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Companywide Subcontractor Requirements Manual	Program Requirements Document	For Additional Info: http://EDMS	Effective Date: 03/20/18 Change Number: <u>357516</u>
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USE TYPE 3

*The current revision can be verified on EDMS.

1. INTRODUCTION

1.1 Scope and Applicability

This procedure contains the requirements for housekeeping, vermin control, water supplies, toilets, shower/washing facilities and change rooms, and consumption of food and drink at subcontractor locations at the ICP Core.

2. RESPONSIBILITIES

Performer	Responsibilities
Subcontractor Technical Representative	Ensure that subcontractors are provided with a copy of or access to this program requirements document.
Subcontractor Management	Ensure that periodic inspections of facilities are conducted. Initiate/request correction of items that do not meet requirements. Ensure that facilities are maintained in a clean and sanitary condition.

3. REQUIREMENTS

3.1 Housekeeping

3.1.1

Subcontractor: Ensure that facilities are maintained as clean as possible to the extent that the nature of the work allows, including the following:

3.1.1.1 Floors are maintained in a dry condition

3.1.1.2 Where wet processes are conducted, provide drainage and false floors, mats or other dry standing surfaces where practicable. Where such measures cannot be implemented, provide waterproof footwear for employees.

3.1.1.3 To facilitate cleaning, every floor, working place and passageway shall be kept free from protrusions, loose items, and unnecessary holds and openings.

3.1.2 Ensure that receptacles used for solid or liquid waste that may rot or decay meet the following conditions:

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- 3.1.2.1 Do not leak;
- 3.1.2.2 Are cleaned and maintained in a sanitary condition; and
- 3.1.2.3 Are equipped with a tight-fitting cover unless they can be maintained in a sanitary condition without a cover.

3.1.3 All refuse, garbage, solid and liquid wastes, including combustible materials, are to be removed from the jobsite in a manner that does not create a safety or health hazard, as often as necessary to maintain the jobsite in a safe and sanitary condition.

3.2 Vermin Control

- 3.2.1 Ensure that work spaces are constructed and maintained so far as reasonably practical to prevent the entrance and harborage of rodents, insects and other vermin.
- 3.2.2 Where vermin are detected, a continuing and effective extermination program shall be implemented.

3.3 Potable Water Supply

- 3.3.1 Ensure that an adequate supply of *potable water* (see def.) is provided for all necessary uses of same at the jobsite.
- 3.3.2 Ensure that potable drinking water dispensers, including water coolers, are:
 - 3.3.2.1 Marked as to the nature of the contents and not used for any other purpose
 - 3.3.2.2 Serviced at intervals sufficient to maintain sanitary conditions;
 - 3.3.2.3 Capable of being closed; and
 - 3.3.2.4 Equipped with a tap.
- 3.3.3 Ensure that individual drinking cups are provided; the use of a common drinking cup is prohibited.
- 3.3.4 Ensure that a sanitary container is provided for unused drinking cups and a receptacle for disposing of used cups is supplied.

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- 3.3.5 Ensure that outlets for non-potable water, such as that used for industrial or firefighting purposes, are clearly marked that the water is unsafe and not to be used for any of the following: drinking; washing or cooking purposes.
- 3.3.6 Ensure that there is no cross-connection between systems providing potable and non-potable water.

3.4 Toilet Facilities

- 3.4.1 Ensure that separate toilet rooms for each sex are provided in accordance with the following table:

Number of employees	Minimum number of facilities
Up to 20	1 toilet and 1 urinal
21-199	1 toilet and 1 urinal per 40 workers
200 or more	1 toilet and 1 urinal per 50 workers

- 3.4.2 Where toilet rooms will be occupied by no more than one person at a time, can be locked from the inside, and contain at least one water closet, separate toilet rooms for each sex need not be provided.
- 3.4.3 Job sites not provided with sanitary sewer connections shall be provided with chemical toilets according to the table in Step 3.4.1.
- 3.4.4 Ensure that toilet facilities are serviced at the interval(s) necessary to maintain the facilities in a sanitary condition.
- 3.4.5 Ensure that employees who are part of mobile crews have transportation immediately available to nearby toilet facilities which meet the above requirements.

3.5 Washing Facilities

- 3.5.1 Ensure that washing facilities are maintained in a sanitary condition.
- 3.5.2 Ensure that lavatories are available to all employees.
- 3.5.3 Ensure that each lavatory is supplied with hot and cold, or tepid, running water, hand soap, or similar cleansing agents.
- 3.5.4 Provide individual towels or sections thereof, convenient to the lavatories.

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- 3.5.5 Ensure that when required, showers are provided for each 10 employees of each sex or fraction thereof who are required to shower during the same shift.
- 3.5.6 Provide body soap or other appropriate cleansing agents convenient to the showers.
- 3.5.7 Provide hot and cold running water feeding a common discharge for each shower.
- 3.5.8 Provide individual clean towels for employees who use showers.

3.6 Change Rooms

- 3.6.1 Ensure that when employees are required to wear protective clothing because of the possibility of contamination of personal clothing with a *toxic material* (see def.), change rooms equipped with storage facilities for street clothes and separate storage facilities for the protective clothing are provided.

3.7 Eating and Drinking Areas

- 3.7.1 Where employees are permitted to consume food and/or beverages on the premises, ensure the following:
 - 3.7.1.1 No employee shall be permitted to consume food or beverages in a toilet room nor in any area exposed to a toxic material.
 - 3.7.1.2 No food or beverages shall be stored in toilet rooms or in an area exposed to a toxic material.
 - 3.7.1.3 Waste food receptacles are fitted with a solid tight-fitting cover unless sanitary conditions can be maintained without the use of a cover.

4. DEFINITIONS

Potable water. Water that meets the standards for drinking purposes of the State or local authority having jurisdiction, or water that meets the quality standards prescribed by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations (40 CFR 141).

Sanitary condition. Maintenance of an environment so as to prevent creation of health or safety hazards and that includes regular waste removal, provision of potable water, periodic sanitation of surfaces, and replenishment of supplies such as toilet paper, towels,

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and hand-cleansing agents; including servicing on a schedule that is appropriate for the number of toilets, workers, and shifts.

Toxic material. A material in concentration or amount which exceeds the applicable limit established by a standard, such as 1910.1000 and 1910.1001 or, in the absence of an applicable standard, which is of such toxicity so as to constitute a recognized hazard that is causing or is likely to cause death or serious physical harm.

5. REFERENCES

10 CFR 851, “Worker Safety and Health Program”

29 CFR 1010.141, Sanitation

29 CFR 1926.51, Sanitation