

Description: Convention concerning Hygiene in Commerce and Offices (Note: Date of coming into force: 29:03:1966.)

Convention:C120
Place:Geneva
Session of the Conference:48
Date of adoption:08:07:1964
Subject classification: Commerce and Offices
Subject: Occupational Safety and Health
The General Conference of the International Labour Organisation,
Having been convened at Geneva by the Governing Body of the International Labour Office,
and having met in its Forty-eighth Session on 17 June 1964, and
Having decided upon the adoption of certain proposals with regard to hygiene in commerce
and offices, which is the fourth item on the agenda of the session, and
Having determined that certain of these proposals shall take the form of an international
Convention,
adopts this eighth day of July of the year one thousand nine hundred and sixty-four the
following Convention, which may be cited as the Hygiene (Commerce and Offices)
Convention, 1964:

PART I. OBLIGATIONS OF PARTIES

Article 1
This Convention applies to--
(a) trading establishments
(b) establishments, institutions and administrative services in which the workers are mainly
engaged in office work
(c) in so far as they are not subject to national laws or regulations or other arrangements
concerning hygiene in industry, mines, transport or agriculture, any departments of other
establishments, institutions, or administrative services in which departments the workers are
mainly engaged in commerce or office work.

Article 2
The competent authority may, after consultation with the organisations of employers and
workers directly concerned, where such exist, exclude from the application of all or any of the
provisions of this Convention specified classes of the establishments, institutions or
administrative services, or departments thereof, referred to in Article 1, where the
circumstances and conditions of employment are such that the application to them of all or
any of the said provisions would be inappropriate.

Article 3
In any case in which it is doubtful whether an establishment, institution or administrative
service is one to which this Convention applies, the question shall be settled either by the
competent authority after consultation with the representative organisations of employers and
workers concerned, where such exist, or in any other manner which is consistent with national
law and practice.

Article 4
Each Member which ratifies this Convention undertakes that it will--
(a) maintain in force laws or regulations which ensure the application of the General Principles
set forth in Part II
(b) ensure that such effect as may be possible and desirable under national conditions is
given to the provisions of the Hygiene (Commerce and Offices) Recommendation, 1964, or to
equivalent provisions.

Article 5
The laws or regulations giving effect to the provisions of this Convention and any laws or
regulations giving such effect as may be possible and desirable under national conditions to
the provisions of the Hygiene (Commerce and Offices) Recommendation, 1964, or to
equivalent provisions, shall be framed after consultation with the representative organisations
of employers and workers concerned, where such exist.

Article 6
1. Appropriate measures shall be taken, by adequate inspection or other means, to ensure the
proper application of the laws or regulations referred to in Article 5.
2. Where it is appropriate to the manner in which effect is given to this Convention, the
necessary measures in the form of penalties shall be taken to ensure the enforcement of such
laws or regulations.

PART II. GENERAL PRINCIPLES

Article 7
All premises used by workers, and the equipment of such premises, shall be properly
maintained and kept clean.

Article 8
All premises used by workers shall have sufficient and suitable ventilation, natural or artificial
or both, supplying fresh or purified air.

Article 9
All premises used by workers shall have sufficient and suitable lighting

Article 10
As comfortable and steady a temperature as circumstances permit shall be maintained in all
premises used by workers.

Article 11
All workplaces shall be so laid out and work-stations so arranged that there is no harmful
effect on the health of the worker.

Article 12
A sufficient supply of wholesome drinking water or of some other wholesome drink shall be
made available to workers.

Article 13
Sufficient and suitable washing facilities and sanitary conveniences shall be provided and
properly maintained.

Article 14
Sufficient and suitable seats shall be supplied for workers and workers shall be given
reasonable opportunities of using them.

Article 15
Suitable facilities for changing, leaving and drying clothing which is not worn at work shall be
provided and properly maintained.

Article 16
Underground or windowless premises in which work is normally performed shall comply with
appropriate standards of hygiene.

Article 17
Workers shall be protected by appropriate and practicable measures against substances,
processes and techniques which are obnoxious, unhealthy or toxic or for any reason harmful.
Where the nature of the work so requires, the competent authority shall prescribe personal
protective equipment.

Article 18
Noise and vibrations likely to have harmful effects on workers shall be reduced as far as
possible by appropriate and practicable measures.

Article 19
Every establishment, institution or administrative service, or department thereof, to which this
Convention applies shall, having regard to its size and the possible risk--
(a) maintain its own dispensary or first-aid post
(b) maintain a dispensary or first-aid post jointly with other establishments, institutions or
administrative services, or departments thereof
(c) have one or more first-aid cupboards, boxes or kits.

PART III. FINAL PROVISIONS

Article 20
The formal ratifications of this Convention shall be communicated to the Director-General of
the International Labour Office for registration.

Article 21
1. This Convention shall be binding only upon those Members of the International Labour
Organisation whose ratifications have been registered with the Director-General.
2. It shall come into force twelve months after the date on which the ratifications of two
Members have been registered with the Director-General.
3. Thereafter, this Convention shall come into force for any Member twelve months after the
date on which its ratification has been registered.

Article 22
1. A Member which has ratified this Convention may denounce it after the expiration of ten
years from the date on which the Convention first comes into force, by an act communicated
to the Director-General of the International Labour Office for registration. Such denunciation
shall not take effect until one year after the date on which it is registered.
2. Each Member which has ratified this Convention and which does not, within the year
following the expiration of the period of ten years mentioned in the preceding paragraph,
exercise the right of denunciation provided for in this Article, will be bound for another period
of ten years and, thereafter, may denounce this Convention at the expiration of each period of
ten years under the terms provided for in this Article.

Article 23
1. The Director-General of the International Labour Office shall notify all Members of the
International Labour Organisation of the registration of all ratifications and denunciations
communicated to him by the Members of the Organisation.
2. When notifying the Members of the Organisation of the registration of the second
ratification communicated to him, the Director-General shall draw the attention of the
Members of the Organisation to the date upon which the Convention will come into force.

Article 24
The Director-General of the International Labour Office shall communicate to the Secretary-
General of the United Nations for registration in accordance with Article 102 of the Charter of
the United Nations full particulars of all ratifications and acts of denunciation registered by him
in accordance with the provisions of the preceding Articles.

Article 25
At such times as it may consider necessary the Governing Body of the International Labour
Office shall present to the General Conference a report on the working of this Convention and
shall examine the desirability of placing on the agenda of the Conference the question of its
revision in whole or in part.

Article 26
1. Should the Conference adopt a new Convention revising this Convention in whole or in
part, then, unless the new Convention otherwise provides,
a) the ratification by a Member of the new revising Convention shall ipso jure involve the
immediate denunciation of this Convention, notwithstanding the provisions of Article 22 above,
if and when the new revising Convention shall have come into force
b) as from the date when the new revising Convention comes into force this Convention shall
cease to be open to ratification by the Members.
2. This Convention shall in any case remain in force in its actual form and content for those
Members which have ratified it but have not ratified the revising Convention.

Article 27
The English and French versions of the text of this Convention are equally authoritative.