

**Hygiene and Sanitation Policy**

The purpose of this policy is to ensure a supply of safe drinking water to all places of employment and to ensure compliance with NH Administrative Rules Department of Labor standards.

**Responsibilities**

The District shall:

1. Supply potable water at all places of employment.

**Procedural Overview:**

- Set-up:
  1. Keep all potable water drinking containers equipped with a cap and closed at all times.
  2. Each container must have a tap from which water is drawn.
  3. If disposable cups are provided, they must be kept in a sanitary container and a receptacle must be provided for disposal of used cups.
- Use:
  1. Each employee must use a separate drinking container.
  2. If an employee uses a disposable cup, it must be disposed of in the provided receptacle.

***Legal References:***

*N.H. Code of Administrative Rules, Section Lab 1403.28 Hygiene and Sanitation*

Approved: 01/26/16  
Reviewed: 06/11/19 (Category I)