispensary or first-aid post jointly with other establishments, institutions or administrative services, or departments thereof; or
- (c) have one or more first-aid cupboards, boxes or kits.

HYGIENE (COMMERCE AND OFFICES) RECOMMENDATION, 1964

[See text appended to this form]

With reference to Article 4 (b) of the Convention (see Point I above), please indicate, where the information in question has not been supplied in respect of the Convention—

- (a) *in the first report following the entry into force of the Convention for your country, the measures already taken to give effect to the provisions of the Recommendation;*
- (b) *in subsequent reports, any progress made in this regard.*

- III. Please state whether courts of law or other tribunals have given decisions involving questions of principle relating to the application of the Convention or the Recommendation. If so, please supply the text of these decisions.
- IV. Please give a general appreciation of the manner in which the Convention and the Recommendation are applied in your country, including where the relevant information has not already been supplied in connection with other questions in the present form, information concerning the number of workers covered by legislation, the number and the nature of the contraventions reported, etc.
- V. Please indicate the representative organizations of employers and workers to which copies of the present report have been communicated in accordance with article 23, paragraph 2, of the Constitution of the International Labour Organization.¹ If copies of the report have not been communicated to representative organizations of employers and/or workers, or if they have been communicated to bodies other than such organizations, please supply information on any particular circumstances existing in your country which explains the procedure followed.

Please indicate whether you have received from the organizations of employers or workers concerned any observations, either of a general kind or in connection with the present or the previous report, regarding the practical application of the provisions of the Convention or the application of the legislation or other measures implementing the Convention. If so, please communicate a summary of the observations received, together with any comments that you consider useful.

¹ Article 23, paragraph 2, of the Constitution reads as follows: "Each Member shall communicate to the representative organizations recognized for the purpose of article 3 copies of the information and reports communicated to the Director-General in pursuance of articles 19 and 22."

APPENDIX

Hygiene (Commerce and Offices) Recommendation, 1964 (No. 120)

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I. SCOPE

1. This Recommendation applies to all the following establishments, institutions and administrative services, whether public or private:

- (a) trading establishments;
- (b) establishments, institutions and administrative services in which the workers are mainly engaged in office work, including offices of persons engaged in the liberal professions;
- (c) in so far as they are not included in establishments referred to in Paragraph 2 and are not subject to national laws or regulations or other arrangements concerning hygiene in industry, mines, transport or agriculture, any departments of other establishments, institutions or administrative services in which departments the workers are mainly engaged in commerce or office work.

2. This Recommendation also applies to the following establishments, institutions and administrative services:

- (a) establishments, institutions and administrative services providing personal services;
- (b) postal and telecommunications services;
- (c) newspaper and publishing undertakings;
- (d) hotels and boarding houses;
- (e) restaurants, clubs, cafés, and other catering establishments;
- (f) theatres and places of public entertainment and other recreational services.

3. (1) Where necessary, appropriate arrangements should be made to define, after consultation with the representative organisations of employers and workers concerned, the line which separates establishments, institutions or administrative services to which this Recommendation applies from other establishments.

(2) In any case in which it is doubtful whether an establishment, institution or administrative service is one to which this Recommendation applies, the question should be settled either by the competent authority after consultation with the representative organisations of employers and workers concerned, or in any other manner which is consistent with national law and practice.

II. METHODS OF APPLICATION

4. Having regard to the diversity of national circumstances and practices, effect may be given to the provisions of this Recommendation—

- (a) by national laws or regulations;
- (b) by collective agreement or as otherwise agreed by the employers and workers concerned;
- (c) by arbitration awards; or
- (d) in any other manner approved by the competent authority after consultation with the representative organisations of employers and workers concerned.

III. MAINTENANCE AND CLEANLINESS

5. All places in which work is carried on, or through which workers may have to pass, or which contain sanitary or other facilities provided for the common use of workers, and the equipment of such places, should be properly maintained.

6. (1) All such places and equipment should be kept clean.

(2) In particular the following should be regularly cleaned:

- (a) floors, stairs and passages;
- (b) windows used for lighting, and sources of artificial lighting;
- (c) walls, ceilings and equipment.

7. Cleaning should be carried out—

- (a) by means raising the minimum amount of dust;
- (b) outside working hours, except in particular circumstances or where cleaning during working hours can be effected without disadvantage for the workers.

8. Cloakrooms, lavatories, washstands and, if necessary, other facilities for the common use of workers should be regularly cleaned and periodically disinfected.

9. All refuse and waste likely to give off obnoxious, toxic or harmful substances, or be a source of infection, should be made harmless, removed or isolated at the earliest possible moment; disposal should be in accordance with standards approved by the competent authority.

10. Removal and disposal arrangements for other refuse and waste should be made and sufficient receptacles for such refuse and waste should be provided in suitable places.

IV. VENTILATION

11. In all places in which work is carried on, or which contain sanitary or other facilities for the common use of workers, there should be sufficient and suitable ventilation, natural or artificial or both, supplying fresh or purified air.

12. In particular—

- (a) apparatus ensuring natural or artificial ventilation should be so designed as to introduce a sufficient quantity of fresh or purified air per person and per hour into an area, taking into account the nature and conditions of the work;
- (b) arrangements should be made to remove or make harmless, as far as possible, fumes, dust and any other obnoxious or harmful impurities which may be generated in the course of work;
- (c) the normal speed of movement of air at fixed work-stations should not be harmful to the health or comfort of the persons working there;
- (d) as far as possible and in so far as conditions require, appropriate measures should be taken to ensure that in enclosed premises a suitable hygrometric level in the air is maintained.

13. Where a workplace is wholly or substantially air-conditioned, suitable means of emergency ventilation, natural or artificial, should be provided.

V. LIGHTING

14. In all places in which work is carried on, or through which workers may have to pass or which contain sanitary or other facilities provided for the common use of workers, there should be, as long as the places are likely to be used, sufficient and suitable lighting, natural or artificial, or both.

15. In particular, all practicable measures should be taken—

- (a) to ensure visual comfort—
 - (i) by openings for natural lighting which are appropriately distributed and of sufficient size;
 - (ii) by a careful choice and appropriate distribution of artificial lighting;
 - (iii) by a careful choice of colours for the premises and their equipment;
- (b) to prevent discomfort or disorders caused by glare, excessive contrasts between light and shade, reflection of light and over-strong direct lighting;
- (c) to eliminate harmful flickering whenever artificial lighting is used.

16. Wherever sufficient natural lighting is reasonably practicable it should be adopted in preference to any other.

17. Suitable standards of natural or artificial lighting for different types of work and premises and various occupations should be fixed by the competent authority.

18. In premises where there are large numbers of workers or visitors, emergency lighting should be provided.

VI. TEMPERATURE

19. In all places in which work is carried on, or through which workers may have to pass, or which contain sanitary or other facilities provided for the common use of workers, the best possible conditions of temperature, humidity and movement of air should be maintained, having regard to the nature of work and the climate.

20. No worker should be required to work regularly in an extreme temperature. Accordingly, the competent authority should determine either maximum or minimum standards of temperature, or both, having regard to the climate and to the nature of the establishment, institution or administrative service and of the work.

21. No worker should be required to work regularly in conditions involving sudden variations in temperature which are considered by the competent authority to be harmful to health.

22. (1) No worker should be required to work regularly in the immediate neighbourhood of equipment radiating a large amount of heat or causing an intense cooling of the surrounding air, considered by the competent authority to be harmful to health, unless suitable control measures are taken, the time of the worker's exposure is reduced, or he is provided with suitable protective equipment or clothing.

(2) Fixed or movable screens, deflectors or other suitable devices should be provided and used to protect workers against any large-scale intake of cold or heat, including the heat of the sun.

23. (1) No worker should be required to work at an outdoor sales counter in low temperatures likely to be harmful unless suitable means of warming himself are available.

(2) No worker should be required to work at an outdoor sales counter in high temperatures likely to be harmful unless suitable means of protection against such high temperatures are available.

24. The use of methods of heating or cooling likely to cause harmful or obnoxious fumes in the atmosphere of premises should be forbidden.

25. When work is carried out in a very low or a very high temperature, workers should be given a shortened working day or breaks included in the working hours, or other relevant measures taken.

VII. WORKING SPACE

26. (1) All workplaces should be so laid out and work-stations so arranged that there is no harmful effect on the health of the worker.

(2) Each worker should have sufficient unobstructed working space to perform his work without risk to his health.

27. The competent authority should specify—

- (a) the floor area to be provided in enclosed premises for each worker regularly working there;
- (b) the minimum unobstructed volume of space to be provided in enclosed premises for each worker regularly working there;
- (c) the minimum height of new enclosed premises in which work is to be regularly performed.

VIII. DRINKING WATER

28. A sufficient supply of wholesome drinking water or of some other wholesome drink should be made available to workers. Wherever the distribution of running drinking water is practicable, preference should be given to this system.

29. (1) Any containers used to distribute drinking water or any other authorised drink should—

- (a) be tightly closed and where appropriate fitted with a tap;
- (b) be clearly marked as to the nature of their contents;
- (c) not be buckets, tubs or other receptacles with a wide open top (with or without a lid) in which it is possible to dip an instrument to draw off liquid;
- (d) be kept clean at all times.

(2) A sufficient number of drinking vessels should be provided and there should be facilities for washing them with clean water.

(3) Cups the use of which is shared by a number of workers should be forbidden.

30. (1) Water which does not come from an officially approved source for the distribution of drinking water should not be distributed as drinking water unless the competent health authority expressly authorises such distribution and holds periodical inspections.

(2) Any method of distribution other than that practised by the officially approved local supply service should be notified to the competent health authority for its approval.

31. (1) Any distribution of water not fit for drinking should be so labelled at the points where it can be drawn off.

(2) There should be no inter-connection, open or potential, between drinking water systems and systems of water not fit for drinking.

IX. WASHSTANDS AND SHOWERS

32. Sufficient and suitable washing facilities should be provided for the use of workers in suitable places and should be properly maintained.

33. (1) These facilities should, to the greatest possible extent, include washstands, with hot water if necessary, and, where the nature of the work so requires, showers with hot water.

(2) Soap should be made available to workers.

(3) Appropriate products (such as detergents, special cleansing creams or powders) should be made available to workers wherever the nature of the work so requires; the use for personal cleanliness of products harmful to health should be forbidden.

(4) Towels, preferably individual, or other suitable means of drying themselves should be made available to workers. Towels for common use which do not provide a fresh clean portion for each use should be forbidden.

34. (1) Water provided for washstands and showers should not present any health risks.

(2) Where water used in washstands and showers is not fit for drinking, this should be clearly indicated.

35. Separate washing facilities should be provided for men and women, except in very small establishments where common facilities may be provided with the approval of the competent authority.

36. The number of washstands and showers should be fixed by the competent authority having regard to the number of workers and the nature of their work.

X. SANITARY CONVENIENCES

37. Sufficient and suitable sanitary conveniences should be provided for the use of workers in suitable places and should be properly maintained.

38. (1) Sanitary conveniences should be so partitioned as to ensure sufficient privacy.

(2) As far as possible sanitary conveniences should be supplied with flushing systems and traps and with toilet paper or some other hygienic means of cleaning.

(3) Appropriately designed receptacles with lids or other suitable disposal units such as incinerators should be provided in sanitary conveniences for women.

(4) As far as possible, conveniently accessible washstands in sufficient number should be provided near conveniences.

39. Separate sanitary conveniences should be provided for men and women, except, with the approval of the competent authority, in establishments where not more than five persons or only members of the employer's family are employed.

40. The number of W.C.'s and urinals for men, and of W.C.'s for women, should be fixed by the competent authority having regard to the number of workers.

41. Sanitary conveniences should be adequately ventilated and so located as to prevent nuisances. They should not communicate directly with workplaces, rest rooms or canteens, but should be separated therefrom by an antechamber or by an open space. Approaches to outdoor conveniences should be roofed.

XI. SEATS

42. Sufficient and suitable seats should be supplied for workers and workers should be given reasonable opportunities of using them.

43. To the greatest possible extent, work-stations should be so arranged that workers who work standing may discharge their duties sitting whenever this is compatible with the nature of the work.

44. Seats supplied for workers should be of comfortable design and dimensions, be suited to the work performed, and facilitate good working posture in the interest of the worker's health; if necessary, foot-rests should be supplied for the same purpose.

XII. CLOTHING ACCOMMODATION AND CHANGING ROOMS

45. Suitable facilities, such as hangers and cupboards, for changing, leaving and drying clothing which is not worn at work should be provided and properly maintained.

46. Where the number of workers and the nature of their work so require, changing rooms should be provided.

47. (1) Changing rooms should contain—

(a) properly ventilated personal cupboards or other suitable receptacles of sufficient dimensions, which can be locked;

(b) a sufficient number of seats.

(2) Separate compartments for street clothes and working attire should be provided whenever workers are engaged in operations necessitating the wearing of working attire which may be contaminated, heavily soiled, stained or impregnated.

48. There should be separate changing rooms for men and women.

XIII. UNDERGROUND AND SIMILAR PREMISES

49. Underground or windowless premises in which work is normally performed should comply with appropriate standards of hygiene laid down by the competent authority.

50. As far as circumstances allow, workers should not be required to work continuously in underground or windowless premises, but should work there in rotation.

XIV. OBNOXIOUS, UNHEALTHY OR TOXIC SUBSTANCES, PROCESSES AND TECHNIQUES

51. Workers should be protected by appropriate and practicable measures against substances, processes and techniques which are obnoxious, unhealthy, or toxic or for any reason harmful.

52. In particular—

- (a) all appropriate and practicable measures should be taken to replace such substances, processes and techniques by substances, processes and techniques which are not obnoxious, unhealthy or toxic or for any reason harmful, or which are not to the same extent;
- (b) the competent authority should encourage and advise on the measures of substitution referred to in clause (a) and, with regard to retail sales, the use of processes and techniques and containers excluding any harmful effects;
- (c) where the measures of substitution referred to in clause (a) are not possible, engineering control methods such as enclosure, isolation and ventilation should be used;
- (d) equipment to control or eliminate obnoxious, unhealthy or toxic or for any reason harmful substances should be kept in good repair at all times;
- (e) all appropriate and practicable measures should be taken to protect workers against risks such as those resulting from knocking over, spilling, emanation or splashing of substances which are obnoxious, unhealthy or toxic or for any reason harmful;
- (f) it should be forbidden to smoke, eat, drink or put on make-up when toxic or for any reason harmful substances are handled; food, drink, tobacco or make-up used by workers should not be exposed to contamination from such substances.

53. Receptacles containing dangerous substances should bear—

- (a) a danger symbol which is in accordance with recognised international standards, and, where necessary, defines the nature of the risk;
- (b) the name of the substance or an indication to identify it; and
- (c) as far as possible the essential instructions giving details of the first aid that should be administered if the substance should injure health or cause bodily injury.

54. (1) When, despite the measures taken in pursuance of Paragraphs 51 and 52, operations being performed are exceptionally dirty, or involve processes or techniques or the use or handling of substances that are unhealthy, toxic or for any reason harmful, then, depending on the extent and nature of the risks, workers should be adequately protected by protective clothing or such other personal protective equipment or devices as may be necessary.

(2) Such clothing, equipment and devices should include, for example, one or more of the following, depending on the nature of the operation: coats, overalls, aprons, goggles, gloves, hats, helmets, masks, footwear, barrier creams and special powders.

(3) If necessary the competent authority should fix minimum standards of efficiency for personal protective equipment and devices.

(4) Wherever special public health measures or the protection of workers' health necessitate the wearing of protective clothing and other personal protective equipment or devices at work, this clothing and equipment should be supplied, cleaned and maintained at the employer's expense.

55. Where the use of personal protective equipment or devices does not entirely eliminate the effect of substances, processes or techniques which are unhealthy or toxic or for any reason harmful, the competent authority should recommend, if necessary, that additional preventive measures be taken.

56. (1) Where necessary a minimum age for employment in work involving such substances, processes and techniques should be laid down by the competent authority.

(2) The competent authority should prescribe medical examinations (initial and periodical) for workers exposed to the effects of substances which are unhealthy or toxic or for any reason harmful.

XV. NOISE AND VIBRATION

57. (1) Noise (including sound emissions) and vibrations likely to have harmful effects on workers should be reduced as far as possible by appropriate and practicable measures.

(2) Particular attention should be paid—

- (a) to the substantial reduction of noise and vibrations caused by machinery and sound-producing equipment and devices;
- (b) to the enclosure or isolation of sources of noise or vibrations which cannot be reduced;
- (c) to the reduction of intensity and duration of sound emissions, including musical emissions; and
- (d) to the provision of sound-insulating equipment, where appropriate, to keep the noise of workshops, lifts, conveyors or the street away from offices.

58. If the measures referred to in subparagraph (2) of Paragraph 57 prove to be insufficient to eliminate harmful effects adequately—

- (a) workers should be supplied with suitable ear protectors when they are exposed to sound emissions likely to produce harmful effects;
- (b) workers exposed to sound emissions and vibrations likely to produce harmful effects should be granted regular breaks included in the working hours in premises free of such sound emissions and vibrations;
- (c) systems of work distribution or rotation of jobs should be applied where necessary.

XVI. METHODS AND PACE OF WORK

59. Work methods should as far as possible be adapted to the requirements of hygiene and to the physical and mental health and comfort of workers.

60. Appropriate measures should be taken, among others, to ensure that the mechanisation of operations or methods of accelerating them do not impose a work rate likely, because of the concentrated attention or rapid movements required, to produce harmful effects on workers, in particular, physical fatigue or nervous fatigue which causes medically recognisable disorders.

61. Where the conditions of work make it necessary, the competent authority should fix a minimum age for employment in the operations referred to in Paragraph 60.

62. In order to prevent harmful effects or to limit them to the greatest possible extent, there should be breaks included in the working hours or, where possible, systems of work distribution or rotation of jobs.

XVII. FIRST AID

63. Every establishment, institution or administrative service, or department thereof, to which this Recommendation applies should, having regard to its size and the possible risk—

- (a) maintain its own dispensary or first-aid post; or
- (b) maintain a dispensary or first-aid post jointly with other establishments, institutions or administrative services, or departments thereof; or
- (c) have one or more first-aid cupboards, boxes or kits.

64. (1) The equipment of the dispensaries, and first-aid posts, cupboards, boxes or kits referred to in Paragraph 63 should be determined by the competent authority having regard to the number of workers and the nature of the risks.

(2) The contents of first-aid cupboards, boxes or kits should be kept in an aseptic condition and properly maintained, and should be checked at least once every month. These cupboards, boxes or kits should be restocked at such times or, where necessary, immediately after use.

(3) Each first-aid cupboard, box or kit should contain simple and clear instructions regarding the first aid to be given in emergency cases and indicating clearly the name of the person designated in conformity with Paragraph 65; all its contents should be carefully labelled.

65. Dispensaries and first-aid posts, cupboards, boxes or kits should at all times be readily accessible and easy to find and should be under the charge of a designated person able, as prescribed by the competent authority, to give first aid.

XVIII. MESS ROOMS

66. In cases to be determined by the competent authority, mess rooms should be provided for workers.

67. (1) Mess rooms should be provided with sufficient seats and tables.
(2) Within or in the immediate vicinity of mess rooms arrangements for heating meals, cool drinking water and hot water should be available.
(3) Covered waste bins should be provided.
68. (1) Mess rooms should be separate from any place in which there is exposure to toxic substances.
(2) The wearing of contaminated work clothing in mess rooms should be forbidden.

XIX. REST ROOMS

69. (1) Where alternative facilities are not available for workers to take temporary rest during working hours, a rest room should be provided, where this is desirable, having regard to the nature of the work and any other relevant conditions and circumstances. In particular rest rooms should be provided to meet the needs of women workers; of workers engaged on particularly arduous or special work requiring temporary rest during working hours; or of workers employed on broken shifts.

(2) National laws or regulations should, where appropriate, empower the competent authority to require the provision of rest rooms in cases in which this is considered desirable by the competent authority owing to the conditions and circumstances of employment.

70. The facilities so provided should include at least—

- (a) a room in which provision suited to the climate is made for relieving discomfort from cold or heat;
- (b) adequate ventilation and lighting;
- (c) suitable seating facilities in sufficient numbers.

XX. PLANNING AND CONSTRUCTION

71. The plans of new buildings designed for use as establishments, institutions and administrative services, or departments thereof, to which this Recommendation applies, and of new installations designed for such use in existing buildings where substantial alterations are to be made, should conform to the greatest possible extent to the provisions of this Recommendation and should, in cases prescribed by national laws or regulations, be submitted for prior approval to the competent authority.

72. The plans should contain sufficient information concerning in particular—

- (a) the location of workplaces, movement areas, ordinary and emergency exits and sanitary facilities;
- (b) the dimensions of workplaces and of emergency exits, doors and windows, with details of the height of window sills;
- (c) the type of floors, walls and ceilings;
- (d) machinery and installations which may emit heat, vapour, gases, dust, odours, light, noise or vibrations in quantities likely to affect adversely the health, safety or comfort of workers, together with the measures proposed to combat such agents;
- (e) the type of heating and lighting used;
- (f) any mechanical ventilation equipment;
- (g) any sound-proofing, damp-proofing and temperature control measures.

73. The competent authority should grant reasonable time limits for any changes that it might require in order to make establishments, institutions and administrative services, or departments thereof, to which this Recommendation applies conform to the provisions of this Recommendation.

74. As far as possible, floors should be so constructed and covered, and walls, ceilings and equipment should be so constructed as not to present any health risks.

75. Adequate means of escape should be provided and properly maintained.

XXI. MEASURES AGAINST THE SPREAD OF DISEASES

76. (1) Measures should be taken to prevent the spread of transmissible diseases among persons working within any establishment, institution or administrative service, or department thereof, to which this Recommendation applies, and between workers and the public.

(2) Such measures should include, in particular—

- (a) collective or individual technical and medical preventive measures, including the prevention of infectious diseases and action against insects, rodents and other noxious animals;
- (b) medical supervisory measures.

XXII. INSTRUCTION IN HYGIENE MEASURES

77. Measures should be taken to give workers and employers the necessary elementary understanding of the hygiene measures which the workers may be required to take during working hours.

78. (1) Workers should be informed in particular of—

- (a) the health risks inherent in any harmful substances which they may be required to handle or employ, even if these products are little used in the establishment concerned;
- (b) the need to make good use of equipment and devices provided for hygiene and protection.

(2) If full information on hygiene cannot be given in a language understood by the workers, they should at least be informed in such a language of the meaning of important terms, expressions and symbols.

XXIII. CO-OPERATION IN THE FIELD OF HYGIENE

79. (1) The competent authority, employers and workers should establish mutual contacts, in order to ensure the hygiene of workers in connection with their work.

(2) The competent authority, in giving effect to the provisions of this Recommendation, should consult with the representative organisations of employers and workers concerned, or, where such do not exist, the representatives of employers and workers concerned.

80. (1) The competent authority should encourage and, if necessary, itself undertake the study of any measures designed to ensure the hygiene of workers in connection with their work.

(2) The competent authority should give wide circulation to any documentation on means of ensuring the hygiene of workers in connection with their work.

(3) Full information and advice on all subjects dealt with in this Recommendation should be available from the competent authority.

81. (1) In establishments, institutions or administrative services, or departments thereof, in respect of which the competent authority deems it desirable having regard to the possible degree of risk, at least one delegate or official for matters of hygiene should be designated.

(2) Hygiene delegates or officials should co-operate closely with employers and workers in eliminating risks to workers' health and to this end should, in particular, keep in touch with employers' and workers' representatives.

(3) In establishments, institutions or administrative services in respect of which the competent authority deems it desirable having regard to the possible degree of risk, a hygiene committee should be set up.

(4) Hygiene committees should endeavour, in particular, to eliminate risks to the health of workers.

82. The competent authority, in collaboration with employers and workers concerned or their representative organisations, should carry out investigations with a view to assembling information regarding diseases likely to arise from work and to perfecting measures to eliminate the causes and conditions which give rise to these diseases.

XXIV. ENFORCEMENT

83. Appropriate measures should be taken, by adequate inspection or other means, to ensure the proper application of laws, regulations or other provisions concerning hygiene.

84. Where it is appropriate to the manner in which effect is given to this Recommendation, the necessary measures in the form of penalties should be taken to ensure the enforcement of its provisions.
