



AMENITIES & SECURITY

BUILDING OPERATIONS

Building operations require a mixture of.....

MEN - MATERIALS - MACHINERY

This recipe, put together on the site, can be quite volatile unless careful planning and administration is undertaken, both before and during the building operations.

As the works progress, elements of the following will appear on site at various stages.

PERSONNEL

EQUIPMENT Machinery (moving) Cranes, Hoists, Conveyors.

Fixed (static) Scaffolding, Platforms, Signs, Hoardings,
Barricades

MATERIALS To be incorporated into the works. Timber, Steel, Bricks etc
Rubble to be removed from site.

Someone has to assume responsibility for administering the complete operation, including the daily running of the site.

This responsibility rests with the Principal Contractor.

As the Principal Contractor you are responsible for everything that happens on your site.



AMENITIES FOR CONSTRUCTION WORK

PLANNING AND PREPARATION

Planning by the principal contractor

The principal contractor, as an employer or person in control has a statutory duty under the OHS Act to provide and maintain a workplace that is safe and without risks to health for their employees and any other person present at the workplace or affected by the work in relation to those matters over which he or she has control.

To fulfil these obligations the principal contractor should plan for the provision of amenities. The level of amenities required will depend on the type of workplace.

Types of Workplaces

For the purpose of the code, workplaces are divided into four types.

TYPE 1 Major Construction

This is usually of fixed location where there are more than 10 persons or the duration of work is more than two consecutive weeks. For example commercial building, engineering construction and multiple residential construction. For housing construction, see Type 4.

TYPE 2 Minor Construction

This is usually of fixed location where there are less than 10 persons and the duration of work is less than two consecutive weeks. For example, minor building, road construction or road maintenance.

TYPE 3 Building Alterations (with access to amenities)

This is usually of fixed location, such as major or minor fit-outs, alterations and extensions, with reasonable access to existing building amenities



TYPE 4

(A) Workers working away from base

This is a workplace for workers who start and finish work at the base, such as council, road or rail workers, lines-persons, workers who receive daily work by telecommunication (as in road maintenance or other public utility work in remote areas).

(B) House Construction

A workplace where workers carry out construction of, or alterations to a house

(C) Tunnel Construction

Tunnel construction work with established type 1 amenities on main site.



GENERAL PROVISIONS FOR ALL WORKPLACES

At the planning stage of each construction project, the principal contractor responsible for amenities on site should plan for the following:

- a) The provision of the type of amenities required as determined by the type of workplace.
- b) The safe and convenient location of amenities required.
- c) Where they are required, enclosed amenities should:
 - Be of sound construction and weatherproof
 - Have adequate ventilation, heating, cooling and lighting.
 - Be protected against insects
 - Be appropriately insulated against weather conditions.
- d) All amenities should be kept clean and sanitary. (Surfaces should be finished to allow for regular and easy cleaning).
- e) Waste water from amenities should be adequately discharged to ensure hygiene and safety.
- f) An adequate supply of cleaning equipment and accessories, such as soap, hand drying facility, toilet paper, cleaning agents, mops and brooms.
- g) All amenity areas should be positioned or constructed to prevent external flooding and allow safe access for disabled persons, if required.
- h) Access to all amenities, and facilities within, should be kept clear at all times.
- i) Amenities should not be used for the storage of any building materials or equipment, with the exception of employees' personal work tools and protective equipment.
- j) All power supplied to amenities should comply with the WorkCover NSW approved *Code of practice - Electrical practices for construction work*.
- k) Adequate lighting (natural or artificial) should be provided for safe access to amenities.
- l) Where change rooms and meal rooms are provided, they should be separate or separated by an internal wall.



TYPES OF AMENITIES

***Note** these provisions are generic and will vary depending on the regulations and legislation in your region*

Change Rooms

- a) Change rooms should be provided if the type of work, location of work or the workers require clothes to be changed.
- b) Change rooms should be for the exclusive use of workers.
- c) The change room area should have a minimum floor area of 0.5 square metres for each person changing clothes at any one time. The floor area includes bench seating, but excludes floor occupied by furniture, fittings, fixed storage space, or any other permanently fixed items.
- d) Suitable bench seating should be provided in all change rooms at least 400mm wide and 460mm in length for each person using the room at any one time.
- e) Adequate numbers of secure hooks should be provided for hanging clothes and be spaced at least 460mm apart. Where appropriate to the type of work being performed, additional hooks for hanging up personal work tools should be provided.
- f) Clothes drying facilities should be provided where appropriate to the type of work being performed.
- g) Change rooms with suitable enclosures or compartments for privacy should be provided where both males and females are employed on the site.

Meal Rooms

- a) Adequate numbers of suitable tables and seating should be provided for eating meals.
- b) The floor area provided should be at the rate of at least one square metre of floor space for each person using the room at any one time. This space includes space occupied by any tables, seating, refrigerator and sink.
- c) Seating should be either chairs or benches 400mm wide x 560mm in length for each person.
- d) Tables of sturdy construction should be provided and of a length calculated at 560mm for each person using the facility at any one time.



- e) Meal rooms should have adequate means of cooling or heating appropriate to the conditions such as:
 - Reverse cycle air conditioning.
 - Cooling fans.
 - Flow through ventilation.
 - Heaters.
 - Other alternative methods.
- f) A refrigerator(s) of adequate size should be provided in each meal room to store perishable foods for all persons using the meal room.
- g) An adequate supply of boiling water for hot drinks should be provided.
- h) Food warming facilities of adequate size should be provided in each meal room
- i) A sink unit of adequate size, with a supply of clean water, should be provided in each meal room.
- j) A suitable space or shelves for storage of employees' provisions should be provided such as for utensils and food.
- k) Garbage bins, with removable liners and secure lids should be provided. Bins should be emptied daily or more frequently if required.

Toilets

- a) Toilets should be clearly marked where separate toilets are provided for male and females.
- b) Where urinals are provided for males, provide toilets at a ratio of at least one for each 20 persons or fraction of 20 persons.
- c) Where no urinals are provided for males, provide toilets at a ratio of at least one for each 15 persons or fraction of 15 persons.
- d) The number of toilets provided for females should be at a ratio of at least one for each 10 persons or fraction of 10 persons.
- e) Toilets and urinals should be installed so as to provide adequate privacy.



- f) Toilets should be connected to the sewer where practicable.
- g) If connection to a sewer is not practical self contained freshwater flushing or open closet portable toilets should be provided.
- h) Toilets that are not connected to a sewer should be serviced at least once every two weeks for a toilet used by up to five persons, or at least once every week for a toilet used by more than five persons.
- i) Toilet facilities should be installed to prevent any odours reaching dining facilities
- j) Portable toilets should be installed to prevent them toppling over.
- k) Toilets should be located as close as practicable to the workplace and/or amenities.
- l) Adequate numbers of toilets on multi-level buildings should be provided throughout buildings so that no person has to walk up or down more than two floors to a toilet. In respect of this provision, a 'multi-level building' is defined as any multi-level building with the exception of residential units under four floors in height.
- m) Toilets should be soundly constructed single units, or separated by partitions of strong construction at least 1.5m in height, with internal measurements of at least 1400mm long x 850mm wide and 2.2m high. Each toilet should be weatherproof and provided with adequate natural/artificial lighting and ventilation. The internal measurements for portable toilets should be at least 1.05 square metres in area and 1.9 metres high.
- n) Each toilet should be fitted with hinged seat and lid and hinged door. The door should be capable of being fastened from the inside.
- o) Each toilet should be well drained and have a floor constructed or, or covered with, a durable waterproof material.
- p) Sanitary disposal units for female use should be provided, where required, and serviced regularly.



Washing Facilities

- a) Undercover washing facilities within or adjacent to each toilet or urinal should be provided. These should be in addition to any provided within portable toilets.
- b) Clean water and cleansing agents (and disinfecting agents where appropriate) should be provided for the purposes of washing.
- c) Basins or wash trough points should be provided with water, and hot water where practicable, at the rate of at least one for each 10 persons or fraction of 10 persons.
- d) Water taps over a trough should be at least 500mm apart.
- e) An adequate number of mirrors should be provided at convenient points.
- f) Garbage bins, with removable liners and secure lids should be provided. Bins should be emptied daily or more frequently if required.

Showers

- a) Shower facilities should be provided when required by the nature of the project or the type of work being done.
- b) When required, a minimum of one shower for each project should be provided and at the rate of at least one for each 25 persons or fraction of 25 persons. A higher ratio should be provided for work such as demolition, tunnelling or work of a dirty nature.
- c) Where both males and females are employed, separate shower facilities should be provided with adequate privacy for the exclusive use of male or females.
- d) Each shower cubicle should have a shower curtain or door, soap holder, and hot and cold water.
- e) Shower facilities should have non slip flooring throughout.
- f) Bench seating at least 400mm wide and at least 460mm in length for each shower adjacent to each group of showers should be provided.

At least one hook or peg for hanging clothes (for each shower cubicle) should be provided and spaced 460mm apart.



Drinking Water

- a) An adequate supply of cool, clean drinking water should be available on work sites.
- b) Drinking water points should be provided near all hot and strenuous work stations. Additional points if needed should be provided.
- c) Where a connection of water supply is not possible, supply may be provided by other means suitable for dispensing drinking water such as a flask, water bag, or cooled drink dispenser.
- d) Where there are a number of amenities on site, at least one chilled water bubbler at each group of amenities should be provided.

Facilities for the safe keeping of tools and personal belongings.

- a) A space should be provided for employees to bring hand tools inside amenity sheds during breaks/change times.
- b) Hooks or pegs (not nails) should be provided to enable hand tools to be kept off the floor. These should be in addition to hooks provided for clothes.
- c) Lockable chests, or other means should be provided for the safe keeping of employees personal belongings and tool kits.



SITE OFFICE

A large majority of site offices are hired by the Principal Contractor from a leading Hire firm. For example:

Kennards Hire, Coates, Arkhire, Prestige, Sani Hire, Atlas Copco, Ausco, Wreckair

The Hire companies are fully conversant with the needs of the building industry and offer a variety of portable buildings, equipment and sanitary facilities.

The site office must be.....

of an adequate size, insulated, and air conditioned,

placed where it.....

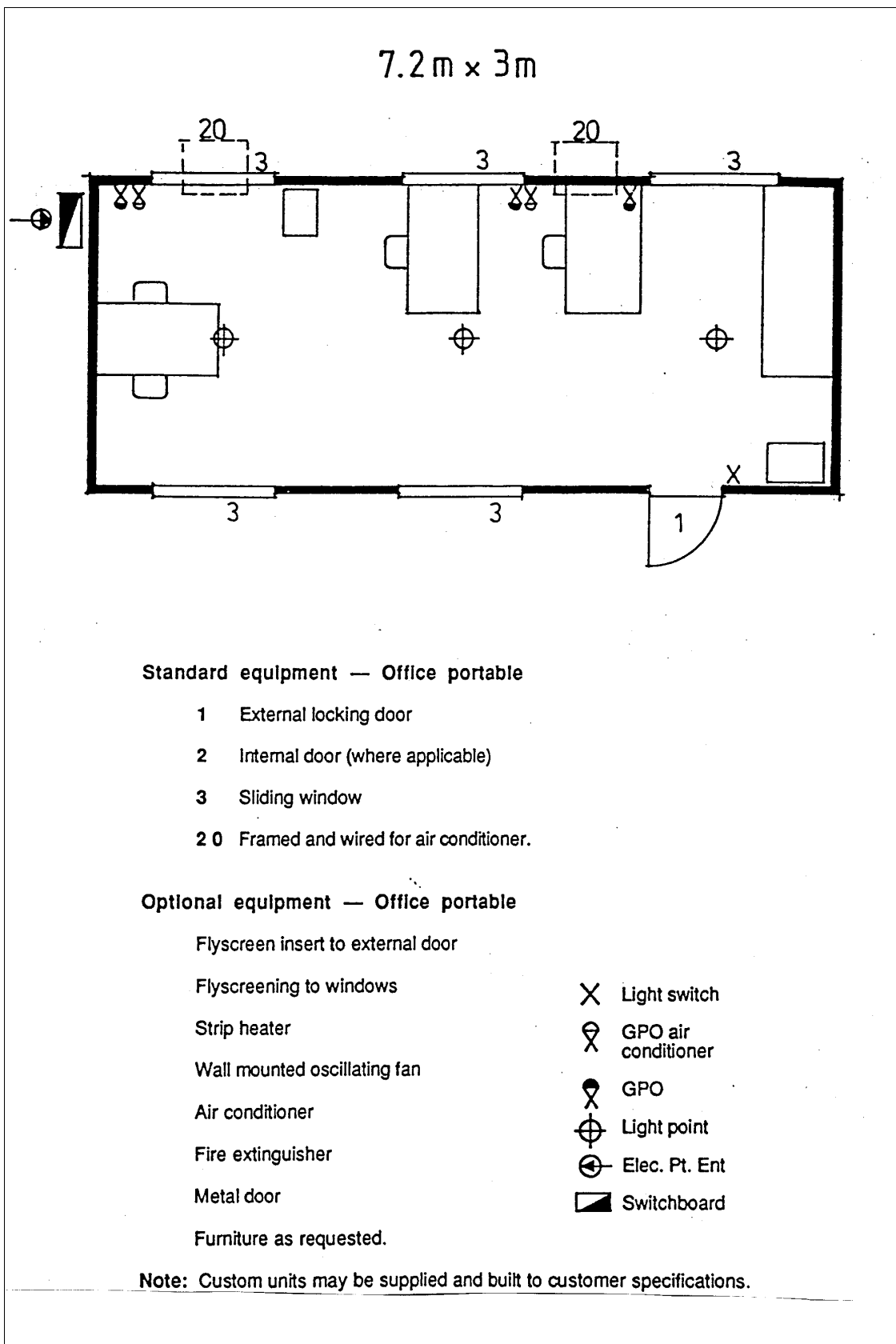
has easy access and view of the site,
is able to be secured after hours,
does not need to be moved until the project is completed, and

within close access to.....

ablutions and amenities sheds, and

be equipped with.....

Chairs, tables, plan table, bookshelves, filing cabinets, plan drawers, first aid equipment and supplies, stationery, cleaning facilities.





SITE SECURITY

The security of a building site is of great importance and is not only to protect the materials from theft but also to reduce risk of liability of damage or injury to the public.

The risk of injury to the public is great due to their need to satisfy their curiosity, all be it that they may be trespassing.

As each Site varies in type and size along with the activity on the site, so does the level of security required.

Minimum Requirements

Cottages & Renovations

- Adequate Fencing.
- Lockable Storage.
- Minimum Surveillance (Neighbourhood Watch).

Medium Density

- Adequate Fencing.
- Lockable Storage.
- Quality Surveillance.

Neighbours
Security Firm
Guard Patrol

- Night Lighting

Some consideration will need to be made to allow the required level of security for each site to be achieved and maintained. These are:

- Material Storage on Site.
- Reasonable Access - maintained about the workplace.
- Limited Access to Keys.



It is the responsibility of the Leading Hand to ensure the site is secured each day.

Gates locked, Equipment stored and locked in a compound or storage shed.

Depending on the size and type of project a Security Patrol Service may be engaged.

Simple measures to secure a site are:

- Locks
- Lockable Storage Containers
- Lockable Fenced Compounds (depending on the size of the site)
- Fencing/Hoarding
- Guard Dogs
- Alarm System

The following check list is a guide to the action required.

- (a) Access be limited to one or two gates.
- (b) Frequent checks must be seen to be made on materials, windows and doors as the potential thief will be deterred if he knows a theft will be quickly discovered and investigated.
- (c) The internal layout of enclosed stores should be arranged to provide an issue counter segregated from the main storage areas.
- (d) Responsibility for the custody of keys should be clearly defined. There should be a minimum number of duplicate keys and if one is lost the lock should be changed.
- (e) Security patrols should be employed in particularly difficult areas where there is a high probability of loss.
- (f) Materials or equipment which are attractive for domestic use and easily transportable should be marked, if possible with the company name or colours.
- (g) In some areas, stealing from open building sites is regarded by the local residents as normal practice rather than a crime. Some new tenants on partially completed housing estates will remove paving slabs, bricks, cement, timber, rainwater goods etc., during their 'do-it-yourself' weekend activities to complete gardens, sheds and extensions. One or two tours by a security guard should have some effect and a single prosecution in the courts, well publicised, is an excellent deterrent to other potential pilferers who live on the estate.