

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

REFERENCE CODE	GUIDELINES	CRITERIA	INFORMATION SOURCES
5.1 Occupancy Permit	5.1 The Agency will acquire a Certificate of Occupancy prior to occupying the building.	<p>5.1 (a) The Certificate of Occupancy will be posted in a central area of the building.</p> <p>5.1 (b) For all mid or high rise buildings where facilities management is centralized, the agency should acquire a copy of or be aware of where to find the occupancy permit.</p>	<ul style="list-style-type: none"> ● Review of posted copy of Certificate of Occupancy
5.2 Posting of OSHA Poster	5.2 The Agency will comply with the most current version of OSHA 29 CFR Section 1903.2: "Posting of notice; availability of the Act, regulations and applicable standards."	<p>5.2 (a) The Agency will comply with OSHA 29 CFR 1903.2: "Posting of notice; availability of the Act, regulations and applicable standards," which states:</p> <p><i>(a)(1) Each employer shall post and keep posted a notice or notices, to be furnished by the Occupational Safety and Health Administration, U.S. Department of Labor, informing employees of the protections and obligations provided for in the Act, and that for assistance and information, including copies of the Act and of specific safety and health standards, employees should contact the employer or the nearest office of the Department of Labor. Such notice or notices shall be posted by the employer in each establishment in a conspicuous place or places where notices to employees are customarily posted. Each employer shall take steps to insure that such notices are not altered, defaced, or covered by other material.</i></p> <p>[Please note that the Agency is responsible for complying with this regulation in its entirety and that the above is only an excerpt from the regulation. The agency is responsible for knowing, implementing, and obtaining copies of the other paragraphs referenced in the above excerpt.]</p>	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.3 OSHA 300 Log	5.3 The Agency will comply with OSHA 29 CFR Section 1904.0 – 1904.35: Record Keeping and Recording Work Related Injuries and Illnesses.	<p>5.3 (a) The Agency will comply with OSHA 29 CFR Section 1904.0 which requires that employers record and report work-related fatalities, injuries and illnesses as amended 1/2001.</p> <p>1904.1(a)(1):</p> <p style="text-align: center;"><i>If your company had 10 or fewer employees at all times during the last calendar year, you do not need to keep OSHA injury and illness records unless OSHA or the BLS informs you in writing that you must keep records under § 1904.41 or § 1904.42. However, as required by § 1904.39, all employers covered by the OSH Act must report to OSHA any workplace incident that results in a fatality or the hospitalization of three or more employees</i></p> <p>[Please note that the Agency is responsible for complying with this regulation in its entirety and that the above is only an excerpt from the regulation. The agency is responsible for knowing, implementing, and obtaining copies of the other paragraphs referenced in the above excerpt.]</p>	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.3 OSHA 300 Log	5.3 The Agency will comply with OSHA 29 CFR Sections 1904, 1904.4 and 1904.7 (and all applicable sub-chapters): Recording Criteria	<p>5.3 The Agency will comply with OSHA 29 CFR Sections 1904, 1904.4 and 1904.7 (and all applicable sub-chapters):</p> <p>1904.4(a)</p> <p><i>Basic requirement.</i> Each employer required by this Part to keep records of fatalities, injuries, and illnesses must record each fatality, injury and illness that:</p> <p>1904.4(a)(1)</p> <p style="padding-left: 40px;">Is work- related; and</p> <p>1904.4(a)(2)</p> <p style="padding-left: 40px;">Is a new case; and</p> <p>1904.4(a) (3)</p> <p style="padding-left: 40px;">Meets one or more of the general recording criteria of § 1904.7 or the application to specific cases of § 1904.8 through § 1904.12</p> <p>1904.7</p> <p><i>Basic requirement.</i> You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.</p> <p>Please note that the Agency is responsible for complying with this regulation in its entirety and that the above is only an excerpt from the regulation. The agency is responsible for knowing, implementing, and obtaining copies of the other paragraphs referenced in the above excerpt.]</p>	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.4 Hazard Communication	5.4 The Agency will comply with 29 CFR Section 1910.1200: "Hazard Communication."	<p>5.4 (a) The Agency will comply with 29 CFR 1910.1200(e): "Written Hazard Communication Program," as amended 2/1996 which states:</p> <p>(1) <i>Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria specified in paragraphs (f), (g), and (h) of this section for labels and other forms of warning, material safety data sheets, and employee information and training will be met, and which also includes the following:</i></p> <p>(i) <i>A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas); and</i></p> <p>(ii) <i>The methods the employer will use to inform employees of the hazards of non-routine tasks [e.g. cleaning of reactor vessels] and the hazards associated with chemicals contained in unlabeled pipes in their work areas.</i></p> <p>(2) <i>"Multi-employer workplaces." Employers who produce, use, or store hazardous chemicals at a workplace in such a way that the employees of other employer(s) may be exposed (for example, employees of a construction contractor working on-site) shall additionally ensure that the hazard communication programs developed and implemented under this paragraph (e) include the following:</i></p> <p>(i) <i>The methods the employer will use to provide the other employer(s) on-site access to material safety data sheets for each hazardous chemical the other employer(s)' employees may be exposed to while working;</i></p>	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.4 Hazard Communication	5.4 The Agency will comply with 29 CFR Section 1910.1200: "Hazard Communication."	<p>5.4 (a) (continued)</p> <p><i>(ii) The methods the employer will use to inform the other employer(s) of any precautionary measures that need to be taken to protect employees during the workplace's normal operating conditions and in foreseeable emergencies; and,</i></p> <p><i>(iii) The methods the employer will use to inform the other employer(s) of the labeling system used in the workplace.</i></p> <p><i>(3) The employer may rely on an existing hazard communication program to comply with these requirements, provided that it meets the criteria established in this paragraph (e).</i></p> <p><i>(4) The employer shall make the written hazard communication program available, upon request, to employees, their designated representatives, the Assistant Secretary and the Director, in accordance with the requirements of 29 CFR 1910.1020 (e).</i></p> <p><i>(5) Where employees must travel between workplaces during a workshift, i.e., their work is carried out at more than one geographical location, the written hazard communication program may be kept at the primary workplace facility.</i></p> <p>[Please note that the Agency is responsible for complying with this regulation in its entirety and that the above is only an excerpt from the regulation. The agency is responsible for knowing, implementing, and obtaining copies of the other paragraphs referenced in the above excerpt.]</p>	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.4 Hazard Communication	5.4 The Agency will comply with 29 CFR Section 1910.1200: "Hazard Communication."	<p>5.4 (b) The Agency will comply with 29 CFR 1910.1200(h): "Employee information and training," which states:</p> <p>(1) <i>Employers shall provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard the employees have not previously been trained about is introduced into their work area. Information and training may be designed to cover categories of hazards (e.g., flammability, carcinogenicity) or specific chemicals. Chemical-specific information must always be available through labels and material safety data sheets.</i></p> <p>(2) <i>"Information." Employees shall be informed of:</i> <i>(i) The requirements of this section;</i> <i>(ii) Any operations in their work area where hazardous chemicals are present;</i> <i>(iii) The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets required by this section.</i></p> <p>(3) <i>"Training." Employee training shall include at least:</i> <i>(i) Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);</i> <i>(ii) The physical and health hazards of the chemicals in the work area;</i></p>	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.4 Hazard Communication	5.4 The Agency will comply with 29 CFR Section 1910.1200: "Hazard Communication."	<p>5.4 (b) (continued)</p> <p>(iii) <i>The measures employees can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and</i></p> <p>(iv) <i>The details of the hazard communication program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.</i></p> <p>[Please note that the Agency is responsible for complying with this regulation in its entirety and that the above is only an excerpt from the regulation. The agency is responsible for knowing, implementing, and obtaining copies of the other paragraphs referenced in the above excerpt.]</p>	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation
5.5 Local Fire Codes	5.5 All services are provided in buildings that meet local fire codes. Documentation of annual fire marshal inspections is kept centrally by the Agency. If the local fire authority declines the request for inspection, this is documented and the Agency will conduct its own inspection.	5.5 (a) The Fire Marshal conducts annual inspections of all buildings in which services are provided. In the event that the Fire Marshal declines the request for inspections, the Agency may employ an outside firm to provide an inspection.	<ul style="list-style-type: none"> ● Review of documentation of Fire Marshal/Agency Employed Inspection ● Interviews with staff ● Other documentation
		5.5 (b) The Agency maintains documentation of annual Fire Marshal inspections in a central location.	<ul style="list-style-type: none"> ● Review of documentation of Fire Marshal/Agency Employed Inspection ● Interviews with staff ● Other documentation
5.6 Means of Egress	5.6 All facilities will provide a safe means of egress from fire and other emergencies.	5.6 (a) Every building or structure, new or old, designed for human occupancy, will be provided with exits sufficient to permit the prompt escape of occupants in case of fire or other emergency. The design of exits and other safeguards will be such that reliance for safety in case of fire or other emergency will not depend solely on any single safeguard.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.6 Means of Egress	5.6 All facilities will provide a safe means of egress from fire and other emergencies.	5.6 (b) In every building or structure, exits will be so arranged and maintained as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation
		5.6 (c) Every exit will be clearly visible or the route to reach it will be conspicuously indicated to the occupants.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation
5.7 First Aid Supplies	5.7 The Agency will ensure that first-aid supplies are readily available.	5.7 (a) Each service facility will maintain a first-aid kit with sufficient supplies to handle most basic emergencies.	<ul style="list-style-type: none"> ● Refer to the RWGA First Aid Supplies Policy and Procedure ● Review of Agency First Aid kit
		5.7 (b) All vehicles utilized to transport clients will maintain a first-aid kit with sufficient supplies to handle most basic emergencies.	<ul style="list-style-type: none"> ● Refer to the RWGA First Aid Supplies Policy and Procedure ● Review of Agency First Aid kit
5.8 Fire Drills	5.8 Fire drills are held at least quarterly for service facilities.	5.8 (a) The Agency will ensure that fire drills are held at least quarterly or as required under applicable licensing or accreditation (JCAHO) body for service facilities.	<ul style="list-style-type: none"> ● Review of documentation of fire drills ● Interviews with staff ● Review of Agency P&P ● Other documentation
		5.8 (b) The Agency will maintain documentation of fire drills.	<ul style="list-style-type: none"> ● Review of documentation of fire drills ● Interviews with staff ● Review of Agency P&P ● Other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.9 Emergency Action and Fire Prevention Plan	5.9 The Agency will develop a written emergency action and fire prevention plan which covers actions employers and employees must take to ensure both employee and client safety from fire and other emergencies. See criteria for minimum elements to be included in the plan.	5.9 (a) Agency emergency action and fire prevention plan contains emergency escape procedures and emergency escape route assignments.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation
		5.9 (b) Agency emergency action and fire prevention plan contains procedures to account for all employees after emergency evacuation has been completed.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation
		5.9 (c) Agency emergency action and fire prevention plan contains procedure for reporting fires and other emergencies.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation
		5.9 (d) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan. (Agency Fire Marshall).	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation
		5.9 (e) The Agency will establish an employee alarm system which complies with 29 CFR 1910.165.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation
		5.9 (f) The Agency will establish in the emergency action plan the types of evacuation to be used in emergency circumstances.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation
		5.9 (g) Before implementing the emergency action and fire prevention plan, the Agency will designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. (One for every ten FTE's).	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Review of other documentation

CHAPTER 5

ENVIRONMENTAL SAFETY AND SANITATION

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5.10 Fire Equipment Inspection	5.10 The Agency will maintain and inspect, at least annually, fire-fighting equipment to ensure the safe operational condition of the equipment.	5.10 (a) Portable fire extinguishers and respirators will be inspected at least monthly.	<ul style="list-style-type: none"> ● Review of documentation of inspections ● Interviews with staff ● Tour of facility
		5.10 (b) Fire-fighting equipment that is damaged or unserviceable will be removed from service and replaced.	<ul style="list-style-type: none"> ● Review of documentation of inspections ● Interviews with staff ● Tour of facility ● Other documentation
5.11 Fire Training and Education	5.11 Where the Agency has provided portable fire extinguishers for employee use in the workplace, the Agency will also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.	5.11 (a) The Agency will provide training to all staff annually.	<ul style="list-style-type: none"> ● Review of documentation of training ● Interviews with staff ● Other documentation
		5.11 (b) The Agency will provide training to new staff within 60 days of employment and at least annually thereafter.	<ul style="list-style-type: none"> ● Review of documentation of training ● Interviews with staff ● Other documentation
		5.11 (c) The Agency will maintain documentation of training.	<ul style="list-style-type: none"> ● Review of documentation of training ● Interviews with staff ● Other documentation
5.12 Repair and Maintenance	5.12 The following are maintained in good repair: building interiors and exteriors; building furnishings; appliances and equipment, including vehicles; mechanical systems (e.g. heating, cooling, electrical, plumbing).	5.12 (a) The Agency maintains building interiors and exteriors in good repair.	<ul style="list-style-type: none"> ● Review of documentation of maintenance and/or repairs ● Review of reports ● Interviews with staff ● Tour of facility ● Other documentation
		5.12 (b) The Agency maintains building furnishings in good repair.	<ul style="list-style-type: none"> ● Review of documentation of maintenance and/or repairs ● Review of reports ● Interviews with staff ● Tour of facility ● Other documentation
		5.12 (c) The Agency maintains appliances and equipment, including vehicles, in good repair.	<ul style="list-style-type: none"> ● Review of documentation of maintenance and/or repairs ● Review of reports ● Interviews with staff ● Tour of facility ● Other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.12 Repair and Maintenance	5.12 The following are maintained in good repair: building interiors and exteriors; building furnishings; appliances and equipment, including vehicles; mechanical systems (e.g. heating, cooling, electrical, plumbing).	5.12 (d) The Agency maintains mechanical systems (e.g. heating, cooling, electrical, plumbing).	<ul style="list-style-type: none"> ● Review of documentation of maintenance and/or repairs ● Review of reports ● Interviews with staff ● Tour of facility ● Other documentation
5.13 Food Service Inspection	5.13 All Agencies providing food services that require an inspection from the City/County will maintain current documentation of their compliance with the Houston Food Ordinance or the Rules on Food Service Sanitation set forth by the Texas Department of Health.	5.13 The Agency will ensure that it maintains current documentation from the respective authority (City/County Food Inspection Consumer Health) of the inspection reports and the Agency's compliance with ordinances, laws, rules, and regulations.	<ul style="list-style-type: none"> ● Review of documentation of inspection and/or compliance with ordinance/rules ● Interviews with staff ● Review of other documentation
5.14 Food Care	5.14 The Agency will ensure food care is maintained in accordance with the Rules on Food Service Sanitation set forth by the Texas Department of Health. See criteria for minimum elements to be included.	5.14 (a) Food supplies will be in sound condition, free from spoilage, filth, or other contamination, and will be safe for human consumption.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation
		5.14 (b) Food will be protected from potential contamination.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation
		5.14 (c) The Agency will ensure the following: <ul style="list-style-type: none"> ● Food, whether raw or prepared, if removed from the container or package in which it was obtained, will be stored in a clean, covered container except during necessary periods of preparation or service. ● Refrigeration facilities will be provided to assure the maintenance of all potentially hazardous food at required temperatures during storage. ● Hot food storage facilities will be provided to ensure the maintenance of food at the required temperature during storage. 	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.14 Food Care	5.14 The Agency will ensure food care is maintained in accordance with the Rules on Food Service Sanitation set forth by the Texas Department of Health. See criteria for minimum elements to be included.	5.14 (d) Food will be prepared with the least possible manual contact, with suitable utensils, and on surfaces that prior to use have been cleaned, rinsed and sanitized to prevent cross-contamination.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation
		5.14 (e) During transportation, food and food utensils will be kept in covered containers or completely wrapped or packaged so as to be protected from contamination.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation
5.15 Food Personnel	5.15 The Agency will ensure food personnel are in compliance with the Rules on Food Service Sanitation set forth by the Texas Department of Health. The following elements, at a minimum, will be covered. See Criteria.	5.15 (a) No persons, while infected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, an infected wound, or an acute respiratory infection, will work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces with pathogenic organisms or transmitting disease to other persons.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation
		5.15 (b) Employees will thoroughly wash their hands and the exposed portions of their arms with soap and warm water before starting work, during work as often as is necessary to keep them clean, and after smoking, eating, drinking, or using the toilet.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation
		5.15 (c) Employees will wear clean clothing and utilize hair restraints to prevent contamination of food or food-contact surfaces.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation
5.16 Cleaning, Sanitization and Storage of Equipment and Utensils	5.16 The Agency will ensure equipment and utensils are cleaned and sanitized in accordance with the Rules on Food Service Sanitation set forth by the Texas Department of Health. See criteria for minimum elements to be included.	5.16 (a) Tableware will be washed, rinsed, and sanitized after each use.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with Staff ● Tour of facility ● Other documentation
		5.16 (b) To prevent cross-contamination, kitchenware and food-contact surfaces of equipment will be washed, rinsed, and sanitized after each use and following any interruption of operations during which time contamination may have occurred.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with Staff ● Tour of facility ● Other documentation
		5.16 (c) Cleaned and sanitized equipment and utensils will be handled in a way that protects them from contamination.	<ul style="list-style-type: none"> ● Review of Agency P&P ● Interviews with staff ● Tour of facility ● Other documentation

CHAPTER 5 ENVIRONMENTAL SAFETY AND SANITATION

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5.17 General Sanitation	5.17 All places of employment will be kept clean to the extent that the nature of the work allows.	5.17 (a) To facilitate cleaning, every floor, working place, and passageway will be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation
		5.17 (b) All lavatories will be provided with hot and cold running water, soap, and hand towels.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation
		5.17 (c) Receptacles constructed of smooth, corrosion resistant, easily cleanable, or disposable materials, will be provided and used for the disposal of waste food.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation
		5.17 (d) No Food or beverage will be stored in toilet rooms or in an area exposed to toxic waste.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation
		5.17 (e) No employee will be allowed to consume food or beverage in a toilet room or in any area exposed to toxic waste.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation
		5.17 (f) Every enclosed workplace will be constructed, equipped, and maintained, so far as reasonably practicable, as to prevent the entrance or harborage of rodents, insects, and other varmints.	<ul style="list-style-type: none"> ● Tour of facility ● Interviews with staff ● Other documentation