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01 Feb 2024	28 Feb 2026	SHEQ Warehouse (Pty) Ltd	Neville
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Facilities Regulations, 2004

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1. Definitions

Key definitions include:

- "adjoining" - having a common boundary line in relation to premises
- "drinking water" - water that complies with SABS 241
- "hot water" - water at a temperature more than 35 degrees Celsius
- "hazardous biological agent" - as defined in the Regulations for Hazardous Biological Agents
- "hazardous chemical substance" - as defined in the Hazardous Chemical Substances Regulations
- "National Building Regulations" - promulgated by Government Notice No. R. 1081 of 10 June 1988
- "SABS 0400" - South African Bureau of Standards' Code of Practice for the application of the National Building Regulations
- "SABS 241" - South African Bureau of Standards' Standard Specification for Water for Domestic Supplies
- "sanitary facilities" - sanitary fixtures as defined in SABS 0400
- "the Act" - Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

2. Sanitation

(1) Every employer shall provide sanitary facilities at a workplace in accordance with Parts F, P and Q of the application of the National Building Regulations.

(2) Despite subregulation (1), employers with fewer than 11 employees may make written arrangements for employees to use facilities on adjoining premises, provided: (a) These facilities are freely and readily accessible (b) The facilities comply with these Regulations and SABS 0400 regarding: (i) The total number of employees using the facilities (ii) The condition of the facilities



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(3) Every employer shall: (a) Make toilet paper available free of charge to employees (b) Provide a seat for every water closet pan designed to have one (c) Supply each employee with a towel for their sole use, or disposable paper towels, hot air blowers, or clean portions of continuous cloth towels at washbasins (d) Provide toilet soap or similar cleansing agent free of charge to employees

(4) Employers shall: (a) Provide hot and cold or premixed water for washbasins and showers under the circumstances contemplated in Table 4 of Part P of SABS 0400 (b) Ensure walls of shower rooms are smooth and impermeable, with slip-free floors sloped for effective drainage (c) Ensure windows in shower rooms are glazed in obscure glass or similar material

(5) For rooms with closets, urinals, showers or washbasins, every employer shall: (a) Provide a conspicuous sign outside the entrance indicating the gender for whom the room is intended (b) Ventilate the rooms in accordance with Part O of National Building Regulations (c) Provide necessary screen walls, partitions or doors for privacy (d) Ensure water feeding to showers or washbasins from non-municipal sources complies with SABS 241

3. Facilities for safekeeping

(1) Employers shall provide each employee, excluding office workers, with a personal facility for safekeeping of clothes or other personal items, maintained in good condition.

(2) Every employer shall ensure the employees referred to in subregulation (1) store their clothing and personal items in their safekeeping facility.

(3) This regulation doesn't apply to activities where specific types or numbers of safekeeping facilities are prescribed.

4. Changing rooms

(1) For employees: (a) For whom showers are prescribed, or (b) Who need to undress, the employer shall provide separate changing rooms for males and females in accordance with Part C of SABS 0400.

(2) The employer shall: (a) Ensure changing rooms don't connect directly via doors or openings to rooms with hazardous chemical substances, hazardous biological agents, or where untanned hides, skins, unwashed wool or mohair are treated (b) Provide adequate seating (chairs or benches) for the maximum number of employees using the changing room at one time (c) Not store unrelated materials, tools or goods in changing rooms (d) Glaze windows in changing rooms with obscure glass or similar material (e) Screen the entrance of changing rooms for privacy (f) Provide a conspicuous sign at the entrance indicating the gender for whom the room is intended (g) Provide facilities for drying wet clothes if employees may become wet during work (h) Ensure natural or artificial ventilation according to Part O of National Building Regulations (i) Ensure employees change clothing only in designated changing rooms



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(3) Subject to regulation 5, employers may allow changing rooms to be used for meals provided: (a) An obscure partition reaching the ceiling/roof separates showers from eating places (b) There is no direct communication between the changing room and toilet facilities

5. Dining-rooms

(1) Despite regulation 4(3), employers of employees who at a workplace: (a) Are exposed to hazardous chemical substances or hazardous biological agents (b) Come into contact with poisonous substances that may cause illness if taken orally (c) Are exposed to dirt, dust, soot or similar filth, or (d) Handle or process untanned hides, skins, or unwashed wool or mohair

shall provide a separate dining room or eating place on the premises in accordance with Part C of SABS 0400, based on the maximum number of employees using it at one time.

(2) The employer shall: (a) Provide tables and chairs in dining rooms for the maximum number of users at one time (b) Ensure dining rooms or eating places don't connect directly via doors or openings to rooms with hazardous substances or where untanned hides, skins, or unwashed wool or mohair are treated (c) Not store unrelated materials, tools or goods in dining rooms (d) Ensure natural or artificial ventilation according to Part O of National Building Regulations

6. Prohibition

Every employer shall: (a) Prohibit smoking, eating or drinking at workplaces contemplated in regulation 5(1) (b) Display conspicuous signs or notices at such workplaces prohibiting smoking, eating or drinking

7. Drinking water

Every employer shall: (a) Make an adequate supply of drinking water available for employees at their workplace (b) Clearly and conspicuously mark taps and pipes that are not fit for human consumption

8. Seats

Every employer shall: (a) Where reasonably practicable, provide ergonomically sound seats for employees whose work can be effectively performed sitting (b) Where reasonably practicable, permit employees who normally work standing to take advantage of sitting opportunities, and provide seating facilities (c) Provide seats with backrests where the nature of work allows their use

9. Condition of rooms and facilities

Every employer shall maintain all rooms and facilities prescribed by these regulations in a clean, hygienic, safe, whole and leak-free condition, and in a good state of repair.



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10. Offences and penalties

Any person who contravenes or fails to comply with regulations 2(1), 2(3), 2(4), 2(5), 3(1), 3(2), 4, 5, 6, 7, 8, or 9 shall be guilty of an offence and liable on conviction to a fine or imprisonment for up to six months. For continuous offenses, additional fines of R200 per day or additional imprisonment of one day per day may apply, not exceeding 90 days of additional imprisonment.

11. Repeal of regulations

[Regulations repealed are listed]

12. Short title

These regulations shall be called the Facilities Regulations, 2004.