



**Natural Resource
Ministries**

Inspection Form - Compliance with Camp Standards

CAMP STANDARDS DO NOT APPLY IF A CAMP IS OCCUPIED BY LESS THAN 5 PERSONS

Contract No.: _____ Contractor Name: _____
 Camp Location: _____ Contract Rep/Foreman: _____
 Ministry: _____
 Ministry Rep: _____ Date of Inspection: _____
 Inspected by: _____ Number of Persons in Camp: _____
 Date Camp Established: _____ Number of Cook(s) in Camp: _____

Section	Compliance with Camp Standards Schedule	Comply? Yes No	Remarks
Agreement (clause 15.20 in NRS1000)	Prior written approval from ministry given for use of recreation sites or Crown land?		
Camp Standards Schedule (NRS776)			
4.01	Accommodation Requirements		
	Exemptions? Which clauses?		
	offsite accommodation suitable w/safe and effective transportation?		
6.01	Standards		
	locations & contact info. provided to Health Authority?		
	locations & contact info. provided to WorkSafe BC?		
	locations provided to Ministry Representative?		
6.02	72 Hours notice prior to setting up camp?		
	Supervision		
	(b) copy of camp standards posted		
	(c) When applicable <i>Silviculture Workers Fact Sheet</i> posted & easily visible?		
	(d) camp clean and sanitary		
6.03	(f) domestic animals controlled		
	Water Supply		
	approved by Health Authority, operating permit issued?		
	Approval from Ministry of Environment for short term water use from stream or other water body?		
6.04	with exception of purchased bottled water, water samples provided to Health Authority?		
6.05	containers for water not used for other purposes		
6.08	containers securely closed and tapped		

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6.09	containers clean			
6.10	unfit water - no connections, warning signs			
	Campsite			
6.11	good drainage			
6.12	drainage not contaminating water			
6.13	approved location			

6.14	Sleeping Accommodations Provided by Contractor		
(a)	>18 m ² has been inspected by fire official		
(b)	>6 m from building, vehicles, engines, other structures		
(c)	adequate bracing		
(d)	are flame resistant		
(e)	flammable materials not used in structures		
(f)	flammable material stored >15 m from structures		
(g)	well ventilated		
(h)	weather proof with adequate lighting		
(i)	floors smooth and easily cleanable and clean		
(j)	not overcrowded		
(k)	dry storage for clothing / possessions		
(l)	not used for drying clothes		
(m)	ground sheet for bed <30 cm above ground		
(n)	waterproof barrier for mattresses and pillows		
(o)	clean and sanitary condition		
Kitchen and Meals			
6.17	operating permit issued?		
6.18	(a) kitchen separate and cleanable		
	(c) hand basins, soap, disposable towels		
	(d) utensils cleaned, sanitized, & personal water bottles cleaned daily		
	(e) non-absorbent surfaces clean/sanitized		
	(f) 3 sink method / air dry		
Dining Room			
6.19	dining room size, separate from kitchen, clean		
6.20	dining room dry, heated, insect/ vermin controlled		
Food Handlers			
6.21	(c) valid FOODSAFE certificate(s) (names & numbers)		
Food			
6.22	(a) food from commercial source & protected from contamination		
	(b) ice of drinking water quality		
	(c) hazardous food < 4.0 C or > 60c /, logged daily		
	(d) adequate space, thermometer in refrigeration units		
	(e) supplies off floor, protected from contaminants		
Food Equipment			
6.23	container clean, washable, tight closed		
6.24	food equipment: good condition, no cracks, corrosion		
6.25	kitchenware, utensils in cupboards or off floor		
Food Safety Management Plan			
6.26	Reviewed food safety plan in place		
	Reviewed sanitation plan in place		

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	Sanitary Facilities		
6.27	hot water showers and dressing areas, floors and walls		
6.28	no flush toilets		
6.29	privies		
(a)	pests deterred		
(b)	no surface/ground water in pit		
(c)	no waste to water supply		
(d)	vented		
(e)	30 m from water & 10m from food service areas		
(f)	private		
6.30	water adequate to wash basin		
6.31	privies / showers / wash basins (see table below)		
6.32	privy pits filled and covered, marked		
6.33	facilities clean and sanitary		
	Garbage and Sewage		
6.34	approved by Health Authority		
6.35	infiltration pits, 30m from water, covered, no overflow		
(a)	kitchen sewage/waste disposed in infiltration pit, closed system		
(b)	bathing sewage/waste disposed in infiltration pit, closed system		
6.36	garbage stored in wildlife / insect proof containers		
6.37	disposal every 3 days (daily if bear problems)		
	Dryroom		
6.38	Separate, heated dry room		
General – Contractor’s Employee Comments:			
Discussion / Actions:			

SANITARY FACILITIES TABLE – Requirements			
No. of Persons in Camp	No. Privy Seats	No. Showers	No. Wash Basins
5-7	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 additional group of 6 persons in addition to 100, add 1 wash basin			
For each additional group of 20 persons in addition to 100, add 1 privy and shower			

DISTRIBUTION: **Original** to Contract File **Copy** to Contractor

Inspection Form - Compliance with Employment Standards (Silviculture Contractor)

Contract No.: _____ Contractor Name: _____

Location: _____ Contract Rep: _____

Date of Inspection: _____ Inspected by: _____

Question	Compliance Standard	Yes	No	Remarks
1.	i) Have you posted the Employment Standards and Worker Fact Sheet?			
	ii) If not in a camp, have you provided copies of these 2 documents to all workers?			
	iii) Do you discuss Employment Standards with your staff at your pre-works?			
2.	i) Are you paying your employees semi-monthly?			
	ii) Do 16 days elapse between pay periods?			
	iii) Do you pay wages earned within each pay period?			
3.	*i) What are the daily hours of work and shift patterns?	X	X	
	ii) Do you pay Overtime as per the ESA Regulation?			
4.	i) Are you paying workers portal to portal?			
5.	i) Do you top-up low production?			
	ii) Does this meet or exceed minimum wage?			

*Place answer in Remarks column

SUGGESTED QUESTIONS TO ASK CONTRACTOR (FIELD FOREMAN)

Question 1 (i to iii)

Have you posted and brought to your employee's attention the Employment Standards Regulation and the Silviculture Worker Fact Sheet as part of your pre-work conference with your staff prior to the project's commencement?

Answer

Should be yes to all

Question 2 (i to iii)

Are you paying your employee's in full at least semi-monthly as required by the ESA?

Answer

- *Payment of wages must be made twice a month. No more than 16 calendar days can elapse between pay days/periods.*
 - *Employers must pay all wages earned each day within that pay period.*
 - *Semi-monthly payment can be used by the employer by paying advance to an employee at mid-month. The advance payment should be about ½ of the monthly payment. If payment is made this way the employer must give to the employee, at the end of the month, a full statement paid (a written wage statement) showing piece rates per tree or hectare, the volume of work completed by the employee and deductions.*
 - *Payment of regular advances is not an adequate substitute for regularly meeting their payroll. Advances are not a substitute for a regular payroll.*
 - *Workers need to be paid in full and have a clear statement of what they are being paid for. This is not the case with advances.*
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Question 3

- Are you working your employee's within the daily hours of work and work shift patterns allowed by the ESA Regulation before overtime premiums are payable?
- If not, are you paying overtime premiums as required by the Employment Standards Regulation?

Answer

- *Work shift scheduling states that after 5 days in a row of work, the silviculture worker is entitled to a day off. Every month, a silviculture worker must either get at least 2 consecutive days off or at least 8 non-consecutive days off per month.*
 - *a) first 8 hours in a day – regular piece rate or minimum wage (whichever is greater)*
b) 8 to 12 hours in a day – regular piece rate or 1.5 x minimum wage (whichever is greater)
c) More than 12 hours in a day – 2 x piece rate or 2 times minimum wage (whichever is greater)
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Question 4

- Are you paying your workers "portal to portal"?

Answer

Should be yes. The work day is paid "portal to portal" from the time workers leave camp or pick-up point to the time they are returned to camp or designated pick-up point.

Question 5 (i and ii)

Are you topping up low production workers earnings to the minimum wage level?

Answer:

- *Minimum wage in BC is \$8.00/hour.*
- *Minimum wage, also applicable to silviculture workers, will increase as follows:*
 - *May 1, 2011 – \$8.75 per hour;*
 - *November 1, 2011 – \$9.50 per hour;*
 - *May 1, 2012 – \$10.25 per hour.*
- *Minimum wage for an 11 hour day "portal to portal" would equal 8 hours x \$8.00/hour plus 3 hours at 1.5 x \$8.00/hour = \$100.*
- *Employer can average the piece work earnings over a pay period up to 16 calendar days. If, at the end of the pay period, the employee's average daily earnings have not met or exceeded the minimum wage, the employer must make up the difference.*
- *The Silviculture Guideline will be updated to reflect the new minimum wage as the Daily Minimum standard calculation based on the new rate as of May 1, 2011.*



Inspection Form - Compliance with Employment Standards (Silviculture Worker)

Contract No.: _____

Contractor Name: _____

Location: _____

Contract Rep/Foreman: _____

Date of Inspection: _____

Silviculture Worker Name: _____

Inspected by: _____

Question	Compliance Standard	Yes No		Remarks
1.	i) Awareness of Employment Standards Regulation & Silviculture Worksheet?			
	ii) Regulation & Fact Sheet posted and copies provided to you?			
	iii) Employer has made you aware of the Employment Standards?			
2.	i) Are you being paid regularly?			
	ii) Do you receive a clear statement of earnings?			
	iii) Are you told the piece rate before work starts on each block?			
3.	i) Are you being paid at least a minimum wage for all hours worked?			
	ii) Are you being paid portal to portal?			
4.	i) Are you working longer than 12 hours?			
	ii) If yes, are you being paid Overtime Premiums?			
	iii) Do you get a ½ hours break for every 5 hours worked?			
5.	i) *What shift schedule are you working?	X	X	
	ii) Is your shift longer than 5 days straight?			
	iii) If so, are you being paid Overtime?			
6.	i) Do you know the unit rate per tree or ha?			
	ii) Awareness of vacation pay and stat holiday paid on top of the piece rate?			
7.	i) Does the Employer charge you for camp costs?			
	ii) *If you stay in motel/hotel room, how much does the Employer charge?	X	X	
	iii) *What is the charge for a motel/hotel room if more than one worker stays in the room?	X	X	
	iv) Did you agree in writing that the Employer could charge these costs for camp or motel/hotel?			

*Place answer in Remarks column

SUGGESTED QUESTIONS TO ASK SILVICULTURE WORKERS (EMPLOYEE)

Question 1

- i) Are you aware of the Employment Standards Regulation and the Silviculture Worker Fact Sheet?
- ii) Has the Regulation and Fact Sheet been posted in your camp or a copy provided to you from the Employer?
- iii) Did the Employer bring to your attention the existence of the Employment Standards Regulation?

Answer

For all questions the response from the Employee should be yes.

Question 2 (i to iii)

Are you being paid regularly, in full?

Answer: *should be yes*

- *Employee should state they receive clear statements of their earnings.*
 - *Employee should state they have been told the piece rate before commencing work on each block.*
-

Question 3 (i and ii)

Are you being paid at least minimum wage for all hours worked?

Answer

See sample calculation provided in Employer Questions below.

- *The workday is paid "portal to portal" which means that the workers are compensated from the time they leave camp or pick-up point to the time they are returned to camp or designated pick-up point.*
-

Question 4 (i to iii)

Is your workday longer than 12 hours per day (keeping in mind that a workday is portal to portal)?

Answer

If the Employee says yes, then ask if they are being paid overtime premiums (double the piece rate or the regular wages) for work beyond 12 hours.

- *Note employees are entitled to have ½ hour time free for every 5 hours worked. This means that the actual length of the day could be 13 hours including the 12 hours of actual work.*
-

Question 5 (i to iii)

What shift schedule are you working?

Answer

- *Any shift longer than 5 days attracts overtime unless the crew is in a remote camp situation and the worker has agreed to a longer shift of up to 10 days.*
 - *Employees must be paid overtime piece work rates on the 6th day of a continuous shift unless they are working under an acceptable variance (i.e. remote camp).*
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Question 6

- i) Do you know what the unit rate per tree or ha is?
- ii) Do you know that vacation pay and statutory holiday pay are paid on top of the piece rate?

Answer

- i) *Yes, silviculture worker must be clearly informed of the wage rate before they start work. It is best if this is done in writing to avoid disputes.*
 - ii) *Yes, employee must check their pay statements to ensure that statutory holiday and vacation pay are over and above the agreed upon piece rate.*
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Question 7

- i) What does the employer charge you for camp costs?
- ii) What does the employer charge you if you stay in a motel/hotel room?

Answer

- i) *If the silviculture worker agrees in writing, camp costs can't exceed \$25.00 per day.*
 - ii) *If the silviculture worker agrees in writing, only the actual cost of the room in a motel/hotel can only be charged by the employer. The actual cost for the room can be shared or divided by the number of workers staying in the room. The ESA doesn't speak to "crowding of people" in a single room. This must be addressed by the motel/hotel manager or owner.*
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