

WORK INSTRUCTION: Placement and securing of portable toilets on construction site.

DOC # SHEQ-AR-001

REV:

07

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Method Statement: Placement and Securing of Portable Toilets on Construction Site

1. Purpose

The purpose of this method statement is to outline the safe and effective placement and securing of portable toilets on the construction site to maintain hygiene standards, ensure accessibility, and prevent hazards caused by potential movement or instability.

2. Scope

This method statement applies to all portable toilet units delivered to the site and outlines the process for placing, securing, and maintaining toilets for the duration of the project. It covers all employees, subcontractors, and other stakeholders who may interact with the facilities.

3. Responsibilities

- **Site Manager:** Ensure compliance with this method statement, coordinate with suppliers, and verify the appropriate placement and securing of toilets.
 - **Safety Officer:** Inspect the toilet placements regularly to ensure stability and accessibility and that safety requirements are met.
 - **Contractor/Supplier:** Deliver, place, and secure portable toilets according to specifications and remove them when no longer needed.
 - **All Employees:** Use facilities responsibly and report any instability, damage, or sanitation issues to the safety officer.
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4. Procedure

4.1 Preparation and Site Assessment

1. **Assess the Site:**
 - Identify suitable, level ground areas away from hazards (e.g., heavy equipment paths, slopes).
 - Ensure locations are accessible for regular cleaning, maintenance, and emptying services.
2. **Mark Locations:**
 - Use chalk or cones to mark the selected locations before placing the units.

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- Avoid proximity to sensitive site boundaries or nearby public areas to maintain hygiene standards.

4.2 Delivery and Placement of Units

1. Delivery Coordination:

- Arrange with the supplier to deliver the toilets during non-peak site hours to minimize disruption.
- Confirm that each unit is in good working order and free from defects upon delivery.

2. Positioning of Units:

- Place toilets on level ground to avoid tipping.
- Position each unit at a safe distance from work zones and a minimum of 10 meters away from food storage or consumption areas.
- Leave at least 1 meter of space around each unit to ensure safe and easy access.

3. Accessibility Compliance:

- Ensure that a minimum number of toilets are wheelchair-accessible if required by regulations or site requirements.

4.3 Securing Units

1. Anchor Toilets in Place:

- Secure each toilet with ground anchors, bolts, or sandbags to prevent movement, especially in high wind areas.
- Use heavy-duty nylon straps or chains if necessary to keep the toilets stable, particularly if they are placed on slightly uneven ground.

2. Additional Stabilization Measures (if applicable):

- For windy or exposed sites, add concrete blocks or additional sandbags around the base of each unit to further prevent tipping.
- In areas with a risk of flooding, consider elevating the toilets slightly on a raised, stable platform to prevent water ingress.

4.4 Signage and Safety Precautions

1. Signage:

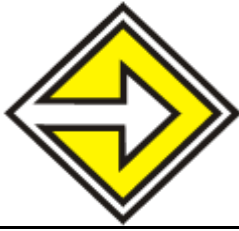
- Place clear, visible signage indicating the location of toilet facilities.
- Display user instructions and emergency contact information on each unit.

2. Barriers and Restrictions:

- If toilets are placed near operational zones, use barriers or temporary fencing to prevent unintended access and ensure the safety of users.

4.5 Maintenance and Monitoring

1. Daily Checks:



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- Designate personnel to inspect the units daily for stability, cleanliness, and signs of wear or damage.
 - Monitor anchor points and adjust as needed, especially after strong winds or adverse weather conditions.
2. **Servicing:**
- Schedule regular cleaning and emptying with the supplier to maintain hygiene and operational efficiency.
 - Immediately address any issues such as leaks, odor, or damage.

4.6 Removal and Site Restoration

1. **Removal:**
- When no longer needed, arrange for the supplier to safely remove the toilets.
 - Ensure that any securing materials (sandbags, anchors, etc.) are also removed to restore the area.
2. **Restoration:**
- Clean and restore the area to its original condition, removing any debris or waste left by the toilets.

5. Emergency Procedure

In the event of a toilet tipping or becoming unstable:

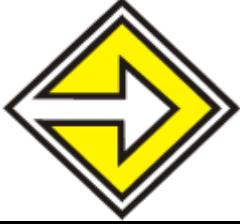
- Clear the area around the affected toilet immediately.
- Contact the site manager or safety officer to assess and rectify the issue.
- Use additional stabilizing measures if necessary before the toilet is put back into use.

6. Personal Protective Equipment (PPE)

- **Delivery and Placement Crew:** Hard hats, high-visibility vests, steel-toe boots, gloves.
- **Maintenance Personnel:** PPE appropriate for cleaning and servicing, including gloves, masks, and aprons.

7. Tools and Equipment Required

- Anchors, sandbags, or concrete blocks for securing
- Straps or chains for additional stability

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- Barriers or cones for marking
- Cleaning and sanitation supplies for maintenance

8. Monitoring and Reporting

- The safety officer or designated personnel will conduct daily checks and report any issues.
- All incidents or near-misses involving toilet placement or stability will be recorded and reviewed during site meetings.

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