

HIRE & RENTAL INDUSTRY ASSOCIATION LIMITED



**HRIA Ltd
VICTORIAN DIVISION
TEMPORARY SITE SERVICES**

**CODE
OF
PRACTICE**

September 2008

**GUIDELINES FOR THE PROVISION OF
TOILETS AND WASHING FACILITIES ON
CONSTRUCTION SITES**

TSS MISSION STATEMENT

It is the mission of the Temporary Site Services Division (TSS) to expand and improve portable sanitation services and facilities Victoria wide and to be recognized as the authority within our industry.

TSS CODE OF PRACTICE

The TSS Member.....

- Conducts their business in the public interest and adheres to policies and procedures relating thereto.
- Operates constantly in accordance with the best and most fully accepted business practices.
- Provides safe and sanitary portable equipment and maintenance services at fair, equitable and non-discriminatory charges.
- Complies with all applicable Victorian state and Commonwealth legislation
- Supplies adequate equipment, and qualified personnel to achieve and maintain the highest standard of technical performance.
- Recognises and respects the rights of customers, employees and competitors.
- Recognises and respects the rights and privileges of competitors in the true fashion of individual initiative and free competitive enterprise, while offering similar services of constantly increasing quality with a reasonable profit return.
- Works to improve the image and reputation of the Temporary Site Services Division and the Hire and Rental Industry Association.
- Adheres to the constitution, codes of conduct and bylaws of the Association in their business affairs.
- Strives to be self-regulating and in doing so is constantly looking for improvement.
- Strives to provide a level playing field where operators who adhere to safe practices and environmental responsibility are not discriminated against by unlawful operators.

PREFACE

The purpose of the TSS code of practice is to set minimum performance standards and to outline the processes and procedures involved in compliance. The standards will assist in improving the industry and ensure that correct portable sanitation is specified and supplied, regular service provided, waste is disposed of correctly and vehicles maintained. The processes and procedures will allow for monitoring of compliance by interested parties.

Particular emphasis is to be placed on hygiene and safety for the public who use portable toilets and the personnel who transport and service units.

The aim of the TSS is to be proactive in its own industry and to comply with all recognised standards and legislation where applicable.

It is the objective of the TSS that the code of practice is adopted Victoria wide and thus establishes a Victorian standard for portable toilet hire.

These standards and specifications have been developed following extensive research into legislation, Australian Standards, regulations and guidelines at a Victorian State level, as well as nationally and internationally.

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1.0 EMPLOYMENT AND EMPLOYEE STANDARDS

1.1 PURPOSE

To detail the process and procedures that will ensure the safety of all people and the attainment of all other standards.

Primarily employment and employee standards will deal with:

- Recruitment procedures
- Induction and employment commencement
- Development and training
- Career path and multi skilling
- Health and safety
- Job description and performance indicators
- Employee motivation
- Communication and understanding
- Reviewing and improving

1.2 STANDARDS

Employment of the person best suited to the position using detailed procedures. The procedures will commence from assessing the position to be filled and the relevant skills and competencies required through to interview process, selection of persons and appointment. Full understanding and disclosure of what the position requires, the benefit, terms and conditions. Process for review and performance assessment and additional training provision.

2.0 PORTABLE TOILET SPECIFICATION AND STANDARDS

2.1 PURPOSE

To detail the minimum dimensions, capacities, fittings and construction that will deliver a portable toilet that when serviced to the service standards specified herein will provide a safe, clean and hygienic temporary sanitary facility.

2.2 TYPES OF PORTABLE SERVICED TOILETS

1. Fresh water flush toilets
2. Disabled toilets (Accessible units)
3. Sewer connected toilets
4. Ablution blocks

NB Any of the above may be trailer mounted.

Note: Straight drop and recirculating type toilets and not permitted in Victoria.

2.3 CONSTRUCTION SPECIFICATIONS

2.3.1 Walls, doors, floor and roof

- a) Walls shall be constructed or coated with smooth impervious material and shall be opaque.
- b) Floors shall be constructed or coated with impervious material which is non slip and capable of being easily cleaned and have a minimum usable area of 0.35m sq.
- c) The floor of a temporary toilet is to be capable of withstanding working loads of 1.8kN, applied over an area of 100mm x 100mm in any location within the floor area, in addition to any equipment and floor dead loads.
- d) Single unit roof to be translucent and impact resistant. Ablution blocks and disabled to comply with building standards.
- e) Doors shall be close fitting, constructed of smooth impervious material, shall be fitted with a locking device and will have a minimum opening height 1740mm width 500mm.

2.3.2 Internal requirements

- a) Internal height will be minimum 1900mm.
- b) Toilets shall have a minimum of 3 ventilators of a total 3200mm².
- c) Toilets shall be provided with an internal secure latch.

- d) Toilets shall be fitted with a toilet paper holder, a toilet seat and cover.
- e) The hand basin in a site toilet must be provided with a fresh water supply and the waste from the basin shall be discharged to waste storage tank.
- f) A temporary toilet is to be provided with natural light to a minimum of 350 lux surface illuminance, measured on the floor when the door is closed.

2.3.3 Waste storage tank

- a) Waste storage tank shall be watertight and smooth on the inside and outside. It will have a minimum capacity of 200 litres.
- b) Night soil removal from waste storage tank shall be from any suitable point which allows for complete removal of waste without spillage. Any external draw off point should be secured by a lockable device.
- c) Tank is to be constructed so it is impact and corrosion resistant, impervious and does not leak.
- d) Tank is to be vented through the roof of the unit with a minimum diameter of 40mm and fitted with a cowl.

2.3.4 Additional Requirements

- a) Fresh water flush toilets shall be fitted with an impervious toilet bowl which provides a water seal (except during flushing) between the closet and the waste tank. The flushing system will provide a flush of fresh water to the toilet bowl, providing a minimum of 200ml per flush, and washing the entire bowl.
- b) Toilets for the physically disadvantaged to comply with Australian Standards 1428.1 and 1428.2
- c) Lifting points to comply with appropriate Australian Standard.

2.3.5 Sewer connect specific requirements

- a) Sewer connected toilets will be fitted with wc toilet seat and lid, cistern, toilet paper holder and hand basin. All plumbing and water connections will be completed to the relevant authority's standards and codes.
- b) Sewer toilet to have walls, floor and door made of impervious material, shall be fitted with locking device inside and out.
- c) Internal height to be minimum 1900mm and door clearance to be minimum 1740mm high and 500mm wide.
- d) Must have translucent and impact resistant roof to allow natural light (or have electric light installed.)
- e) Toilets shall have a minimum of 3 ventilators of a total 3200mm².

3.0 SERVICE AND DELIVERY VEHICLE STANDARDS

3.1 PURPOSE

To detail minimum requirements for vehicles used in the delivery, pick up and/or servicing of portable toilets that will enable attainment of standards in servicing, delivery and pick up.

Primarily

- adequate service facilities and storage
- mechanical lifting and loading devices
- quality and safety inspection
- documentation for vehicle safety
- securing of loads

3.2 STANDARDS

Vehicles shall be safe, roadworthy, set up to provide ergonomic use, free of leaks and loose fittings. Procedures and notices informing action to be taken for daily inspections and in the case of accidents shall be available on the vehicle.

Pump out truck to have a waste tank, fresh water, deodorant, rolls of toilet paper, wands, hose, spill absorbent, hand cleansing facilities, cleaning tools, shovel, waste bin and vacuum pump. All equipment to be in good working order and able to deliver the standards for servicing portable toilets, that is, full evacuation of waste tank and complete cleaning of unit. The truck's waste tank and vacuum pump shall be serviced on schedule.

Delivery vehicles to have fitted and accessorised aids for lifting and loading and facilities for the securing of loads.

Specified daily checks and safety reports to be completed for vehicles.

4.0 TOILET DEODORISING AND CHARGING STANDARDS

4.1 PURPOSE

To detail the quantity, handling, storage and spill management of deodoriser that is used to maintain hygiene levels of portable toilets.

4.2 STANDARDS

- a) The deodoriser shall be of a type approved by the appropriate health and waste water authorities.
- b) The deodoriser in the appropriate dose as specified by supplier shall be able to control bacterial action and odour.
- c) Fresh Water Flush Toilets shall have their waste storage tanks charged with a minimum 20 litres of water and the appropriate dose of deodoriser. It is recommended as a minimum requirement that these toilets shall be serviced, pumped dry and recharged once every month, at approximately the same time of month.
- d) Deodoriser shall be stored in a secure, watertight container, bounded to the relevant authority's standards, and be handled in a manner which is safe and meets the conditions set down by the supplier and the relevant Health and Government Authorities. Any spillage will be quickly neutralised, removed and reported to the relevant authority. Refer also to Section 9 - Spill Handling Procedure.

5.0 STANDARD FOR CLEANING AND MAINTENANCE OF UNIT AT THE COMPANY'S PLACE OF BUSINESS

5.1 PURPOSE

To detail the procedure and requirements for cleaning, repairing and preparing portable toilets for storage and hire. This will ensure the safety of service personnel and that toilets are maintained in a quality condition.

5.2 CLEANING

The unit will be thoroughly cleaned in an approved wash down facility.

- a) Personnel cleaning units shall wear rubber gloves at all times when working. Rubber boots are also recommended.
- b) Use detergent and appropriate brush or use pressure washer in approved wash down area.
- c) All of the parts of the unit will be cleaned, including:
 - i. urinal
 - ii. accessible areas of waste tank (top, front and inside)
 - iii. fresh water tank
 - iv. bowl and flap
 - v. walls, floors, door and roof – both inside and out

5.3 CHECKING

After the unit is cleaned, it will be checked for the following as applicable:

Door	Hinges, door handle and door locking system
Walls	Vents in good shape and riveted in place, urinal clean and free of build up, pop rivets tight. Toilet paper holder in place (a toilet paper holder is a very important part of the standard)
Roof	Should be water tight, and pop rivets tight
Wash basin & hand pump	No cracks and pump working
Waste tank	Seat (all parts in good repair, nothing broken), pop rivets tight
Floor	Pop rivets tight
Top	Pop rivets tight, vent pipe in place
Skids	Check repair or replace all broken and damaged sections as required
Fresh water tank	To be cleaned and flushed
Pumps & filters	All to be operational
Bowl & flap	To be clean and operational

5.4 STORAGE

After the unit is cleaned, repaired and inspected the unit shall be deemed ready for delivery.

Yard storage of units shall be divided into three distinct areas:

1. Maintenance area, waiting for repair, or non-conforming product
2. Waiting for cleaning
3. Ready for delivery

6.0 DELIVERY, PICK UP & PLACEMENT STANDARD

6.1 PURPOSE

To detail the importance of the minimum standards, set out those standards and provide procedures that will enable the standards to be met for the delivery and pick up of portable toilets.

6.2 STANDARDS

Primarily, the delivery and pick up are to be completed:

- a) on time as requested by the customer and agreed by the company.
- b) with the portable toilet type and quality as ordered by the customer and agreed by the company.
- c) to the correct job site.
- d) with the toilet is located conveniently for the customer, ensuring service access is assured and without causing a nuisance to the public.
- e) ensuring safety is maintained whilst lifting, loading and transport.

Furthermore, the person delivering the unit must ensure that:

- f) The unit is level on the site. Attention shall be given to airflow; units should not be placed directly under air conditioners or against a wall.
- g) Water amount must be minimum 20 litres to cover solid waste and approved deodoriser dosage to the manufactures recommendations. Refer to deodoriser standards.
- h) The fresh water tank is filled and basin pump checked for operation.
- i) The toilet paper holder is filled with paper.
- j) A final clean and inspection of the unit is conducted after installation to ensure ready use.

7.0 STANDARD FOR DISPOSAL OF NIGHT SOIL WASTE

7.1 PURPOSE

To detail the requirements for the collection and disposal of waste gathered from portable toilets. This will ensure that the waste is disposed of so that all relevant authorities are able to monitor quantities and quality. That the handling of the waste is conducted safely and hygienically.

7.2 STANDARDS

Each company must use only approved facilities for the disposal of all waste.

The disposal point is to be cleaned and maintained to ensure safety and hygiene.

8.0 STANDARD FOR SERVICING

8.1 PURPOSE

To detail the minimum procedures and time frame for the servicing and cleaning of portable toilets to ensure that hygiene and safety are maintained and improved.

8.2 STANDARDS

1. Attention will be given to Work Cover and health department guidelines to determine number of units and services needed for a building site. The maximum recommended number of people on site is five (5) people per portable toilet.
2. The established standard is recommended at monthly servicing for route units. Route units will be worked as to be serviced at the same time each month. (please refer to standard 4.2 of charging toilets)
3. Special Events toilets are to be serviced to ensure hygiene and cleanliness and to be serviced as required during the event.
4. Service procedures:
 - a) Remove all waste from the tank.
 - b) Tank, seat, urinal, hand basin walls and floor must be cleaned.
 - c) Fresh water amount in waste tank must be a minimum of 20 litres to activate approved deodoriser dosage to the manufacturer recommendations.

Deodoriser will be stored in a secure condition, in watertight containers and be handled in a manner which is safe and meets the conditions set down by the supplier and the relevant health and government authorities. Any spillage will be quickly neutralised, removed and reported to the relevant authority. Refer also to standard 9 - Spill handling.

- d) Toilet paper added as needed to maintain adequate supply.
 - e) Inspect and ensure unit is in working order, and repair unit as necessary or arrange a replacement.
 - f) Verify unit is level on site.
 - g) Records will be maintained to verify the unit is serviced.
5. Service personnel will wear rubber gloves and use an appropriate sanitiser at all times when servicing units. Proper footwear and clothing are to be worn as per occupational health and safety guidelines or other statutory authorities.

9.0 SPILL HANDLING PROCEDURE

9.1 PURPOSE

To detail procedures and reporting systems that will minimise the environmental impact of any waste or deodoriser spillage.

9.2 STANDARDS

In the event of accidental spill of waste at the disposal site use the following procedure

- a) Control the source of the spill
- b) Contain the spill area using absorbent material where necessary
- c) Vacuum all the spilt liquid into waste tank and dispose as per usual work practice for disposal of waste.
- d) Where disposal site floor is concrete and the site has normal dump spot facilities the hose with sufficient water to remove all waste into approved dump spot facility (normally sewerage system)

In the event of accidental spill of waste or deodorizer not at the disposal site.

- a) Control the source of the spill
- b) Contain the spill area using absorbent material
- c) Vacuum all spilt liquid into waste tank.
- d) Apply required absorbent on spill immediately. Dry dirt may be used as an absorbent should additional absorbent be needed. Avoid using water since it will only spread the spillage further.
- e) Notify company manager immediately for proper reporting.
- f) Record the time, date and location of the spill on your Run Sheet.
- g) Return container with used absorbent to nearest branch of your company.
- h) Have the container disposed of by the responsible company person in an approved manner.
- i) All pump trucks should carry approved spill bags in them at all times.

It is your company's responsibility to check and comply with local, state and federal laws as well as Australian standards and occupational health and safety rules and regulations.