



STANDARDS AND REQUIREMENTS FOR BUSINESS PREMISES AND OTHER WORK AREAS

The following are the general basic minimum safety, health & environment requirements for all business premises and other work areas within the Matsapha urban area. No person shall conduct business or work elsewhere than on premises that meet the requirement of these requirements.

1. Business premises and work areas shall be of such location, design, construction and finish and shall be equipped, in such conditions and so authorized that they can be used at all times for the purpose for which they were designed, equipped and authorized.
 - a. Without creating a health and/or safety hazard, and
 - b. In such a manner that management, employees and customers can be effectively protected by the best available method against exposure to physical, chemical or biological hazard.
 - c. In a manner that does not negatively affect the environment
2. Business premises and all work areas:
 - a. Location shall be such that it is zoned properly for the use in conformity with the requirements of the Town planning scheme.
 - b. Construction shall be such that it conforms to the requirements of the Building Act, Public Health Act, Occupational Health and Safety Act, Environmental Management Act, other related legislation that conform to environmental health requirements.

c. Shall have interior surfaces of walls, sides, ceilings or roofs without ceilings, and surfaces of floors or any other similar horizontal or vertical surfaces that form part of or enclose the business premises room shall meet the stipulated by the local authority.

d. Each room of a business premises or work area shall be:

i. **ventilated effectively** by means of:

1. Natural Ventilation through openings or open-able sections which are directly connected to the outside walls and / or roofs that effective cross ventilation is possible; provided that such openings shall have a surface area equal to at least 5% of the floor area of the room concerned; or

2. Artificial ventilation approved by the local authority which ever of the two methods will facilitate the addition of adequate fresh air and the effective removal of polluted or stale air from business room to the extent that contaminants, gas, vapors, steam, and warm air that may arise during the business operation are effectively removed, and that the emergence of any unhygienic, unhealthy and/or any injurious condition in the business premises is prevented;

ii. **Illuminated** by means of -

1. Unobstructed transparent surfaces in the external walls and / or roof which admit day light, with an area equal to atleast 10% of the floor area in the room concerned; and

2. Artificial illumination approved by the local authority.

3. Business premise and work areas shall have:

a. A pest control system in place in compliance with the best available method.

b. An adequate supply of running potable water.

- c. Fittings, machinery and equipments that meet the local authority's standards and specifications.
- d. Be equipped with adequate and appropriate educational and warning signs and notices that shall be prominently displayed.
- e. Adequate sanitary facilities in the following manner:
 - i. Water closets (WC), urinal stalls and wash hand basins for the use of workers and clients as specified below:
 - one WC for every fifteen males,;
 - one WC for every ten females;
 - one urinal stall for every fifteen males
 - one wash hand basin with soap and hand drying facilities for every thirty males or;
 - One wash hand basin with soap and hand drying facilities for every twenty females.
 - A changing area, separate for males and females, with storage facility for clothes
 - For food preparation premises:
 - one shower for every fifteen males or portion thereof and;
 - One shower for every fifteen females or portion thereof.
 - Hand-washing facilities shall be provided with hot and cold water for washing hands, together with the supply of soap or other cleaning agents and clean disposable hand-drying facilities
 - A separate changing area with storage facility for clothes.
- f. Refuse receptacles, approved by the local authority, with close-fitting lids suitable for the hygienic storage of refuse pending its removal from the premises.
- g. Well demarcated, suitable storage area for the hygienic storage of refuse receptacles within the premises.

- h. Storage space for the safe and hygienic storage of business stock, facilities and equipment. Such shall be provided with appropriate shelves and/or pallets on which to place items stored.
- i. A waste water disposal system approved by the local authority
- j. Safe and hygienic management of all waste/effluent/effluvia that may arise from the day-to-day running of the business.
- k. Adequate suitable fire fighting equipment. A fire assessment shall be done to determine the numbers and types of fire fighting equipment required by the type of business.
- l. Adequate and suitable Personal Protective Equipment as required by the business or type of work carried out.
- m. First aid kit.
- n. Clear process or work flow plan of business operations from raw material to finish product