



**HIRE AND RENTAL INDUSTRY ASSOCIATION LTD
PORTABLE TOILETS DIVISION**

CODE OF PRACTICE

**GUIDELINES FOR THE PROVISION OF
PORTABLE TOILETS ON CONSTRUCTION SITES
AND AT EVENTS WHERE CONNECTION TO A
SEWER IS NOT PRACTICAL**

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HRIA Ltd PORTABLE TOILETS DIVISION

CODE OF PRACTICE

OBJECTIVE

Establish a National Code of Practice for portable toilets in construction sites and at events that will be adopted by HRIA Ltd Members as best practice.

It is the supplier of portable toilets responsibility to check and comply with local, State and Federal laws as well as Australian Standards and OHS/WHS rules and regulations.



1.0 INTRODUCTION

There has been a necessity to use mobile sanitary facilities in many different locations for many years. Wherever large numbers of people congregate over a longer period in places where there are no or insufficient existing sanitary facilities it has become standard practice to provide mobile non-sewer connected portable toilets.

This Code of Practice sets minimum standards for portable toilets including manufacture, delivery and collection, on-site use and servicing. Particular emphasis is placed on hygiene and safety not only for the public or users but also the personnel who transport, service and maintain these units.

This Code of Practice has been developed by the Industry for the Industry. It has evolved from extensive research into existing guidelines, regulations and standards at State, National and International levels and is reviewed regularly by the HRIA to ensure it reflects current knowledge and practice. The relevant standards have been reviewed and adopted where appropriate.



2.0 REGULATORY RESPONSIBILITY & COMPLIANCE MATRIX

The below matrix is for Portable Toilets where connection to a sewer is not possible. As far as can be ascertained the following regulatory bodies have regulatory control over the listed toilet types:

STATE	NAME OF REGULATORY DEPARTMENT	TYPES OF ACCEPTED PORTABLE TOILET		
		Fresh Water Flush	Straight Drop	Recirculating
NSW	NSW WorkCover P: 13 10 50 W: www.workcover.nsw.gov.au	Yes	CLR	CLR
QLD	Department of Industry: www.justice.qld.gov.au Schedule 5A of Regulation refers: https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSR11.pdf	Yes	CLR	CLR
SA	SafeWork SA P: 1300 365 255 W: www.safework.sa.gov.au	Yes	CLR	CLR
TAS	Workcover Tasmania P: 1300 366 322 W: www.worksafe.tas.gov.au	Yes	CLR	CLR
VIC	WorkSafe VIC P: 1800 136 089 W: www.worksafe.vic.gov.au	Yes	No	Yes - Public events No - Construction workplaces
WA	WA Department of Health P: 1800 022 222 W: www.health.wa.gov.au Refer: Health (Temporary Sanitary Conveniences) Regulations 1997 http://www.slp.wa.gov.au/statutes/regs.nsf/3b7e5f26432801b348256ec3002c128c/9e7eba6d1b1e23a9482566f100172f0f/\$FILE/Health%20(Temporary%20Sanitary%20Conveniences)%20Regulations%201997.PDF	Yes	CLR	CLR
ACT	Worksafe ACT P: 02 6207 3000 W: www.worksafe.act.gov.au	Yes	CLR	CLR
NT	NT WorkSafe P: 1800 019 115 W: www.worksafe.nt.gov.au	Yes	CLR	CLR
FEDERAL	Safework Australia www.safeworkaustralia.gov.au & other regulatory departments : http://www.safeworkaustralia.gov.au/sites/swa/about/who-we-work-with/regulators/commonwealth-national/pages/commonwealth-national-regulators	Yes	CLR	CLR

CLR - Check Local Regulations



3.0 SCOPE OF CODE

This code specifically applies to portable toilets that are not connected to a sewerage system. It specifies the requirements of the services relating to the use of the portable toilets taking into account hygiene, health and safety and existing State legislation and codes of practice regarding suitable toilet types.

It specifies minimum quality requirements relating to construction of the unit, sanitary products, cleaning requirements and servicing standards.

It also gives guidance on location options and the number of units required.

The below table summarises the Code highlighting best practice and acceptable standards when supplying portable toilets, be they fresh water flush, recirculating or straight drop.

Construction Site	Best Practice	Acceptable
Fresh Water Flush (FF)	Weekly full pump and reset	Fortnightly pump and reset
Open Closet (straight drop) (SD)	Fortnightly pump and reset	Fortnightly pump and reset
Chemical Recirculating Flush (RF)	Not suitable for Construction Site	Not suitable for Construction Site
EVENTS		
Fresh Water Flush (Based on minimum useable capacity of 100L)	Daily pump and reset. Toilet attendants on site recommended for major events and whenever practicable	Daily pump and reset
Open Closet (straight drop)	Not suitable for events	Daily pump and reset
Chemical Recirculating Flush (Based on minimum useable capacity of 100L)	Daily pump and reset. Toilet attendants on site for major events and whenever practicable	Daily pump and reset



4.0 DEPLOYMENT AND FREQUENCY OF USE

4.1 GENERAL PROVISION FOR BUILDING AND CONSTRUCTION SITES (EXCLUDING EVENTS)

The following provisions give guidance on the calculations to use to work out unit numbers.

No. of People on Site	No. of Toilets based on Weekly Service	No. of Toilets based on Fortnightly Service
1 – 5	1	1
6 – 10	1	2
11 – 20	2	4
21 +	Add 1 toilet for every 10 additional people	Not recommended

4.2 EVENTS

Supplier to assess requirements of the event on an individual basis

	No. of users (50% male and 50% female)	Minimum number of portable toilets (for an event of up to 6 hours duration)	Minimum number of portable toilets (for an event of up to 12 hours duration)
a)	Up to 240	3	4
b)	250-499	4	6
c)	500 to 900	6	9
d)	1000 to 1999	12	18
e)	2000 to 2999	25	38
f)	3000 to 3999	38	57
g)	4000 to 4999	50	75
h)	5000 to 5999	63	95
i)	6000 to 6999	75	113
j)	7000 to 7999	88	132
k)	8000 to 8999	100	150
l)	9000 to 9999	113	170
m)	10000 to 12499	125	188
n)	12500 to 14999	156	234
o)	15000 to 17499	188	282
p)	17500 to 19999	219	329
q)	20000	250	375
r)	Over 20000	Individual calculation required	

Cleaning interval: Intermediate cleaning or stand-by duty on site are not considered in this table. This requires individual calculation. If events last longer than 6 hours or 12 hours, the toilet shall be cleaned at intervals of 6 hours or 12 hours.

When food and drinks are served, the number of toilets shall be increased owing to a higher frequency of use. An increase of at least 30% is recommended.

If the percentage of female users exceeds 50%, the number of cabins shall be increased. The increased number shall be agreed between the renter and the supplier.

Accessible toilets need to be considered in discussion with the customer.

Unisex toilets must be provided where there is any likelihood of female workers. These must include the provision for the disposal of sanitary items.

5.0 CONSTRUCTION SPECIFICATIONS

Single portable toilets should be constructed of good weathering, UV resistant and durable materials that are easily maintained and serviced through frequent cleaning cycles. The toilet cabin and its internal components should comply where applicable with existing regulations and be of a quality and design that will provide a safe, clean and hygienic temporary sanitary facility.

5.1 WALLS, DOOR, FLOOR AND ROOF

- a) Walls should be constructed of a weatherproof impervious material, be opaque and be easily cleaned.
- b) Floors need to be adequately drained so as to quickly dispense with water used in the cleaning of the cabin and made of a resilient, easily cleaned, waterproof, non-skid material.
- c) The floor, at any part, shall withstand the weight of up to 200kgs.
- d) Doors are required to be self-closing, close fitting and have an internal locking device. An occupied indicator should be available (Note: older models may not have an indicator or be self closing).
- e) The roof should be made of an impact resistant material that provides adequate light within the cabin.
- f) Overall minimum size of toilet cabin shall be 1000mm x 1000mm x 2150 high. (Note: older portables may have a 900mm x 1000mm base).
- g) Ventilation shall be adequate to allow enough air flow into the toilet.

5.2 INTERNAL REQUIREMENTS

- a) Internal height will be a minimum of 1900mm.
- b) The cabin design shall provide for adequate ventilation and air flow.
- c) A suitable toilet paper dispenser with toilet paper will be provided.
- d) A hinged toilet seat with cover is required.
- e) A wash hand basin should be provided with the used water being discharged to the waste storage tank (FF).
- f) The waste tank shall have a minimum useable capacity of 100 litres, be impact and corrosion resistant, impervious and not leak.
- g) The waste tank shall be vented through the roof via a minimum 50mm diameter vent stack.

5.3 WASTE STORAGE TANK

- a) The unit will be fitted with a waste effluent tank and shall be one of the following: freshwater flush tank with bowl and hand or foot pump, drop tank, re-circulating flush tank with bowl and hand or foot pump.
- b) The tank is to be vented through the roof with a minimum diameter of 50mm.
- c) The tank is to be constructed so it is impact and corrosion resistant, impervious and does not leak.
- d) The tank will have a minimum useable capacity of 100L.
- e) Any external draw off points should be secured by a lockable device.
- f) Fresh water flush toilets will provide a flush of fresh water to the toilet bowl providing a minimum of 200ml per flush.

5.4 SUPPLEMENTARY EQUIPMENT

Any supplementary equipment may include the following:

- a) Urinals
- b) Mirror
- c) Wash hand basin
- d) Soap dispenser
- e) Towel dispenser
- f) Lighting
- g) Corner shelf
- h) External lock
- i) Lifting points that comply to the appropriate Australian Standards.
- j) Coat hook inside the cabin.
- k) Female sanitary unit



6.0 SERVICE AND DELIVERY

The transportation and disposal of the waste shall be in accordance with the National or State regulations as applicable.

6.1 *SERVICING*

It is recommended that toilets should be cleaned fortnightly as a minimum (based on up to 5 people @ 2 uses per day per 5 day week). Portable toilets involved in Events need to be cleaned and serviced at a much higher frequency to maintain hygiene. This includes cleaning the toilet thoroughly – replenishing water, chemicals and toilet paper. A special purpose built truck must be used for pumping out.

6.2 *PUMP OUT TRUCK*

The truck must be fit for purpose and have a waste tank, fresh water tank, deodoriser, rolls of toilet paper, wands, hoses, spill absorbent kit, hand cleaning facilities, cleaning tools, shovel, a waste bin and the appropriate MSDS's.

7.0 CLEANING AND MAINTENANCE

7.1 CLEANING

The unit will be thoroughly cleaned in an approved wash down facility.

- a) Personnel cleaning units shall wear all appropriate PPE.
- b) Use suitable chemicals and brushes or pressure washers in an approved wash down area.
- c) All of the parts of the unit will be cleaned, including:
 - i. urinal
 - ii. accessible areas of waste tank (top, front and inside)
 - iii. fresh water tank
 - iv. bowl and flap
 - v. walls, floors, door and roof – both inside and out.

Toilet Servicing Procedure	Site Clean	Yard Clean
Vac Pump the waste tank until completely empty	✓	✓
Thoroughly wash out waste tank with fresh water, whilst vacuuming out the wash water to leave a clean waste tank (including filter **)		✓
Remove all or any foreign objects		✓
Clean toilet seat, replace if broken	✓	✓
Clean all internal walls and floor	✓	✓
Add the recommended dosage of approved chemical and enough water to cover solid waste	✓	✓
Replenish toilet paper	✓	✓
Refill water for hand basin and flush system	✓	
Test flush system and pump *	✓	✓
Ensure toilet is on a level surface	✓	
Clean toilet externally		✓
Check door locks	✓	✓
Deodorise	✓	
Flush the toilet until all liquid has been purged out of the flush line and only air is being pumped through **	✓	✓
Add sufficient water to cover the filter by at least 20mm **	✓	✓
Flush the toilet until the flush line is fully charged with chemical mix **	✓	✓

*Full flush and hand basin toilets

**Recirculating toilets

7.2 CHECKING

After the unit is cleaned it will be checked for the following as applicable:

Door	Hinges, door handle and door locking system
Walls	Vents in good shape and riveted in place, urinal clean and free of build-up, pop rivets tight. Toilet paper holder in place
Roof	Should be water tight and pop rivets tight
Wash basin & hand/foot pump	Check no cracks and pump working
Waste tank	Seat (all parts in good repair, nothing broken), pop rivets tight
Floor	Pop rivets tight
Top	Pop rivets tight, vent pipe in place
Skids	Check repair or replace all broken and damaged sections as required
Lifting Points	Visual inspection of lifting points if applicable
Fresh water tank	To be cleaned
Pumps & filters	All to be operational
Bowl & flap	To be clean and operational

7.3 STORAGE

After the unit is cleaned, repaired and inspected the unit shall be deemed **ready for delivery**.

Yard storage of units shall be divided into three distinct areas:

1. Maintenance area, waiting for repair, or non-conforming product
2. Waiting for cleaning
3. Ready for delivery

8.0 DELIVERY AND PICK UP

8.1 DELIVERY

Primarily, the delivery is to be completed:

- a) On time as requested by the customer and agreed by the company.
- b) With the portable toilet type and quality as ordered by the customer and agreed by the company.
- c) To the correct site.
- d) With the toilet located conveniently for the customer, ensuring service access is assured and without causing a nuisance to the public.
- e) Safework method statement is followed during delivery.

The person delivering the unit must ensure that:

- f) The unit is level on the site. Attention shall be given to airflow; units should not be placed directly under air conditioners or against a solid wall.
- g) Fresh water amount in the waste tank must cover solid waste and approved deodoriser dosage to the manufacturer's recommendations.
- h) The fresh water tank is filled and hand/foot pump checked for operation.
- i) The toilet paper holder is filled with paper.
- j) A final clean and inspection of the unit is conducted after installation to ensure ready use.

8.2 COLLECTION

Collection shall be carried out as follows:

- a) Complete pumping out of the contents of the waste tank into the service vehicle as per regulations.
- b) Remove any loose unsecured items that may dislodge in transit.
- c) Load and secure the unit onto a truck for transportation.



9.0 SPILL HANDLING PROCEDURE

In the event of accidental spill:

- a) Assess safety. Make sure that people are kept clear.
- b) If it is a chemical spill, consult the Material Safety Data Sheet (MSDS). The MSDS will have instructions on how to deal with specific chemical spills.
- c) Put on protective clothing. If necessary, put on suitable PPE such as gloves and goggles, a mask and an apron.
- d) Providing it is safe to do so, stop the spill at its source. This may involve righting an overturned container or sealing holes or cracks in containers.
- e) Contain and control the flow. The outer edge of the spill should be dammed with rags, blankets, sand, sand bags, mops and/or absorbent booms. The spill should be prevented from filtrating into the ground or entering the stormwater system.
- f) Clean up the spill. Promptly cover the spill using absorbent materials such as the correct absorbent granules for the product, sand and rags, being mindful not to splash the spill - note that some strong acids will react with some types of granules and sawdust. Using a dustpan or spade, the absorbent granules or sand must then be scooped up and placed into a container.
- g) Notify the appropriate authority, eg Local Councils.
- h) Record the spill on an incident report form and submit to the appropriate authority. Record when, what, how and where the spill occurred, clean up measures undertaken and the names of any witnesses. Also make note of what changes can be made when handling, transporting or storing chemicals to ensure a similar incident does not happen again.



10.0 TERMS AND DEFINITIONS

For the purpose of this document the following terms and definitions apply:

Portable Toilet

Mobile non-sewer connected toilet cabin used by a single person with a waste tank that is not connected to a sewerage system.

Fresh Water Flush Toilet (FF)

A portable toilet that incorporates a toilet bowl that flushes fresh water around the bowl that then empties into the waste tank. The fresh water is drawn from a separate reservoir.

Variable Recirculating / Fresh Water Flush (RF / FF)

A portable toilet that incorporates a toilet bowl that can flush chemically treated and filtered liquid around the bowl that then empties into the waste tank. Often used in situations where the 'fresh water flush only' system is in action but where the fresh water runs out leaving a build up of unflushed solid matter in the bowl.

Recirculating Toilet (RF)

A portable toilet design wherein the flush water is drawn from the waste tank, filtered and chemically treated.

Straight Drop Toilet (SD)

A portable toilet that has an open waste tank with a toilet seat, no toilet bowl and 'flapper', and no flushing mechanism.

MSDS

Material Safety Data Sheet: These can be sourced from the manufacturer / supplier or via the internet.

Events

Events are often classed as a Construction Zone until the 'Event' starts.

PPE

Personal Protection Equipment: this includes eye protection, gloves, masks, protective overalls, etc, as applicable.