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FACTORIES AND SHOPS ACT 1963.

SHOPS AND WAREHOUSES (HEALTH, SAFETY AND WELFARE) REGULATIONS.

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FACTORIES AND SHOPS ACT 1963.

SHOPS AND WAREHOUSES (HEALTH, SAFETY AND WELFARE) REGULATIONS.

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FACTORIES AND SHOPS ACT 1963.

SHOPS AND WAREHOUSES (HEALTH, SAFETY AND WELFARE) REGULATIONS.

PART I.—PRELIMINARY.

1. These regulations may be cited as the Shops and Warehouses (Health, Safety and Welfare) Regulations.

2. These regulations are divided into Parts as follows:—

Division.

- Part I.—Preliminary. Regs. 1-2.
- Part II.—Cubic Space. Reg. 3.
- Part III.—Natural and Artificial Lighting. Regs. 4-5.
- Part IV.—Sanitary Conveniences. Regs. 6-9.
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- Part VI.—Roofs, Ceilings, Walls and Floors. Regs. 11-12.
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- Part VIII.—Seating. Reg. 14.
- Part IX.—Accommodation for Clothing. Reg. 15.
- Part X.—Change Rooms. Reg. 16.
- Part XI.—Eating Facilities. Reg. 17.
- Part XII.—First Aid. Reg. 18.
- Part XIII.—Miscellaneous. Regs. 19-20.

PART II.—CUBIC SPACE.

3. (1) Subject to subregulations (2) and (3) of this regulation, the occupier of any shop or warehouse shall cause to be provided therein not less than eleven cubic metres of space for every person employed therein.

Space for each employee.
Amended by G.G. 16/1/76, p. 81.

(2) Where, having regard to the circumstances and conditions existing in any shop or warehouse, or any part thereof, the Chief Inspector is satisfied that it is not necessary that the provisions of subregulation (1) of this regulation be complied with, he may by direction in writing, determine that the provision of such lesser amount of cubic space per person in that shop or warehouse or that part of the shop or warehouse is sufficient compliance with the provisions of that subregulation.

(3) For the purposes of calculating the amount of space provided in any shop or warehouse or part thereof, any amount of space located more than 4.25 metres above floor level shall be disregarded, and a reference in this regulation to quantity of cubic space is a reference to that quantity of space exclusive of the space occupied by goods, cases, furniture and fittings.

PART III.—NATURAL AND ARTIFICIAL LIGHTING.

4. (1) The occupier of any shop or warehouse shall cause each part of the shop or warehouse that—

Provision of light.

- (a) is illuminated solely by light from natural sources; and
- (b) is used by employees,

to be provided with a glazed area which shall conform to by-law 1205 of the Uniform Building By-laws in force under the Local Government Act 1960.

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(2) Where any part of a shop or warehouse used by employees is illuminated by light from artificial sources only, or with light from both natural and artificial sources, the occupier shall cause to be provided and maintained in that part of the shop or warehouse, the minimum values of illumination appropriate for that part as set forth in the Australian Standard Code for Artificial lighting published by the Standards Association of Australia and numbered A.S. No. CA30-1957.

Emergency Lighting.

Provision of emergency lighting.

5. The occupier of any shop or warehouse shall provide emergency lighting—
 - (a) in all windowless rooms of the shop or warehouse regularly used by employees;
 - (b) in any part of the shop or warehouse in which more than twenty employees are regularly employed in any one single interior during hours of darkness; and
 - (c) on staircases, passages and like structure which serve as a means of egress and which are not naturally lighted or are regularly used during hours of darkness.

PART IV.—SANITARY CONVENIENCES.

Sewered Sanitary Conveniences.

Provision of sanitary conveniences. Amended by G.G. 16/1/76, p. 81.

6. (1) This regulation applies with respect to every shop or warehouse that is connected with a system of sewerage.
- (2) In every shop or warehouse the occupier shall provide sanitary conveniences for the use of the persons employed or engaged in accordance with the following scale and conditions—

Water Closets	Proportion of Pans to Female Employees	Proportion of Pans to Male Employees
When the number of employees does not exceed 100	1 to 20	1 to 25
When such number exceeds 100 but does not exceed 200	1 to 25	1 to 30
When such number exceeds 200	1 to 25	1 to 40

- (3) Subject to subregulation (4) of this regulation, separate closet accommodation shall be provided for the persons of different sexes.
- (4) In any shop or warehouse in which the majority of those employed or engaged are of the one sex, and not more than two employees are of the other sex, separate closet accommodation for the persons of different sexes is not required if separate accommodation is available for the purpose at all times in adjoining or adjacent premises.
- (5) Closets for different sexes shall not adjoin each other unless the closets are separated by a wall of brick, stone or concrete not less than 100 millimetres in thickness.
- (6) Buildings containing closets or other sanitary conveniences shall conform with the building and health by-laws of the municipality in which the shop or warehouse is situated.
- (7) The door of every external closet shall be properly screened from the ground to a height of at least 1.8 metres and screening shall also be provided to prevent the closet being visible from overlooking windows.
- (8) Any closet for females shall have a separate entrance behind the screen and that entrance shall not be within 3.6 metres of the entrance of any closet intended for the use of males.
- (9) In every shop or warehouse in which more than twelve males are employed, urinal accommodation shall be provided in the proportion of one stall or 600 millimetres of urinal for each thirty male employees or part thereof.
- (10) The distance between a person's workplace and the closet shall be not greater than the height of one storey, and not more than 90 metres horizontally.

(11) The occupier shall cause sanitary conveniences to be cleaned each day.

(12) Buildings containing closets or other sanitary conveniences or washing facilities shall conform, in addition to the provisions of this regulation, to such additional requirements as are provided by—

- (a) the by-laws made under the Metropolitan Water Supply, Sewerage, and Drainage Act 1909 in the areas where laws apply;
- (b) the Uniform Building By-laws from time to time in force under the Local Government Act 1960; and
- (c) the Health Act 1911 and by-laws made thereunder.

Unsewered Sanitary Conveniences.

7. (1) In every shop or warehouse that is not connected with a public system of sewerage, the occupier shall provide sanitary conveniences for the use of his employees in accordance with the following scale and conditions:—

Earth or Pan Closets	Proportion of Pans to Female Employees	Proportion of Pans to Male Employees
When the number of employees does not exceed 100	1 to 10	1 to 15
Where such number exceeds 100 but does not exceed 200	1 to 15	1 to 20
Where such number exceeds 200	1 to 15	1 to 30

Sanitary conveniences in unsewered premises.
Amended by G.G. 16/1/76, p. 81.

(2) In every shop or warehouse in which more than six males are employed urinal accommodation shall be provided in the ratio of one stall or 600 millimetres of urinal for every thirty males or part thereof.

(3) The provisions of subregulations (3) to (12) of regulation 6 of these regulations apply to every shop or warehouse to which this regulation applies.

Common Sanitary Conveniences.

8. (1) Where two or more shops or two or more warehouses are contained within one building, or abut one another, the occupiers thereof may, for the purposes of complying with this Part, in lieu of providing separate sanitary conveniences, provide common sanitary conveniences in accordance with the remaining provisions of this regulation, for use of all the persons employed by them in those shops or in those warehouses, as the case requires.

Common sanitary conveniences.

(2) Common sanitary conveniences provided pursuant to subregulation (1) of this regulation shall be such that those conveniences would, if provided by one occupier for a number of employees equal to the total number of persons employed by all the occupiers providing the common facilities, comply in all respects with the provisions of this Part.

(3) Where two or more occupiers—

- (a) provide common sanitary conveniences for their respective employees in lieu of making separate provision for their respective employees; and
 - (b) the common sanitary conveniences so provided do not meet the requirements of subregulation (2) of this regulation,
- each of those occupiers commits an offence.

9. Any sanitary conveniences provided by the occupier of a shop or warehouse that are open to, or available for use by, members of the public shall not be taken into account for the purposes of ascertaining whether the occupier has complied, or is complying, with the provisions of this Part.

Sanitary conveniences open to public.

PART V.—WASHING FACILITIES.

10. (1) Every occupier shall provide for the use of his employees washing facilities consisting of wash fountains with sprays, or wash basins or industrial troughing provided with a sufficient water supply by means of a tap located over each basin, or taps located at intervals of not less than 600 millimetres over industrial troughing.

Provision of washing facilities.
Amended by G.G. 16/1/76, p. 81.

(2) The ratio of wash basins shall be not fewer than one basin to twenty persons employed, and the ratio of industrial troughing or wash fountains shall be not less than 600 millimetres of troughing or 600 millimetres of circumference of wash fountains to each 20 persons employed by the occupier.

(3) All washing facilities shall be drained by means of a properly constructed trapped waste pipe or waste pipes connected to a drainage system which conforms to the requirements of the local authority in which the shop or warehouse is situated.

(4) Where hand washing facilities are provided in change rooms or as part of a toilet area, separate facilities shall be provided for each sex if more than one sex are employed on the premises.

(5) The hand washing facilities shall be separate from any trough, sink, or basin used in connection with any process and shall be under cover, be situated within a reasonable distance of all working areas, and be easily accessible to the persons for whom they are provided.

PART VI.—ROOFS, CEILINGS, WALLS AND FLOORS.

Maintenance
of roofs,
walls and
ceilings.

11. The occupier of any shop or warehouse shall—

- (a) cause the roofs, walls and ceilings of the shop or warehouse to be maintained in such a condition as does not constitute a hazard to persons employed therein; and
- (b) not cause or permit any room in the shop or warehouse to be used as a workroom by employees if the ceiling or overhead joists of that room are less than 2.7 metres above the floor of that room.

Maintenance
of floor.

12. (1) The occupier of any shop or warehouse shall cause the floors of any part of that shop or warehouse used by employees to be maintained in a good and serviceable condition.

(2) Where, having regard to the nature of the business or activity carried on in that part of the shop or warehouse, it is practicable so to do, the occupier shall—

- (a) cause all openings in walls and floors, and all breaks in the levels of floors, to be properly guarded;
- (b) to be kept free from any obstruction likely to cause any employee to fall, trip, slip or stumble; and
- (c) in the case of a warehouse only, cause safety access lanes to be marked on the floors.

PART VII.—DRINKING WATER.

Supply of
drinking
water.

13. (1) The occupier of any shop or warehouse shall cause a supply of clean, cool, potable drinking water to be provided for and to be readily accessible to, all persons employed therein.

(2) The supply of drinking water shall be so provided that—

- (a) drinking points are within reasonable distance of work places;
- (b) drinking points are not placed in toilets;
- (c) there is not less than one drinking point for every sixty employees;
- (d) where water is cooled by ice, the water container is so constructed that the ice does not come in direct contact with the water.

(3) The occupier shall not cause or permit open barrels, pails, tanks or other containers from which water may be dipped to be used for the supply of drinking water.

(4) Where water unsafe for drinking purposes is provided for fire protection or for any other purpose—

- (a) conspicuous notices shall be posted at points of supply clearly marked "UNFIT FOR DRINKING" or words to like effect;
- (b) every reasonable effort shall be made to prevent it from being so used; and
- (c) a non-return valve between a water supply system furnishing drinking water and a system furnishing water unsafe for human consumption shall be fitted.

PART VIII.—SEATING.

14. (1) In every shop or warehouse where work is performed from a sitting position, the occupier shall cause seating to be provided and maintained for the use of all persons employed on such tasks. Provision of seating.

(2) Where practicable the occupier shall cause suitable seating to be provided for the use of employees whose duties are such as to permit them to sit from time to time without detriment to their work.

(3) Any seating that is provided shall be strongly constructed, stable, comfortable and where the tasks engaged in by the employee using it so requires, shall have a back-rest capable of giving support to the lumbar region of the back.

PART IX.—ACCOMMODATION FOR CLOTHING.

15. (1) The occupier of a shop or warehouse shall cause to be provided adequate facilities for enabling such of the clothing of the persons employed in the premises as is not worn by them during working hours, to be hung up or otherwise accommodated. Clothing accommodation.

(2) Where persons are employed to do such work in a shop or warehouse as necessitates the wearing of special clothing that is not provided by the occupier and not taken home by those persons, the occupier shall cause to be provided adequate facilities for enabling that clothing to be hung up or otherwise properly accommodated.

PART X.—CHANGE ROOMS.

16. (1) In every shop or warehouse where the nature of work is such, or where the terms of employment are such that a change of clothing is necessary at the commencement and finish of working hours, the occupier shall cause to be provided a suitable room or partitioned off area in which clothes are to be changed. Provision of change rooms.

(2) Separate and distinct change room accommodation shall be provided for each sex, and the accommodation shall be such as to give privacy to those persons changing clothing.

PART XI.—EATING FACILITIES.

17. Where persons employed in shop or warehouse premises eat meals there, suitable and sufficient facilities for eating them shall be provided. Provision of eating areas.

PART XII.—FIRST AID.

18. (1) Subject to subregulation (2) of this regulation every occupier of a shop or warehouse shall— Provision of first aid facilities.

- (a) provide one first aid box or cabinet of dustproof design for every one hundred and fifty persons employed in the shop or warehouse;
- (b) cause that first aid box or cabinet to be kept in a readily accessible place within the shop or warehouse;
- (c) appoint a person or persons to have the control or the use of the contents of that box so that one such person is at the shop or warehouse whenever work is being engaged in on those premises; and
- (d) cause every first aid box or cabinet kept by him pursuant to this regulation to—
 - (i) be stocked with such medical supplies as are appropriate for treating injuries caused or likely to be caused to persons engaged at the shop or warehouse, having regard to the trade or business carried on therein;
 - (ii) contain no articles other than first aid requisites or appliances; and
 - (iii) have printed upon or affixed to the inside cover of the box or cabinet, simple instructions for the emergency treatment of simple wounds, minor burns, minor haemorrhages, dust or splash in the eye, and such further instructions as are appropriate for the use of the medical supplies with which the first aid box or cabinet is stocked.

(2) The provisions of subregulation (1) of this regulation do not apply to the occupier of a shop or warehouse wherein medical supplies of the type referred to in subparagraph (i) of paragraph (d) of that subregulation are stocked and made available for the purposes of administering first aid to employees and in which a person competent in the use and administration of first aid is regularly employed.

PART XIII.—MISCELLANEOUS.

Separation
of sleeping
place.

19. (1) The occupier of any shop or warehouse shall not cause or permit any person to use as a sleeping place any part of the shop or warehouse unless that part is separated from the main shop or warehouse by a substantial wall or partition extending from floor to ceiling.

(2) An occupier of any warehouse shall not cause or permit any employee to partake, and a person shall not partake, of a meal in any place at the warehouse where white or red lead, litharge or other compounds of lead, mercurial or arsenical or other poisonous substances are stored.

Penalties.

20. Any person who—
(a) does any act or thing which by these regulations he is forbidden to do;
(b) fails or omits to do any act or thing which by these regulations he is required to do,
commits an offence.

PENALTY: One hundred dollars.