
Temporary Toilet and Welfare Facilities On Site

1.0 Objective & Scope

The objective of this procedure is to ensure the safe, hygienic, and compliant delivery, placement, servicing, and removal of temporary toilet and welfare facilities on active construction and field sites. This SOP applies to all field operations personnel, including drivers, installers, and service technicians responsible for portable sanitation units.

Compliance with provincial occupational health and safety regulations (e.g., Ontario Regulation 213/91, Alberta OHS Code Part 18) and Transport Canada cargo securement standards is mandatory. The Lead Installer or Fleet Driver is responsible for executing this procedure and obtaining all required site sign-offs.

2.0 Required Equipment & Tools

- Flatbed or stake-body truck with liftgate or crane (GVWR appropriate for load)
- Minimum 2-inch ratchet straps (WLL 3,333 lbs) and chain binders for securement
- Portable toilet unit(s) – standard or wheelchair-accessible as specified
- Hand sanitizer dispenser and toilet paper supply (initial fill)
- Service kit: gloves, disinfectant spray, waste tank treatment chemical, fresh water (if flushing unit)
- Mobile tablet with SiteQueue application installed for digital checklists and sign-offs
- Safety cones, warning signs, and barricade tape for site setup
- Personal protective equipment (PPE): hard hat, high-visibility vest, steel-toed boots, cut-resistant gloves, safety glasses

3.0 Site Safety & Hazard Assessment

- High-visibility vest and steel-toed boots required on all active construction sites. Hard hat and safety glasses mandatory in designated zones.
- Conduct a 360-degree vehicle walk-around before operating any fleet truck. Verify load securement and check for leaks or damage.
- Identify site-specific hazards: uneven ground, overhead power lines, excavation edges, heavy equipment traffic, and pedestrian walkways.
- Ensure the placement area is level, stable, and free of debris. Do not place units on slopes exceeding 5 degrees or within 3 meters of an excavation edge.
- Use safety cones and warning signs to cordon off the delivery zone during unloading. Maintain a minimum 2-meter exclusion zone for non-essential personnel.
- All personnel must wash or sanitize hands after handling waste components. Spill kit must be readily accessible during servicing.

4.0 Step-by-Step Execution Procedure

1. Upon arrival, report to the site office or superintendent. Verify the designated placement location and confirm there are no underground utilities or obstructions.

2. Perform a pre-delivery inspection of the portable toilet unit: check structural integrity, door latch, ventilation, and that the waste tank is sealed and empty.
3. Position the truck as close as possible to the placement area, ensuring the liftgate or crane has clear access. Set parking brake and chock wheels.
4. Using the liftgate or crane, carefully unload the unit and place it on the prepared level surface. For manual placement, use a dolly and ensure two-person lift if over 50 lbs.
5. Stabilize the unit by adjusting any leveling legs or placing shims under the base. Confirm the unit does not rock or tilt. Secure the door in the open position during setup.
6. Install interior amenities: fill toilet paper dispenser, mount hand sanitizer dispenser (if provided), and add waste tank treatment chemical per manufacturer instructions.
7. For flushing units, connect fresh water supply if required, or fill onboard tank. Test flush mechanism and verify no leaks.
8. Place safety cones or barricade tape around the unit to mark the service zone. Post a sign with the service schedule and emergency contact number.
9. Complete the SiteQueue digital checklist: photograph the unit from four sides, record GPS coordinates, and note any site-specific conditions (e.g., limited access, high traffic).
10. Obtain the site superintendent's signature on the delivery receipt via SiteQueue. Confirm the next scheduled service date and any special instructions.

5.0 Verification, Sign-off & Reporting

1. Walk the site superintendent around the installed unit and confirm it is level, clean, fully stocked, and operational. Answer any questions about servicing procedures.
2. Capture the client's digital signature in SiteQueue and upload all completion photos (four sides, interior, placement context). Ensure photos are geotagged.
3. Log the delivery in SiteQueue with the following details: unit serial number, placement date, service interval (e.g., weekly), and any damage or defects noted.
4. If any issues are identified (e.g., unit damage, incorrect location, missing amenities), escalate immediately to the Field Operations Manager via SiteQueue and do not leave the site until resolved.
5. File the completed work order and sign-off in SiteQueue. The system will automatically generate a service reminder for the next scheduled visit.

Regulatory Disclaimer: This document is a generic site management template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all field protocols against local site requirements.