

CHAPTER 29
SANITATION AND SHELTER RULES FOR RAILROAD EMPLOYEES

[Prior to 9/24/86, Labor, Bureau of[530]]

[Prior to 6/22/94, see 347—Chapter 52]

[Prior to 10/21/98, see 347—Ch 29]

875—29.1(88) Definitions. As used herein or in connection with these rules, the following terms shall mean:

29.1(1) *Bunk or section house.* Any building or portion thereof, excepting a family dwelling, in which persons employed by railroad companies are furnished sleeping or living accommodations.

29.1(2) *Caboose.* Any car or coach used on a train to carry the train crew.

29.1(3) *Camp car.* Any group of sleeping, dining, kitchen or recreation cars, on or off rail, furnished for the use of any one gang or group of employees.

29.1(4) *Commissioner.* The labor commissioner.

29.1(5) *Company.* A common carrier railroad company as an employer.

29.1(6) *Employee.* Any person employed by a company to which these rules apply.

29.1(7) *Dressing room.* A room used by employees either as a dressing room, or as a rest room, or for both purposes.

29.1(8) *Number of employees.* Unless otherwise specified, the maximum number of employees going on or coming off shift within any single hour.

29.1(9) *Railroads.* Common carrier railroads.

29.1(10) *Sanitary.* Free from or effective in preventing or checking agencies injurious to health, especially filth and infection.

29.1(11) *Station.* A location where freight or passenger traffic is ordinarily received and delivered and at which an employee is regularly assigned for duty.

29.1(12) *Terminal.* A location where engine and train crews in yard and train service and switchmen, switch tenders and car clerks are regularly required to report for or relieved from duty.

29.1(13) *Toilets.* Fixtures such as flush toilets, chemical closets, incinerator type toilets, or privies for the purpose of defecation, unless otherwise specified.

29.1(14) *Usual place of employment.* The place where an employee works with a reasonable measure of continuity throughout the major part of company service.

29.1(15) *Yards.* Yards, section headquarters, locomotive and car shops.

29.1(16) *Office work area.* A yard office, station, depot, terminal, or freight, baggage and express office which is a permanent or semipermanent stationary facility located on railroad property and a usual place of employment for the performance of clerical or work concerned with or identified with the office functions of the company.

875—29.2(88) Water supply.

29.2(1) *General specifications.* Water supplied for domestic and drinking purposes under these regulations shall meet the standards of the Iowa department of public health. Cross-connections between a potable and nonpotable water supply are prohibited.

29.2(2) *Drinking water.*

a. An adequate supply of cool, clean, sanitary water, satisfactory for drinking purposes, shall be made available to all employees. Drinking water shall be obtained only from sources approved by the state department of health or an approved water line.

b. When necessary, this water shall be provided in suitable, clean, sterilized and sanitary containers conveniently placed for the use of employees, but not in toilet rooms. Each container shall be equipped with an approved type of fountain, approved faucet or other approved dispenser.

c. All containers used to furnish drinking water shall be thoroughly cleansed and sterilized as often as necessary to ensure a clean and sanitary water supply.

d. The common drinking cup for public use is prohibited; either single-service containers or drinking fountains with sanitary angle head shall be used in lieu thereof.

29.2(3) Required locations.

a. Running facilities. Drinking water which meets the specifications of 29.2(1) and 29.2(2) shall be provided on the following equipment when in use and when offered for use at terminals having servicing or replenishing facilities:

- (1) All locomotives.
- (2) Baggage and express cars (where employees are assigned for work en route).
- (3) Cabooses.
- (4) Camp cars.

b. Stationary facilities. Drinking water, according to the general specifications shall be made available at the following locations:

- (1) All terminals.
- (2) All yard offices.
- (3) All stations.
- (4) All freight, baggage, and express offices (located on railroad property).
- (5) All shops and engine houses.
- (6) All bunk or section houses and section headquarters.
- (7) All lunchrooms located on railroad property.
- (8) All permanent watchmen shelters at public highway crossings.
- (9) All maintenance-of-way camps.
- (10) All office work areas.

29.2(4) Washing facilities.

a. General specifications—wash basins—lavatories.

- (1) Wash basins or lavatories shall be made of vitrified glazed earthenware, vitreous enameled metal, or other smooth-finished material, impervious to moisture.
- (2) Twenty-four inches of trough or circular wash basin shall be considered the equivalent of one wash basin. The trough or circular wash basins shall not be equipped with a plug or stopper.
- (3) Spring-closing, hand-operated faucets are prohibited in trough wash sinks or circular basins.

b. Wash basins—availability.

(1) An adequate number of wash basins or lavatories for maintaining personal cleanliness shall be provided within reasonable access for all employees normally assigned to work at the following locations: all terminals, all yard offices, all stations, all freight, baggage and express offices (located on railroad property), all shops and engine houses, all lunchrooms located on railroad property and at all bunk or section houses.

(2) There shall be provided one lavatory for every 10 employees (men or women) or portion thereof, up to 100 persons; and over 100 persons, one lavatory for each additional 15 persons or portion thereof.

- (3) At least one wash basin shall be located in or adjacent to each toilet room.

c. Wash basins—supplies.

- (1) Hot and cold running water, preferably a combination, shall be supplied to wash basins.
- (2) Mechanical drying facilities or individual towels, either paper or cloth, shall be provided. (The use of common towels is prohibited.)
- (3) Waste receptacles shall be provided for used paper towels.
- (4) Soap or other suitable cleansing agent shall be supplied at each wash basin.
- (5) All supplies shall be adequate to meet the needs for which they are intended, and shall be so maintained by the employer.

(6) Employees shall exercise care to see that unnecessary waste of supplies does not occur.

29.2(5) Showers, locker rooms, dressing rooms and lockers.

a. Showers.

(1) Showers shall be required when in the judgment of the division of labor services such facilities are necessary at specified locations to protect employees whose work involves exposure to poisonous, infectious or irritating material or to excessive dirt, heat fumes or vapors or other materials or substances injurious to health. Such shower facilities shall be provided in conjunction with adequate and necessary locker or dressing room facilities.

(2) Showers shall be provided with a spray fixture connected to an ample supply and pressure of hot and cold water, preferably mixed by a mixing valve.

(3) Each shower room or compartment shall be constructed of material impervious to moisture.

(4) Each shower compartment shall be not less than 36 inches in width and 36 inches in depth.

b. Lockers or dressing rooms.

(1) In all places of employment where, because of the nature of the work, it is necessary to change clothing, a locker room shall be provided separated from toilet rooms by solid partitions and doors. Such locker rooms shall have not less than 80 square feet of floor space per ten employees, or fraction, and for each additional employee not less than 4 additional square feet shall be added thereto. Necessary furniture such as benches and tables shall be provided.

(2) Such locker or dressing rooms shall be properly lighted, heated to a minimum of 65°F and adequately ventilated. Where practicable cross-ventilation shall be provided.

c. Lockers. In all places of employment where the nature of the employment requires a change of clothing, individual metal lockers shall be provided. The dimensions of metal lockers shall be not less than 12 inches wide, 18 inches deep and 72 inches high, exclusive of legs or other base. The lockers shall be equipped with a shelf and with not less than one clothes hook for each side or equivalent hanger bar, and also sufficient openings in the door for purposes of ventilation. Wooden lockers are prohibited.

d. Separate facilities for women.

(1) In instances where women or girls are employed in such activities, the showers, lockers and dressing rooms used by them shall be separate and apart from those used by the men and boys.

(2) These shall have separate entrances and exits and shall be so marked.

875—29.3(88) Toilets.

29.3(1) General.

a. Where running water and sewer or septic tank connections are reasonably available, flush-type toilets and urinals shall be maintained.

b. Chemical toilets or privies may only be used where it is impractical to install inside toilet or urinal facilities.

c. No privy, urinal, cesspool, septic tank or other receptacle for human excrement shall be constructed, maintained or used, except those maintained on moving equipment, which directly or indirectly drains or discharges over, into or upon the surface of the grounds, or into the waters of the state, either directly or indirectly, unless the contents of such urinal, cesspool, septic tank or receptacle for human excrement are subjected to some recognized sterilization treatment approved by the Iowa department of public health.

29.3(2) Water closets.

a. Every flush toilet shall have a rim flush bowl or be so constructed as to prevent the accumulation of fecal matter on the bowl. The bowl shall be constructed of vitrified glazed earthenware, enameled metal, or other smooth-finished material impervious to moisture.

b. Every such bowl shall be so installed that the surroundings and floor space can be easily cleaned.

c. No pan, plunger or wash-out water closets are permitted except that pan or double-pan types are permitted for running facilities.

d. Every flush toilet shall have a separate hinged seat made of a material, other than metal, which does not absorb moisture or which shall be finished with varnish or other substances resistant to moisture.

29.3(3) Urinals.

a. Every urinal shall be made of vitrified glazed earthenware, enameled metal or other smooth-finished material impervious to moisture.

b. Every urinal shall be located within a toilet room.

c. Twenty-four inches of trough urinal shall be equivalent to an individual urinal.

d. Wherever a slab urinal is installed, the floor, for a distance of not less than 24 inches in front of the urinal shall be sloped toward the urinal drain, and adequate splash guards shall be installed.

e. Every urinal shall be flushed from a water-supplied tank or through valve, and flush valves shall be installed with an approved backflow preventer. Every such tank shall furnish an adequate quantity of

water for each discharge for every fixture. In place of such discharge from a tank or flush valve, water may be allowed to run continuously over slab or trough urinals.

f. Clear floor space allowed for each urinal or its equivalent shall be not less than two feet in width; adequate passage shall be allowed.

29.3(4) *Chemical toilets.* All chemical toilets installed must be of a type approved by the division of labor services. Containers shall be charged with chemical solution of proper strength and their contents shall be agitated daily with proper devices provided for that purpose. When containers are more than two-thirds full, the contents shall be disposed of in an approved manner, such as by burial or into a public sewer system. The stacks connecting the seats with the containers shall be cleaned as often as is necessary to keep them in a clean and sanitary condition.

29.3(5) *Incinerator toilets.* An incinerator toilet may be described as containing a receptacle for toilet waste to which intense heat is applied obtained from electrical current, gas or some heat-producing agent.

a. All incinerator toilets used on railroad equipment in the state of Iowa must be of a type approved by the division of labor services.

b. The installation and method of venting must be approved by the division of labor services.

c. Clear and concise instructions must be provided by the railroad company to ensure that the units are operated correctly.

29.3(6) *Privies.*

a. All privies shall be located so as to avoid contaminating any water of the state.

b. A suitable approach, such as concrete, gravel or cinder walk shall be provided.

c. Privies shall be constructed and maintained insect and rodent proof.

d. Every privy shall be provided with a door and such door shall be self-closing.

e. The lids over the seats shall be so constructed as to fall into a closed position when the seat is not occupied.

f. The pit or vault shall be ventilated to the outside air by means of a stack protected at its outlet and by screens.

g. Individual seats shall be provided in accordance with the ratio hereinafter set forth.

29.3(7) *Toilet rooms—specifications for.*

a. Separation.

(1) No toilet room shall have direct communication with any room in which unwrapped food products are prepared, stored, handled or sold, unless separated from said room by a self-closing door maintained in operating condition.

(2) Separate toilet facilities shall be provided for each sex, and each toilet room shall be plainly marked by a sign reading “MEN” or “WOMEN”, as the case might be.

(3) There shall be no direct connection between toilet rooms for men and women. Each shall have a separate entrance, and each door leading thereto shall have an automatic closing device maintained in operating condition.

b. Compartments. Each water closet in toilet rooms containing more than one water closet, or water closets, together with one or more urinals, shall be in an individual compartment.

c. Ventilation. Every toilet room shall be adequately ventilated.

d. Lighting. All toilet facilities shall be clearly lighted at all times during working hours.

e. Heating. Except privies, every toilet room shall be kept adequately heated.

f. Screens. All windows, ventilators and other openings, shall be screened to prevent the entrance of insects. Toilet rooms shall be kept free of insects and vermin.

29.3(8) *Toilets—number required—general.*

a. Adequate toilet facilities shall be provided for all employees, and for each sex. Such facilities shall be conveniently located and accessible and shall be maintained in a usable and sanitary condition at all times.

b. The following table shall be used as a guide in determining the adequacy of toilet facilities.

| Number of Employees | Minimum Number of Facilities |
|---------------------|-----------------------------------------|
| 1 to 10 persons | 1 toilet |
| 11 to 24 persons | 2 toilets |
| 25 to 49 persons | 3 toilets |
| 50 to 74 persons | 4 toilets |
| 75 to 100 persons | 5 toilets |
| Over 100 | 1 toilet for each additional 30 persons |

c. Whenever urinals are provided, one urinal may be substituted for one toilet, provided the number of toilets shall not be reduced to less than two-thirds of the number shown in the foregoing table.

29.3(9) Toilets—supplies.

a. *Toilet paper.* An adequate supply of toilet paper with holder shall be supplied by the employer for each toilet.

b. *Sanitary napkins.* In all toilet rooms used by women the company shall permit the installation of dispensing machines for sanitary napkins.

29.3(10) Toilets—location of and type.

a. *Running facilities.* Flush type, chemical type or incinerator type toilets shall be provided on the following running facilities.

- (1) All locomotives except when used in yard service or as unmanned auxiliary units.
- (2) Baggage and express cars where employees are required to work en route.
- (3) Cabooses.

b. *Stationary facilities.* Appropriate type toilets, according to the specifications herein, shall be provided and made accessible to all employees at the following locations:

- (1) All terminals.
- (2) All yard offices.
- (3) All stations or depots.
- (4) All freight, baggage and express offices (located on railroad property).
- (5) All engine houses and shops.
- (6) All bunk or section houses and section headquarters.
- (7) Lunchrooms located on railroad property.
- (8) All maintenance-of-way camps.
- (9) Crossing watchman locations, where practicable, and where such facilities are not otherwise readily and conveniently located.
- (10) All office work areas.

875—29.4(88) Eating places and lunchrooms.

29.4(1) Eating places.

a. Whenever practicable and at all permanent and semipermanent installations, an acceptable place, maintained in clean and sanitary condition, with adequate space for eating meals shall be provided for employees who bring their meals to their place of employment, or eat their meals prepared at the camp facilities.

b. Eating places shall be so constructed as to permit their being readily cleaned, and they shall be kept clean, in good repair and free of rodents, insects and vermin.

c. Kitchen cars or other camp facilities shall have adequate equipment for the sanitary preparation, cooking and refrigeration of food.

29.4(2) Lunchrooms.

a. In lunchrooms where food is served for employees, the food, equipment, and facilities shall be subject to the same inspection and regulation as is required in public eating places, generally consistent with the rules of the state pertaining to public food establishments.

b. Employees and workers handling and serving food in such places shall be subject generally to those rules of the state which are necessary to the sanitary handling of food.

c. Concessionaire facilities provided by the company in lieu of direct company operation shall comply with these rules with respect to adequate space, adequate food handling facilities and cleanliness.

d. Adequate table and seating facilities shall be provided for the maximum number of employees using the room at any one time.

29.4(3) Lunchrooms and eating places—additional requirements.

a. General. The minimum area of lunchrooms, or the amount of space to be added to that required for a locker room where a lunchroom is not provided, shall be based upon the maximum number of employees using the room or added space at any one time, generally in accordance with the following table:

| Number of Employees | Square Feet Per Employee |
|---------------------|--------------------------|
| 25 and less | 13 |
| 26 to 74 | 12 |
| 75 to 149 | 11 |
| 150 and over | 10 |

b. Ventilation. Every eating place and lunchroom shall be adequately ventilated. Where practicable cross-ventilation shall be provided.

c. Lighting. All lunchrooms shall be clearly lighted at all times during hours of use.

d. Heating. Every lunchroom shall be kept reasonably heated at all times.

e. Screens. The windows, ventilators and doors opening to the outside of all lunchrooms shall be properly screened during the season when insects are prevalent.

f. Waste disposal. One or more covered receptacles, as may be necessary, shall be furnished in lunchroom and eating places for the disposal of waste food and other waste matter. Such containers shall be emptied regularly and cleaned as often as is necessary. The area where the receptacles are kept shall be maintained free of litter occurring from the possible overflow of such receptacles.

875—29.5(88) Sleeping accommodations.

29.5(1) Running facilities. Camp cars, other than passenger coaches, furnished for sleeping purposes, shall provide at least 50 square feet of floor space for each person with a ceiling height of not less than 7 feet, except where double bunks are used, at least 30 square feet of floor space shall be provided for each person so accommodated. Where passenger coaches are furnished, the division of labor services may designate the number of persons to be housed in each coach.

a. Walls, floors and ceilings shall be so constructed as to permit them to be readily cleaned.

b. Exterior windows and doors shall be weather stripped during the cold weather.

c. Screens shall be provided during the season when insects are prevalent for outer doors and windows.

d. Heating facilities and adequate fuel shall be provided with which employees may maintain a comfortable temperature as weather conditions may require.

e. Lighting by windows or acceptable artificial illumination shall be provided.

f. Ventilation shall be provided by windows opening directly to the outside air.

g. Beds, bunks or cots with proper mattresses shall be provided. Such beds, bunks or cots shall be raised at least 12 inches above the floor and be located 2 feet or more from the side of any other bed, bunk or cot located in the same room, and have at least 27 inches of clear space above it.

29.5(2) Stationary facilities.

a. Dormitories or bunk rooms shall be of such area as to provide at least 50 square feet of floor area for each person, except where double bunks are used, at least 30 square feet of floor space shall be provided for each person so accommodated. The headroom of dormitories or bunk rooms shall be at least 7 feet.

b. Specifications for walls, floors and ceilings, lockers, drinking water, toilet accommodations, washing facilities, ventilation, lighting, heat, weather stripping, screening, beds, bunks or cots as described in running facilities of this rule shall apply to stationary facilities.

875—29.6(88) Cleanliness and maintenance.

29.6(1) General specifications.

a. The company shall provide for the cleanliness and maintenance of the facilities, fixtures and appurtenances referred to in these regulations. Said fixtures shall be maintained in proper working order when offered for use.

b. Frequency of regular and thorough cleansing shall be determined in each case by the amount of traffic; and in all instances the frequency of cleaning shall be adequate to keep said facilities, fixtures and appurtenances free from vermin and rodents and clean and wholesome at all times.

c. Toilet rooms and washrooms shall not be used for storage. Posters or signs shall be placed in toilet rooms requesting cooperation of employees in keeping the premises clean.

29.6(2) Floors. Floors shall be maintained in a clean and, so far as practicable, dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats or other dry standing places shall be provided wherever practicable.

29.6(3) Screens. Screens required by these rules shall be of 16 mesh or equal.

29.6(4) Cuspidors. Where cuspidors are used, they shall be of such construction as to be cleanable and shall be kept in a clean condition.

29.6(5) Receptacles for waste. Suitable receptacles shall be provided and used for the storage of waste and refuse and shall be maintained in a sanitary condition. Receptacles used for moist or liquid waste shall be made of metal or glazed earthenware, or be metal-lined, and shall not leak. They shall be kept covered and shall be washed out as often as necessary to keep them clean.

29.6(6) Removal of sweepings, waste and refuse. All sweepings, waste and refuse shall be removed in such a manner as to avoid raising dust and as often as necessary to keep all rooms used by employees clean.

29.6(7) Yard servicing areas. Toilet waste shall not be discharged onto the ground surface from railroad cars within servicing areas of yards. Such areas shall be kept free of refuse, litter, debris, vermin and rodents.

29.6(8) Yard repair areas. Where work is performed in repair yards or on repair tracks in the open or in open sheds of pits, adequate drainage shall be provided. This waste shall not drain into any water of the state, nor contaminate the ground surface, but must be disposed of in a manner approved by the Iowa department of public health.

29.6(9) Running facilities.

a. Locomotives and yard diesels. During use, the cabs on locomotives shall be heated to a minimum of 50°F at floor level.

(1) When necessary to comply with 29.6(1) "a" and 29.6(1) "b" herein, all locomotives shall have their floors and toilets cleaned and their windows washed when offered for use at terminals having servicing facilities.

(2) When required by the season of the year, doors and windows of all locomotives shall be equipped with adequate protection to occupants from the elements by means of weather stripping, or other device sufficient to provide equally adequate protection.

b. Caboose.

(1) Caboose shall be maintained in a clean and sanitary condition.

(2) When required by the season of the year, doors and windows of cabooses shall be equipped with adequate weather stripping.

(3) When necessary to comply with 29.6(1) "a" and 29.6(1) "b" herein, cabooses shall have their toilets cleaned and their windows washed when offered for use at terminals having servicing facilities.

(4) Every caboose used in any train in this state, regardless of service, shall be provided with a stove or other adequate means of heating. A sufficient supply of fuel for the trip or shift shall be provided. Cabooses shall be heated to a minimum of 50°F at floor level.

c. Running facilities shall be equipped with shatterproof glass.

29.6(10) Stationary facilities.

a. *Bed linen.* Where bed linen is furnished by the railroad it shall be changed and fresh clean linen supplied at least once a week or for each new occupant.

b. *Crossing watchman facilities.* Adequate shelter shall be furnished and maintained for crossing watchman. Such shelter shall be adequately heated, sealed and insulated against cold and inclement weather.

c. *Office work areas.*

- (1) Office work areas shall be maintained in clean and wholesome condition when offered for use.
- (2) Office work areas shall be clearly lighted at all times during hours of use.
- (3) Office work areas shall be heated at all times during hours of use at not less than 65°F.
- (4) Office work areas shall be provided with cross-ventilation when possible.
- (5) Windows, ventilators and doors opening to the outside of office work areas shall be properly screened during the seasons when insects are prevalent.

875—29.7(88) Conflicts resolved. In the event the rules in this chapter conflict or contain provisions inconsistent with the rules in 875—Chapter 10, “General Industry Safety and Health Rules,” or 875—Chapter 26, “Construction Safety and Health Rules,” the applicable provisions of 875—Chapter 10 or 875—Chapter 26 shall prevail.

These rules are intended to implement Iowa Code section 88.5(12).

[Filed 6/14/72]

[Filed emergency 9/5/86—published 9/24/86, effective 9/24/86]

[Filed emergency 6/3/94—published 6/22/94, effective 7/1/94]