Ministry of Forests, Lands and Natural Resource Operations

SCHEDULE - Camp Standards

File: 10005-40/

Attachment to the Agreement with for .

ARTICLE 1 DEFINITIONS

1.01 In this document, the following words have the following meanings:

(a) "**Approved**" means approved in writing by a medical health officer or environmental health inspector.

(b) "**Camp**" means land or premises on which there are cabins, tents, dwellings, bunkhouses, or other structures owned, established, operated, or maintained by the Contractor as living quarters for its agents, employees, subcontractors, or others, with or without charge in connection with the Agreement.

(c) "**Contract Representative**" means the person who is assigned by the contracting agency (Ministry of Forests, Lands and Natural Resource Operations; forest company – licensee; or Recipient) to administer the contract on that agency's behalf.

(d) "**Food Premises**" means food premises in which food is processed, served, stored, or dispensed.

(e) "**Potentially Hazardous Food**" any food or ingredient capable of supporting the growth of pathogenic organisms or the production of toxins.

(f) **"Sanitize"** means to treat by a process that effectively destroys micro-organisms including pathogens. If any of the words in the Agreement are used in this Schedule, they have the same meaning in this document unless the context dictates otherwise.

ARTICLE 2 COMPLIANCE WITH THE LAW

2.01 Notwithstanding the terms and conditions of the Agreement, the Contractor shall comply with all laws affecting the Work, including the *Tobacco Control Act and its Regulations*, *Public Health Act* and its *Food Premises Regulation, Health Act Communicable Disease Regulation, Sewerage System Regulation*, and *Industrial Camps Health Regulation, and the Drinking Water Protection Act* and its Regulations.

ARTICLE 3 APPLICATION

3.01 This Schedule does not apply to camps occupied by less than 5 persons.

ARTICLE 4 ACCOMMODATION REQUIREMENTS

4.01 The Contractor shall ensure that accommodation, which meets the minimum standards stated herein, is provided for their crew. If the Contractor's workers are to be housed in suitable off-site accommodation with safe, effective transportation to and from the worksite provided, an exception from providing a field camp as described may be obtained from the Contract Representative prior to the commencement of the Work.

ARTICLE 5 INSPECTION

Right to Inspect

5.01 The Tobacco Enforcement Officer, Medical Health Officer, Environmental Health Officer, WorkSafe BC Inspector, or Contract Representative may inspect a camp at any time or in the event of non-compliance with the Contract Documents, action may be taken against the Contractor either under this Agreement, under the Public Health Act or under WorkSafe BC Regulations. Action may include financial penalties, camp closure, or contract termination as described below.

Assessments

5.02 As per the Agreement and the actions provided by the regulations listed in Article 2 of this Schedule, if, in the opinion of the Ministry Representative, an inspection indicates the Contractor has failed to comply with any standards specified in this Schedule, the Ministry Representative may, in its sole discretion, immediately impose upon the Contractor an assessment for re-inspection of two hundred and fifty dollars ($250) each time the Ministry Representative is required to re-inspect for compliance. The Ministry Representative may repeat the assessment each time that a subsequent inspection indicates that the Contractor remains in non-compliance with the standards.

Tobacco Enforcement Officer and WorkSafe BC Inspectors may impose any assessments provided in their respective legislation.

Termination

5.03 Notwithstanding any other rights or remedies available to it, the Province may terminate this Agreement and claim the Performance Security if:

(a) the Contractor does not provide a camp or obtain an exemption as stated in 4.01 above;

(b) the Contractor does not comply with a Notice to Comply;

(c) the camp is ordered “closed” by an official of the Ministry of Health or the Workers' Compensation Board or the Ministry of Forests, Lands and Natural Resource Operations, Compliance Branch or any other agency with statutory authority.

ARTICLE 6 STANDARDS

6.01 To facilitate routine inspection by the Medical Health Officer or Environmental Health Officer, WorkSafe BC, and the Ministry Representative, the Contractor must provide the location of all camps and contact information to the local Ministry of Health - Health Authority, WorkSafe BC, and the Ministry Representative 72 hours prior to establishment of each and every camp site. The appropriate Health Authority is to be contacted as indicated at http://www.health.gov.bc.ca/socsec/contacts.html and WorkSafe BC contacted at http://www.worksafebc.com/contact_us/default.asp.

Supervision

6.02 The Contractor shall

(a) be responsible for supervision of the camp.

(b) cause a legible copy of these standards to be kept permanently posted in a prominent place in the camp.

(c) ensure that a “Silviculture Workers Fact Sheet” is posted in a visible location at each and every camp and that a copy is provided to each and every member of its workforce. The fact sheet is available from the Ministry of Labour, Citizens' Services and Open Government, Employment Standards Branch and from the website location: http://www.labour.gov.bc.ca/esb/facshts/silviculture_workers.htm.

(d) maintain the camp, its sanitary facilities, appliances and equipment in good repair and in clean, sanitary condition at all times.

(e) accurately inform all employees of camp conditions and personal equipment requirements and ensure that, prior to hiring, employees are adequately equipped, including sleeping gear, where required.

(f) ensure that any domestic animals permitted in camp are properly controlled and not permitted access to food storage, preparation, or serving areas or waste disposal facilities.

Water Supply

6.03 As per the Drinking Water Protection Act, the Contractor must obtain the approval of the Health Authority and, where provided, a Water System Operating Permit for all camp drinking water systems and the Contractor must comply with the conditions of the Water System Operating Permit.

6.04 In order to verify the safety of the drinking water system, the Contractor must provide bacteriological water samples at regular intervals and in a timely fashion from each camp location to the Health Authority as required by the Water System Operating Permit. Camps supplied with drinking water from sealed bottles purchased from a reputable grocery chain outlet or other suitable retail establishment will not be subject to water sampling.

6.05 An adequate supply of potable water shall be provided for drinking and food preparation purposes both at the camp and at the daily worksite.

6.06 Where the Health Region determines a permit is not required, the following minimum standard is to be followed in order to ensure that drinking water will be free of pathogenic (disease causing) organisms. Drinking water must be either:

(a) obtained from a water supply system in accordance with the *Drinking Water Protection Act*, or

(b) in exceptional circumstances, otherwise treated by a method which has been authorized in writing by the Medical Health Officer or Environmental Health Officer. Any conditions of such an authorization will form an integral part of this contract; or

(c) boiled.

6.07 All containers used for transporting or storing drinking water shall be used for no other purpose and shall be securely closed, arranged so that water can only be drawn from a tap (no dipping).

6.08 All potable water containers including those for personal use shall be maintained clean and free from contamination.

6.09 Where a water supply unfit for drinking is used for other purposes there shall be:

(a) no physical connection with the drinking water supply; and

(b) warning signs placed on all outlets of the non-drinkable supply.

Campsite

6.10 The general campsite area and specific locations of all camp facilities shall be located so that good natural drainage is provided.

6.11 Drainage from the camp shall not contaminate any water supply.

6.12 The camp location and boundaries shall be approved by the Contract Representative in charge and be confined to the agreed-to area.

Sleeping Accommodations Supplied by the Contractor

6.13 Where the Contractor provides tents or other temporary membrane structures (the “Structures”) for sleeping accommodations for the short-term camp, it must ensure the Structures:

(a) having an area in excess of 18 square meters are inspected by a fire official for approval;

(b) are not located within 6 meters of buildings, parked vehicles, internal combustion engines, or other tents or temporary membrane structures. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the Structures;

(c) are adequately braced and anchored to prevent weather-related collapse, including their appurtenances;

(d) are, including canopies, composed of flame-resistant material or shall be treated with a flame retardant in an approved manner;

(e) flammable-liquid-fuel equipment shall not be used in the Structures or canopies;

(f) flammable and combustible liquids shall be stored outside in an approved manner not less than 15 meters from the Structures or canopies;

(g) there is sufficient ventilation to prevent the accumulation of disagreeable odours and condensation;

(h) are enclosed and weatherproof and provide adequate artificial or natural lighting;

(i) floors are of a smooth, easily cleanable finish and kept clean;

(j) there is adequate floor space to prevent overcrowding

(i) any two persons of opposite sex and not being persons living together as common-law or married are not required to sleep in the same room;

(ii) an unobstructed clearance of at least 0.6 m between beds, and 1.0 m between each bed and the ceiling;

(k) individual dry storage space for personal possessions and clothing for each employee;

(l) no room used for sleeping accommodation is used for drying clothes;

(m) a moisture barrier (ground sheet) must be used where the bedding is not elevated 30 cm or more above the ground;

(n) mattresses and pillows that are supplied at a camp must be encapsulated by a water proof barrier to ensure they remain in a sanitary condition.

(o) all mattresses, sheets, pillows, pillow cases, blankets and bed covers are kept in a clean and sanitary condition and laundered to keep them sanitary and before each new user.

6.14 Bunkhouses or dwelling houses used for sleeping accommodations must also comply with the Industrial Camps Health Regulation.

Communicable Diseases

6.15 As provided by B.C. Reg. 4/83 of Schedule 'A' of the Public Health Act, Communicable Disease Regulation, where a person knows or suspects that an animal or another person is suffering from or has died from a communicable disease, he/she shall, without delay, make a report to the Medical Health Officer. A copy of the report shall be forwarded to the Director, Occupational Health Department, and Workers' Compensation Board.

Kitchen and Meals

6.16 As per the Food Premises Regulation, the Contractor must obtain the approval of the Health Authority and an operating permit for all Food Premises and the Contractor must comply with all conditions of the operating permit.

6.17 The Contractor shall ensure:

(a) A kitchen or food preparation area shall be provided for that exclusive use and shall be separate from any other room. This room must be constructed so as to deter the entry of insects and vermin. Walls shall be smooth, durable, non-absorbent and maintained in a clean condition. Kitchens shall be supplied with smooth durable, non-absorbent, easily cleanable floors.

(b) A balanced diet of sufficient quantity shall be provided for the workers by the Contractor.

(c) Hand basins with hot and cold water, soap and disposable towels shall be provided in a location convenient to the kitchen area for the use of food handlers.

(d) Eating or drinking utensils shall be thoroughly cleaned and sanitized after each consecutive use. Personal water bottles, supplied by the Contractor, shall be cleaned daily.

(e) Food preparation and dining surfaces shall be finished with a smooth, durable, non-absorbent surface and shall be kept clean and sanitized.

(f) Utensils shall be scraped, washed clean and sanitized after each usage as follows:
i) first sink - wash in warm water (43°C/110°F) with detergent;
ii) second sink - rinse in clear warm water (43°C/110°F);

iii) third sink - sanitize by immersion in warm clean water containing 100-ppm chlorine (1 tablespoon of unscented bleach per gallon of water);
iv) air dry on clean non-absorbent surface.

Dining Room

6.18 A dining room of sufficient size to effectively accommodate the serving and eating of meals shall be provided. This room shall be separated from the kitchen and kept in a clean and sanitary condition.

6.19 The dining area shall be dry, heated, and constructed so as to deter the entry of insects and vermin. If connected to the kitchen area, dining rooms shall be supplied with smooth, durable, non-absorbent, easily cleanable floors.

Food Handlers

6.20 The Contractor shall ensure:

(a) No person who is a carrier of, or suffering from, a communicable disease shall perform food handling duties.
(b) Food handlers shall wash their hands thoroughly, frequently, and always after using the toilet. They shall wear clean clothes, keep hair in place and keep fingernails short and clean.
(c) All food handlers shall have a valid FOODSAFE certificate indicating their completion of a basic food handler's course recognized by the Ministry of Healthy

Food

6.21 The Contractor shall ensure:

(a) All food supplies shall be from a commercial source and protected from contamination at all times. Special care shall be taken to ensure that hazardous foods, which will not be cooked before eating, are not exposed to contamination from unwashed hands or dirty equipment.
(b) Ice shall be of drinking water quality.
(c) Hazardous foods shall be maintained at a temperature below 4.0°C/40°F or above 60°C/l40°F at all times. Refrigeration and hot holding temperatures must be monitored and logged at least daily while the camp is operating.
(d) Refrigeration equipment with sufficient space to store all hazardous foods kept at the camp, shall be provided. Each unit shall contain a thermometer to monitor its operability.
(e) All food supplies shall be stored off the floor and protected from dirt and contaminants.

Food Equipment

6.22 Containers for food storage shall be easily cleaned, durable, non-absorbent, non-toxic, non-corrosive and designed to be tightly closed. Such containers shall be used whenever stored food is at risk from water, insects, vermin, or other sources of contamination.

6.23 All food service equipment and utensils shall be of food service quality and free from breaks, corrosion, cracks, open seams and chips and shall be kept clean and sanitized.

6.24 When not in use utensils, dishes and kitchenware shall be stored in a cupboard to protect from insects, dirt and contamination. Other items shall be stored off the floor and protected from dirt and contaminants. All kitchen or dining room structures must be constructed so as to be easily cleaned and sanitized.

Food Safety Management

6.25 The Contractor must establish a written Food Safety Management Plan and a Sanitation Plan that ensures a health hazard does not occur in the handling of food and the sanitization of the Food Premises. The Plans must be submitted by the Contractor to the Health Authority for its review.

Sanitary Facilities

6.26 The Contractor shall provide enclosed, hot water showers, which are screened from view to ensure that employees can conveniently maintain personal hygiene. Each shower shall have an adjacent dressing area. Construction shall include smooth, easily cleanable floors and walls.

6.27 Flush toilets shall not be installed unless connected to a public sewage system or an onsite sewage disposal system that has been constructed in compliance with the *Public Health Act Sewerage System Regulation.*

6.28 Toilets (privy's) shall be conveniently located and constructed and maintained so that:

(a) flies, insects, rodents or other animals are deterred from gaining access to the waste materials in the pit;
(b) surface or ground water cannot enter the pit;
(c) waste material does not contaminate a water supply;
(d) the enclosure is vented;
(e) they are located a minimum of 30 metres from any lake or stream and 10 metres from food service areas of the camp;
(f) they are enclosed and provide privacy.

6.29 Wash basins with an adequate supply of clean water shall be provided for hand washing purposes in the numbers specified in the table below.

6.30 The facilities described in 5.24, 5.26 and 5.27 above must not be less than the number as per the following table.

Summary Table For Camp Standards			
No. of Persons in Camp for Whom Accommodations is Available at Camp (from/up to and including)	Minimum No. of Privies	Minimum No. of Showers	Minimum No of Wash Basins
1 - 7	1	1	1
8 - 15	2	1	3
16 - 30	3	2	6
31 - 45	4	3	9
46 - 60	5	4	12
61 - 75	6	5	15
76 - 100	7	6	20

for each group of 6 persons in addition to 100, add 1 wash basin
for each group of 20 persons in addition to 100 add 1 privy and shower

6.31 Privy pits no longer in use shall be filled with soil and marked with a durable sign to warn future visitors to the site of the contaminated area.

6.32 Sanitary facilities must be maintained in a clean and sanitary condition.

Garbage and Sewage

6.33 All sewage generated including but not limited to privy, shower, and kitchen facilities must be disposed of in a manner approved by the Health Authority. Permits may be required depending on the camp's facilities and location and the Contractor must comply with any permits issued.

6.34 Any approved infiltration pits shall not be less than 30 metres from any lake or stream and shall not be permitted to overflow or accumulate onto the soil surface:

(a) sewage and waste water from kitchen or food service areas shall be disposed of in a closed infiltration pit with a closed delivery system that is sealed to the access of flies and vermin (i.e. open ditches are not permissible).
(b) waste water from bathing or washing shall also be disposed of in a covered infiltration pit.

6.35 Garbage shall be stored in wildlife and insect proof containers conveniently located and in sufficient numbers.

6.36 Garbage shall be hauled to a waste management site every day where there is a bear problem; under all circumstances, no longer than 3 days.

Dry Room

6.37 A heated dry room for the exclusive purpose of drying clothes shall be provided separate from the food preparation and serving areas.