

ANNEX I

MINIMUM SAFETY AND HEALTH REQUIREMENTS FOR WORKPLACES USED FOR THE FIRST TIME, AS REFERRED TO IN ARTICLE 3 OF THE DIRECTIVE

1. **Preliminary note**

The obligations laid down in this Annex apply whenever required by the features of the workplace, the activity, the circumstances or a hazard.

2. **Stability and solidity**

Buildings which house workplaces must have a structure and solidity appropriate to the nature of their use.

3. **Electrical installations**

Electrical installations must be designed and constructed so as not to present a fire or explosion hazard; persons must be adequately protected against the risk of accidents caused by direct or indirect contact.

The design, construction and choice of material and protection devices must be appropriate to the voltage, external conditions and the competence of persons with access to parts of the installation.

4. **Emergency routes and exits**

4.1. Emergency routes and exits must remain clear and lead as directly as possible to the open air or to a safe area.

4.2. In the event of danger, it must be possible for workers to evacuate all workstations quickly and as safely as possible.

4.3. The number, distribution and dimensions of the emergency routes and exits depend on the use, equipment and dimensions of the workplaces and the maximum number of persons that may be present.

4.4. Emergency doors must open outwards.

Sliding or revolving doors are not permitted if they are specifically intended as emergency exits.

Emergency doors should not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency.

4.5. Specific emergency routes and exits must be indicated by signs in accordance with the national regulations transposing Directive 77/576/EEC⁽¹⁾ into law.

Such signs must be placed at appropriate points and be made to last.

4.6. Emergency doors must not be locked.

The emergency routes and exits, and the traffic routes and doors giving access to them, must be free from obstruction so that they can be used at any time without hindrance.

4.7. Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in case the lighting fails.

5. **Fire detection and fire fighting**

Status: EU Directives are being published on this site to aid cross referencing from UK legislation. After IP completion day (31 December 2020 11pm) no further amendments will be applied to this version.

5.1. Depending on the dimensions and use of the buildings, the equipment they contain, the physical and chemical properties of the substances present and the maximum potential number of people present, workplaces must be equipped with appropriate fire-fighting equipment and, as necessary, with fire detectors and alarm systems.

5.2. Non-automatic fire-fighting equipment must be easily accessible and simple to use.

The equipment must be indicated by signs in accordance with the national regulations transposing Directive 77/576/EEC into law.

Such signs must be placed at appropriate points and be made to last.

6. Ventilation of enclosed workplaces

6.1. Steps shall be taken to see to it that there is sufficient fresh air in enclosed workplaces, having regard to the working methods used and the physical demands placed on the workers.

If a forced ventilation system is used, it shall be maintained in working order.

Any breakdown must be indicated by a control system where this is necessary for workers' health.

6.2. If air-conditioning or mechanical ventilation installations are used, they must operate in such a way that workers are not exposed to draughts which cause discomfort.

Any deposit or dirt likely to create an immediate danger to the health of workers by polluting the atmosphere must be removed without delay.

7. Room temperature

7.1. During working hours, the temperature in rooms containing workplaces must be adequate for human beings, having regard to the working methods being used and the physical demands placed on the workers.

7.2. The temperature in rest areas, rooms for duty staff, sanitary facilities, canteens and first aid rooms must be appropriate to the particular purpose of such areas.

7.3. Windows, skylights and glass partitions should allow excessive effects of sunlight in workplaces to be avoided, having regard to the nature of the work and of the workplace.

8. Natural and artificial room lighting

8.1. Workplaces must as far as possible receive sufficient natural light and be equipped with artificial lighting adequate for the protection of workers' safety and health.

8.2. Lighting installations in rooms containing workplaces and in passageways must be placed in such a way that there is no risk of accident to workers as a result of the type of lighting fitted.

8.3. Workplaces in which workers are especially exposed to risks in the event of failure of artificial lighting must be provided with emergency lighting of adequate intensity.

9. Floors, walls, ceilings and roofs of rooms

9.1. The floors of workplaces must have no dangerous bumps, holes or slopes and must be fixed, stable and not slippery.

Workplaces containing workstations must be adequately insulated, bearing in mind the type of undertaking involved and the physical activity of the workers.

9.2. The surfaces of floors, walls and ceilings in rooms must be such that they can be cleaned or refurbished to an appropriate standard of hygiene.

9.3. Transparent or translucent walls, in particular all-glass partitions, in rooms or in the vicinity of workplaces and traffic routes must be clearly indicated and made of safety material or be shielded from such places or traffic routes to prevent workers from coming into contact with walls or being injured should the walls shatter.

9.4. Access to roofs made of materials of insufficient strength must not be permitted unless equipment is provided to ensure that the work can be carried out in a safe manner.

10. **Windows and skylights**

10.1. It must be possible for workers to open, close, adjust or secure windows, skylights and ventilators in a safe manner. When open, they must not be positioned so as to constitute a hazard to workers.

10.2. Windows and skylights must be designed in conjunction with equipment or otherwise fitted with devices allowing them to be cleaned without risk to the workers carrying out this work or to workers present in and around the building.

11. **Doors and gates**

11.1. The position, number and dimensions of doors and gates, and the materials used in their construction, are determined by the nature and use of the rooms or areas.

11.2. Transparent doors must be appropriately marked at a conspicuous level.

11.3. Swing doors and gates must be transparent or have see-through panels.

11.4. If transparent or translucent surfaces in doors and gates are not made of safety material and if there is a danger that workers may be injured if a door or gate should shatter, the surfaces must be protected against breakage.

11.5. Sliding doors must be fitted with a safety device to prevent them from being derailed and falling over.

11.6. Doors and gates opening upwards must be fitted with a mechanism to secure them against falling back.

11.7. Doors along escape routes must be appropriately marked.

It must be possible to open them from the inside at any time without special assistance.

It must be possible to open the doors when the workplaces are occupied.

11.8. Doors for pedestrians must be provided in the immediate vicinity of any gates intended essentially for vehicle traffic, unless it is safe for pedestrians to pass through; such doors must be clearly marked and left permanently unobstructed.

11.9. Mechanical doors and gates must function in such a way that there is no risk of accident to workers.

They must be fitted with easily identifiable and accessible emergency shut-down devices and, unless they open automatically in the event of a power failure, it must also be possible to open them manually.

Status: EU Directives are being published on this site to aid cross referencing from UK legislation. After IP completion day (31 December 2020 11pm) no further amendments will be applied to this version.

12. **Traffic routes — danger areas**

- 12.1. Traffic routes, including stairs, fixed ladders and loading bays and ramps, must be located and dimensioned to ensure easy, safe and appropriate access for pedestrians or vehicles in such a way as not to endanger workers employed in the vicinity of these traffic routes.
- 12.2. Routes used for pedestrian traffic and/or goods traffic must be dimensioned in accordance with the number of potential users and the type of undertaking.

If means of transport are used on traffic routes, a sufficient safety clearance must be provided for pedestrians.

- 12.3. Sufficient clearance must be allowed between vehicle traffic routes and doors, gates, passages for pedestrians, corridors and staircases.
- 12.4. Where the use and equipment of rooms so requires for the protection of workers, traffic routes must be clearly identified.
- 12.5. If the workplaces contain danger areas in which, owing to the nature of the work, there is a risk of the worker or objects falling, the places must be equipped, as far as possible, with devices preventing unauthorized workers from entering those areas.

Appropriate measures must be taken to protect workers authorized to enter danger areas.

Danger areas must be clearly indicated.

13. **Specific measures for escalators and travelators**

Escalators and travelators must function safely.

They must be equipped with any necessary safety devices.

They must be fitted with easily identifiable and accessible emergency shut-down devices.

14. **Loading bays and ramps**

- 14.1. Loading bays and ramps must be suitable for the dimensions of the loads to be transported.
- 14.2. Loading bays must have at least one exit point.

Where technically feasible, bays over a certain length must have an exit point at each end.

- 14.3. Loading ramps must as far as possible be safe enough to prevent workers from falling off.

15. **Room dimensions and air space in rooms — freedom of movement at the workstation**

- 15.1. Workrooms must have sufficient surface area, height and air space to allow workers to perform their work without risk to their safety, health or well-being.
- 15.2. The dimensions of the free unoccupied area at the workstation must be calculated to allow workers sufficient freedom of movement to perform their work.

If this is not possible for reasons specific to the workplace, the worker must be provided with sufficient freedom of movement near his workstation.

16. Rest rooms

- 16.1. Where the safety or health of workers, in particular because of the type of activity carried out or the presence of more than a certain number of employees, so require, workers must be provided with an easily accessible rest room.

This provision does not apply if the workers are employed in offices or similar workrooms providing equivalent relaxation during breaks.

- 16.2. Rest rooms must be large enough and equipped with an adequate number of tables and seats with backs for the number of workers.
- 16.3. In rest rooms appropriate measures must be introduced for the protection of non-smokers against discomfort caused by tobacco smoke.
- 16.4. If working hours are regularly and frequently interrupted and there is no rest room, other rooms must be provided in which workers can stay during such interruptions, wherever this is required for the safety or health of workers.

Appropriate measures should be taken for the protection of non-smokers against discomfort caused by tobacco smoke.

17. Pregnant women and nursing mothers

Pregnant women and nursing mothers must be able to lie down to rest in appropriate conditions.

18. Sanitary equipment

18.1. *Changing rooms and lockers*

- 18.1.1. Appropriate changing rooms must be provided for workers if they have to wear special work clothes and where, for reasons of health or propriety, they cannot be expected to change in another room.

Changing rooms must be easily accessible, be of sufficient capacity and be provided with seating.

- 18.1.2. Changing rooms must be sufficiently large and have facilities to enable each worker to lock away his clothes during working hours.

If circumstances so require (e.g. dangerous substances, humidity, dirt), lockers for work clothes must be separate from those for ordinary clothes.

- 18.1.3. Provision must be made for separate changing rooms or separate use of changing rooms for men and women.

- 18.1.4. If changing rooms are not required under 18.1.1, each worker must be provided with a place to store his clothes.

18.2. *Showers and washbasins*

- 18.2.1. Adequate and suitable showers must be provided for workers if required by the nature of the work or for health reasons.

Provision must be made for separate shower rooms or separate use of shower rooms for men and women.

- 18.2.2. The shower rooms must be sufficiently large to permit each worker to wash without hindrance in conditions of an appropriate standard of hygiene.

Status: EU Directives are being published on this site to aid cross referencing from UK legislation. After IP completion day (31 December 2020 11pm) no further amendments will be applied to this version.

The showers must be equipped with hot and cold running water.

- 18.2.3. Where showers are not required under the first subparagraph of 18.2.1, adequate and suitable washbasins with running water (hot water if necessary) must be provided in the vicinity of the workstations and the changing rooms.

Such washbasins must be separate for, or used separately by, men and women when so required for reasons of propriety.

- 18.2.4. Where the rooms housing the showers or washbasins are separate from the changing rooms, there must be easy communication between the two.

18.3. *Lavatories and washbasins*

Separate facilities must be provided in the vicinity of workstations, rest rooms, changing rooms and rooms housing showers or washbasins, with an adequate number of lavatories and washbasins.

Provision must be made for separate lavatories or separate use of lavatories for men and women.

19. **First aid rooms**

- 19.1. One or more first aid rooms must be provided where the size of the premises, type of activity being carried out and frequency of accidents so dictate.

- 19.2. First aid rooms must be fitted with essential first aid installations and equipment and be easily accessible to stretchers.

They must be signposted in accordance with the national regulations transposing Directive 77/576/EEC into law.

- 19.3. In addition, first aid equipment must be available in all places where working conditions require it.

This equipment must be suitably marked and easily accessible.

20. **Handicapped workers**

Workplaces must be organized to take account of handicapped workers, if necessary.

This provision applies in particular to the doors, passageways, staircases, showers, washbasins, lavatories and workstations used or occupied directly by handicapped persons.

21. **Outdoor workplaces (special provisions)**

- 21.1. Workstations, traffic routes and other areas or installations outdoors which are used or occupied by the workers in the course of their activity must be organized in such a way that pedestrians and vehicles can circulate safely.

Sections 12, 13 and 14 also apply to main traffic routes on the site of the undertaking (traffic routes leading to fixed workstations), to traffic routes used for the regular maintenance and supervision of the undertaking's installations and to loading bays.

Section 12 is also applicable to outdoor workplaces.

- 21.2. Workplaces outdoors must be adequately lit by artificial lighting if daylight is not adequate.

- 21.3. When workers are employed at workstations outdoors, such workstations must as far as possible be arranged so that workers:

Status: EU Directives are being published on this site to aid cross referencing from UK legislation. After IP completion day (31 December 2020 11pm) no further amendments will be applied to this version.

- (a) are protected against inclement weather conditions and if necessary against falling objects;
- (b) are not exposed to harmful noise levels nor to harmful external influences such as gases, vapours or dust;
- (c) are able to leave their workstations swiftly in the event of danger or are able to be rapidly assisted;
- (d) cannot slip or fall.

Status: EU Directives are being published on this site to aid cross referencing from UK legislation. After IP completion day (31 December 2020 11pm) no further amendments will be applied to this version.

- (1) OJ No L 229, 7. 9, 1977, p. 12.