

S O U T H A U S T R A L I A N H E A L T H C O M M I S S I O N C O D E

# C O D E O F P R A C T I C E

F O R

## *The Provision of Facilities for Sanitation and Personal Hygiene*

**DEPARTMENT OF HUMAN SERVICES**

( SOUTH AUSTRALIAN HEALTH COMMISSION )



**Government  
of South Australia**

October 1991.

Code of Practice for the Provision of Facilities  
for Sanitation and Personal Hygiene

Prepared and issued on behalf of the  
Public and Environmental Health Council  
by the Environmental Surveillance Section,  
Public and Environmental Health Division,  
South Australian Health Commission.

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ISBN 0 7243 4054 8

## FOREWORD

The purpose of this Code of Practice is to assist the relevant authorities charged with the administration of the Public and Environmental Health Act, 1987, to ensure sufficient facilities are available for the maintenance of adequate standards of sanitation and personal hygiene within their area.

Section 20 of the Act provides for the authority to serve a notice requiring an owner of the premises to take such action as the authority thinks necessary to comply with the Act.

This Code is a prescribed code of practice under Section 47(2)(j) and Regulation 5 of the Public and Environmental Health Act, 1987.

The Code is applicable to all premises developed before or after the commencement of the Public and Environmental Health Act. It is particularly intended that the provisions of the Code apply to any premises that may have undergone a change of use, with or without structural alteration, and/or where it can be demonstrated that the existing facilities for sanitation and personal hygiene are inadequate for the present use.

Non compliance with provisions of the Code, when incorporated within a notice issued under Section 20 of the Act would be seen as a breach of the notice and render the person to whom the notice was served, liable to prosecution.

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## 1. INTRODUCTION

This Code provides guidance on how to determine the minimum number of facilities required for particular types of premises (buildings) as determined by the Building Code of Australia classification.

Owners of premises are required to provide sufficient and suitable sanitary fixtures such as toilets, hand basins, baths or showers, laundry facilities, kitchen sinks or such other provisions as are necessary to maintain sanitation and personal hygiene. The number of facilities to be provided within the premises is to be determined from the Building Code of Australia, South Australian BCA Appendix July 1990, Part F2 - Sanitary and Other Facilities, Tables F2.1, F2.3 and F2.4 or

as otherwise determined by the authority under the provisions of the Housing (Standards of Habitation) Regulations under the Housing Improvement Act.

The Housing (Standards of Habitation) Regulations under the Housing Improvement Act and relevant parts of the Building Code of Australia, 1990 have been incorporated by reference into Appendix A of this Code. These provide the prescribed standards for the number of facilities and the construction and maintenance requirements for each type of building.

Where the premises are not classified by reference under the Building Code of Australia the authority should determine the number and type of facilities required.

Under the Building Code of Australia, South Australian Appendix July 1990, Part F2 - Sanitary and other Facilities, Table F2.3 Notes 4 and 5 provide for variation to the Table. Whilst in most cases these exclusions would not pose a problem of any significance, there will be situations where the premises have undergone a change of use and it will be necessary for the authority to redress the inadequacy of the facilities in regard to sanitation and personal hygiene.

Examples of situations where an authority may require facilities or additional facilities provided are as follows;

- where the conditions of use have changed
- where the existing facilities are inadequate
- where access arrangements to share facilities for patrons and staff have changed. eg. patrons denied access to employee facilities in retail outlets, combined retail and office complexes and like premises
- where the demand in peak periods warrants the provision of facilities to serve patrons needs. eg. passenger terminals.

When providing facilities for the public it is recommended that vandal-resistant easily cleaned and maintained materials and fittings be provided which will withstand frequent use.

Any requirement of this Code detailed in a notice issued by the authority under Section 20 of the Act, does not derogate from the need for the person to whom the notice is served to also comply with other laws of the State.

All legislation, codes of practice and guidelines referred to in this Code include amendments made from time to time, unless otherwise stated.

## 2. DEFINITIONS

<i>the authority</i>	means in relation to a local government area - the local council for that area, and in relation to a part of the State that is not within a local government area, the South Australian Health Commission.
<i>hand basin</i>	means an individual basin or a part of a hand washing trough each served by individual hot and/or cold water taps.
<i>premises</i>	means any land, building or place (including a public place, or a movable building or structure) or a part of premises and includes a vehicle.
<i>sanitary compartment</i>	means a room or space containing a toilet fixture, closet pan, soil pan, or the like.
<i>shower cubicle</i>	means an area bounded by partitions or walls which contains a fixture for showering and may contain a dressing area.
<i>urinal</i>	means an individual stall or wall hung urinal; or each 600 mm length of a continuous urinal or trough; or a closet pan used in place of a urinal.

## 3. GENERAL REQUIREMENTS

### 3.1 NUMBER OF FACILITIES

The Building Code of Australia, South Australian BCA Appendix July 1990, Part F2, Sanitary and Other Facilities, Tables F2.1, F2.3 and F2.4 should, unless otherwise stated by the authority, be the Standard for the determination of the number of facilities for each building.

Under the exclusion provisions of Table F2.3 Notes 4 and 5 where sanitary facilities need not be provided for the public, the authority may, where there is a demonstrated need, determine the required number of facilities. Where unisex facilities and separate facilities for both sexes are provided, they should be appropriately designated.

### 3.2 PLUMBING AND DRAINAGE

For the purposes of this Code, plumbing and drainage work including the installation of fixtures and connections should be in accordance with;

- (a) Engineering and Water Supply Department Sanitary Plumbing and Drainage Directions, numbers 2 to 8 inclusive.
- (b) South Australian Health Commission Code, Standard for the Installation and Operation of Septic Tank Systems in South Australia, including;
  - Supplement A - Guidelines and Construction Requirements for Aerobic Sand Filters, and,
  - Supplement B - Guidelines for the Installation and Operation of Aerobic Wastewater Treatment Systems.

Sullage waters should be disposed of in a manner that is satisfactory to the authority.

For the purposes of this Code, water supply connections should be in accordance with the requirements of the relevant water supply authority.

### **3.3 FLOORS, WALLS, PARTITIONS AND CEILINGS**

Floors, walls and partitions should be constructed of hard, durable, impervious materials which are easily cleaned and maintained to facilitate the prevention and/or removal of insanitary conditions.

Where ceilings are installed, they should be constructed of durable material and capable of being easily maintained in a clean condition.

### **3.4 LIGHTING**

All facilities available at night need to be provided with adequate lighting.

Where possible, natural lighting in the form of windows, skylights or the like should be installed in all relevant facilities.

Where artificial lighting is required it should be installed in accordance with the provisions of the Building Code of Australia and Australian Standard 1680 , Part 1, General Principles and Recommendations and Part 2.0, Recommendations for Specific Tasks and Interiors.

### **3.5 VENTILATION**

To remove odours and to prevent condensation and mould growth adequate ventilation by the provision of windows, vents, roofducts, mechanical exhaust systems or the like should be installed.

The majority of commercial and institutional kitchens will require some form of artificial ventilation to achieve a suitable working environment and to prevent insanitary conditions.

An effective ventilation system will remove heat, particulate matter, grease laden steam and cooking vapours thereby arresting the precipitation of grease without causing unpleasant draughts.

Exhaust gases removed from premises used for food processing or other premises should be discharged above the roof of the building in such a manner that occupants of nearby premises do not suffer discomfort through odour, grease emissions or particulate matter.

Incinerettes where installed should be vented to the exterior of the building, be installed in accordance with the manufacturers specifications and comply in all respects with Australian Standard 1668, Part 2, Ventilation Requirements and the Building Code of Australia, 1990.

Where the authority determines that mechanical ventilation facilities are required they should, where installed, comply in all respects with Australian Standard 1668, Part 2, Mechanical Ventilation and Airconditioning Code, Ventilation Requirements and Building Code of Australia, 1990.

### **3.6 DISPOSAL OF SEWAGE, EFFLUENT AND SULLAGE**

Where the premises cannot be connected to a sewerage system, the sewage wastes should be treated in a septic tank system or such other system as approved by the South Australian Health Commission.

The septic tank system is to be installed in accordance with the South Australian Health Commission Code, Standard for the Installation and Operation of Septic Tank Systems in South Australia or supplements thereto.

Treatment and disposal of sullage wastes should be in accordance with the relevant authority requirements.

Section 3.2 Sanitary Plumbing and Drainage provides the details with regard to the methods of installation and construction of sanitary plumbing and drainage requirements.

### **3.7 ALTERNATE TOILET FACILITIES - REDUCED WATER REQUIREMENTS**

In areas where water is not readily available (e.g. more remote areas of the State) the use of composting, chemical or other similar toilets could be considered. Factors which can affect the satisfactory performance of these units include;

- the number of users
- temperature and humidity
- airflow within the unit

- frequency of maintenance and cleaning
- improper use
- facilities for the disposal of the contents
- potential to contaminate underground water resources.

Therefore the provision of non water flush systems should only be considered where the authority determines that adequate facilities exist to ensure their correct use, satisfactory maintenance, prevention of insanitary conditions and protection of underground waters.

## **4. FACILITIES FOR NON RESIDENTIAL PREMISES**

Facilities provided for premises such as shopping centres, bus depots, restaurants, commercial buildings and the like, or stand alone ablution blocks in parks and reserves, have additional requirements to those of residential premises.

### **4.1 HAND DRYING FACILITIES**

Hand drying facilities should be provided at the discretion of the authority. When providing hand drying facilities such as hot air dryers, paper towel, linen roll towel and the like, consideration should be given to the type of premises where the facility is to be installed in relation to vandalism, removal/replacement of paper or linen towels and the maintenance of such facilities.

### **4.2 EXTERNAL SHOWERS**

Where external showers have been installed for rinsing off purposes at recreation areas such as the beach or inland waterways, screening is not required and waste water should be disposed of to the satisfaction of the authority.

### **4.3 INFANT CARE FACILITIES**

Where the authority determines that a separate facility is required for infant care, the facility should be suitable for the use of both sexes. The facility should contain a closet pan, hand washing facilities, a changing bench and receptacles for the containment and removal of used disposable baby napkins and other soiled material. Fittings and fixtures should be of a size suitable for use by small children.

Where a unisex facility for the disabled is combined with an infant care facility, the area for the disabled must not be impeded by benches, refuse receptacles, storage cupboards, etc.

### **4.4 FACILITIES FOR THE DISABLED**

The number of facilities required for use by people with disabilities should be in accordance with the Building Code of Australia, 1990. Access for the disabled should be in accordance with Australian Standard 1428.1, Design Rules for Access by the Disabled.

### **4.5 MAINTENANCE AND CLEANING**

The owner/occupier or operator should ensure that the building, fixtures and fittings are maintained in a clean and sanitary condition at all times.

Where the facilities are available for use 24 hours per day, 7 days per week, they need to be serviced at least daily and where periods of heavy use occur there should be a corresponding increase in cleaning and maintenance.

Sewage, sullage and effluent should be disposed of as indicated in paragraph 3.6.

#### **4.6 SOLID WASTE DISPOSAL**

In accordance with Regulation 4 of the Public and Environmental Health Act, 1987 suitable receptacles should be provided for the containment of used baby napkins, sanitary napkins, incontinence pads, paper hand towels and other wastes.

Wastes from public toilets may contain syringes and needles from illegal drug use and from persons who need to administer prescription drugs. For this reason the persons responsible for cleaning of the facilities and the removal of wastes need to be informed of the measures required to prevent injury from sharps.

The contents of these containers should be removed daily, or more frequently where heavy use occurs, and disposed of by the appropriate waste disposal method. Authorities may, where it is considered necessary, provide designated puncture-proof sharps containers for the disposal of used syringes, needles and the like. These containers need to be secured and clearly labelled.

All receptacles used for the containment of wastes should be maintained in a clean, sound and sanitary condition.

### **5. ACKNOWLEDGEMENTS**

This Code of Practice was developed by a working party comprising representatives from the following organisations;

- Local Government Association of South Australia, Legal Services
- Adelaide City Council, Environmental Health Department
- Australian Institute of Environmental Health (SA Division)
- Department of Environment and Planning, Building Services Branch
- South Australian Health Commission, Environmental Surveillance Section.

The Public and Environmental Health Council wishes to convey its sincere appreciation to the supporting organisations for making an officer available, and to each member of the working party for their valued technical contribution.

### **6. REFERENCES**

Building Code of Australia, 1990.

Public and Environmental Health Act, 1987.

Housing Improvement Act, 1940, Housing (Standard of Habitation) Regulations.

Australian Standard 1680, Interior Lighting;

1680.1-1990, General Principles and Recommendations.

1680.2.0 -1990, Recommendations for Specific Tasks and Interiors.

Australian Standard 1428, Design Rules for Access by the Disabled;

1428.1-1988, Design for access and mobility.

1428.1-1988, General Requirements for Access - Buildings.

Australian Standard 1668 - Part 2, Ventilation Requirements.

Engineering and Water Supply Department, Plumbing and Drainage Directions, numbers 2 to 8 inclusive.

South Australian Health Commission Code, Standard for the Installation and Operation of Septic Tank Systems in South Australia, 1988 and Supplements A and B.

## APPENDIX A

The following are those parts of the Building Code of Australia, 1990 and the Housing (Standards of Habitation) Regulations under the Housing Improvement Act, 1940, called up by reference in the South Australian Health Commission Code of Practice for the Provision of Facilities for Sanitation and Personal Hygiene.

### 1. BUILDING CODE OF AUSTRALIA, 1990

<i>Reference</i>	<i>Title</i>
Part A1.1	Definitions
Part A1.1	Adoption of Standards and Other References
Part A1.3	Referenced Standards, Etc.
Part A1.4	Difference between references, documents and the BCA
Part A1.5	Application of the BCA to a particular State or Territory
Part A2.1	Suitability of Materials
Part A3	Classification of Buildings and Structures
Part D1.13	Numbers of Persons Accomodated
Part D3	Access for People with disabilities
Part E4.5	Exit Signs
Part E4.6	Direction Signs
Part E4.8	Design and Operation of Exit Signs
Part F1.1	Drainage
Part F1.4	Weatherproofing of roofs and walls
Part F1.7	Water proofing of wet areas in buildings
Part F1.10	Damp proofing of floors on the ground
Part F2.1 to F2.7	Sanitary and Other Facilities
Part F3.1	Height of rooms
Part F4.1	Provision of natural light
Part F4.2	Methods and extent of natural light
Part F4.3	Natural light borrowed from adjoining room
Part F4.4	Artificial lighting
Part F4.5	Ventilation of rooms
Part F4.7	Ventilation borrowed from adjoining room
Part F4.8	Restriction on position of water closets and urinals
Part F4.9	Airlocks
Part F5.5	Walls between a bathroom, laundry or kitchen and habitable room in adjoining unit
Part F5.6	Soil and waste pipes to be separated
Part G2.1	Heating appliances, Fireplaces, Chimneys and Flues - General requirements

**BUILDING CODE OF AUSTRALIA, SOUTH AUSTRALIAN APPENDIX, 1990**

Part SA A1.1	Definitions
Part SA A3	Classification of Buildings and Structures
Specification SA A1.3	Standards adopted by reference
Specification SA Table 1	Schedule of referenced documents
Specification SA D1.6	Dimensions of exits
Specification SA D3	Access for People with Disabilities
Specification SA F1.7	Water proofing of wet areas in buildings
Table SA F2.1	Provision of Sanitary and other Facilities in Residential Buildings
Table SA F2.3	Sanitary Facilities in Class 3,5,6,7,8 and 9 Buildings, excluding Notes 4 and 5
Table SA F2.4	Sanitary Facilities for People with Disabilities
Part SA F3.101	Size of bathrooms and shower rooms
Part SA F3.102	Size of water closets
Part SA G8.108	Kitchen exhaust hoods

**2. HOUSING IMPROVEMENT ACT, 1940,****HOUSING (STANDARD OF HABITATION) REGULATIONS**