

**SAFETY, HEALTH AND ENVIRONMENT**

**Department:**

**ALL CAMPUSES : Howard College**  
**: Edgewood**  
**: Nelson R. Mandela School of Medicine**  
**: Durban Westville**  
**: Pietermaritzburg**

Standard (STD)

**Subject: SECTION 1.00 – PREMISES AND HOUSEKEEPING**  
**ELEMENT 1.14 – SANITATION + CAMPUS HYGIENE AMENITIES**

Protocol No	Author	Version No	Date Adopted	Replaces
114/2009	M. Govender/J Frohlich	005	16/09/2011	004/04/2009

**Standard applies to: SANITATION + CAMPUS HYGIENE AMENITIES**

Facilities will be provided for staff and students such as ablutions and toilets, change rooms, kitchens, etc. These facilities will be kept in a clean and hygienic state.	
<p><b>1.14.1 ADEQUATE FACILITIES PROVIDED:</b></p> <ul style="list-style-type: none"> <li>● Toilet and ablution facilities will meet the prescribed standards.</li> <li>● Kitchen and food storage facilities will be kept clean and hygienic at all times.</li> <li>● Sufficient cleaning implements such as brooms, squeegees etc. will be available to ensure clean hygienic conditions.</li> <li>● Adequate refuse and waste bins will be provided.</li> </ul>	
<p><b>1.14.2 FACILITIES CLEAN AND HYGIENIC:</b></p> <ul style="list-style-type: none"> <li>● Floors, walls, fixtures and fittings will be kept clean.</li> <li>● Soap, towels and toilet paper will be supplied.</li> <li>● Waste bins will be kept clean and contents removed on a regular basis.</li> <li>● Change rooms will be kept clean and tidy.</li> <li>● Kitchens will be kept clean and rodent free. This will be included in the pest control programme.</li> </ul>	
<p><b>1.14.3 AUTHORISED FOOD AREAS:</b></p> <p>Food may be consumed in various areas campus wide, however, no food may be consumed in change rooms, workshops or laboratories.</p>	

<p><b>1.14.4 REGULAR INSPECTIONS:</b></p> <ul style="list-style-type: none"> <li>● Regular inspections of facilities and their usages will be conducted.</li> <li>● Deviations will be corrected as soon as possible.</li> <li>● Induction and on the job training will include personal hygiene factors.</li> <li>● The Health/<a href="#">Hygiene</a> co-ordinator will attend as many inspections as possible.</li> </ul>	
<p><b>1.14.5 FOOD PROCESSING:</b> No food processing operations are conducted at the University of KwaZulu-Natal Howard Campus other than that in the Dietetics Department as part of the student curriculum.</p>	
<p><b>1.14.6 CHECK LISTS USED:</b> A checklist will be used and completed for each inspection. Such a <a href="#">checklist</a> will include:</p> <ul style="list-style-type: none"> <li>● Water supply and control.</li> <li>● Effluent discharge.</li> <li>● Plumbing conditions.</li> <li>● Housekeeping.</li> <li>● Toilet facilities and shower cleanliness.</li> <li>● Change rooms and facilities</li> </ul>	

**DELEGATION OF RESPONSIBILITY:** All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing, however, Dept. of Campus Buildings – Howard college, Custodial Services - Pietermaritzburg, (Division of Facilities Management) is overall responsible for this element.

Approved by (Position)	Date approved	Signature

**Circulation List:**

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature