

Industrial Work Camp Start Up Checklist

This checklist is intended to be used by owners/operators who are responsible for the initial set up of an industrial work camp. The information is to be used as a guide to ensure areas that are most critical to public health are addressed prior to the camp opening. Alberta Health Services - Environmental Public Health addresses only the requirements of regulations pursuant to Alberta's Public Health Act. Additional municipal, provincial and/or federal requirements may apply to work camps. It is the responsibility of the work camp owners/operators to ensure compliance with all such requirements. If you have any questions or concerns you can reach a Public Health Inspector by contacting the main office in your area at the phone numbers located on the last page of this document.

Potable Water Source	
Type of Water Supply	<p>Cistern</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cistern and distribution lines have been shock chlorinated before use. <input type="checkbox"/> A water sample has been submitted for bacteriological testing prior to the camp opening. <input type="checkbox"/> Monthly water sampling schedule is in place or sampling requirements are stated on the Food Handling Permit <input type="checkbox"/> Free Available Chlorine (FAC) level is maintained at a minimum of 0.2 – 0.5 ppm at the farthest point in the distribution system. <input type="checkbox"/> Chlorine monitoring test kit with new reagents or test strips is available. Type of test kit: _____ <input type="checkbox"/> Daily testing schedule of FAC concentrations is in place from various locations in camp. <input type="checkbox"/> Chlorine concentration monitoring sheets are available. <input type="checkbox"/> Inlet(s) are covered to prevent contamination. <p>Water well</p> <ul style="list-style-type: none"> <input type="checkbox"/> Well is regularly maintained and shock chlorinated. <input type="checkbox"/> Well is protected from contamination. <input type="checkbox"/> Monthly water sampling schedule is in place or sampling requirements are stated on the Food Handling Permit. <p>Surface water bodies or GUDI (ground water under direct influence of surface water) wells</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved by Alberta Environment and Sustainable Resource Development Name of approval officer: _____ <input type="checkbox"/> Regular maintenance schedule and records are kept for filtration and disinfection treatment systems. <input type="checkbox"/> Free Available Chlorine (FAC) level is maintained at a minimum of 0.2 – 0.5 ppm at the farthest point in the distribution system or as indicated by AESRD approval officer. <input type="checkbox"/> Chlorine monitoring test kit with new reagents or test strips is available. Type of test kit: _____ <input type="checkbox"/> Daily testing schedule of FAC concentrations is in place from various locations in camp. <input type="checkbox"/> Chlorine concentration monitoring sheets are available. <p>Non-potable water supplies (Tree Planting / Silviculture Operations only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Use of non-potable water sources for bathing and handwashing purposes must be reviewed and approved by a Public Health Inspector prior to use.</u> <input type="checkbox"/> Contingency plan is in place for alternative water source in the event of loss of water supply or contamination event. <u>Please note should any of these events occur, the Public Health Inspector must be contacted immediately.</u>

Waste and Septic Disposal

General Waste

- Proper waste containers with tight fitting lids are available.

Note: Operator must ensure all waste is disposed of in accordance with the local waste management authority in the area where the camp is located.

Septic and Liquid Waste

- Septic and/or liquid waste is treated on-site with an approved treatment plant.
- Septic and/or liquid waste is hauled off-site by:

- Name of company: _____
- Phone number: _____
- Location: _____

Accommodations

Client and Staff Quarters

- Rooms are cleaned and sanitized with an approved sanitizer during the terminal clean at check-out once guest's belongings have been removed.
- All openable windows have screens in place that are in good repair.
- All windows in sleeping areas must meet the applicable Alberta Building Code requirements for emergency egress.
- Smoke detectors/fire alarms are in place and are tested on a regular basis.
- All buildings and associated ventilation systems that have been racked have been assessed for pest infiltration. All areas where pest activity has been noted have been properly cleaned then sanitized with a minimum of 5000 ppm bleach solution (i.e. 1:10 dilution – 1 part household bleach to 9 parts water) with a contact time of 10 minutes.

Washroom and Bathing Facilities

- All washroom/shower units have potable water available. Note: Tree planting and silviculture operations that intend to use non-potable water sources for bathing and handwashing must have prior approval from the Public Health Inspector.
- All toilet and bathing facilities have mechanical ventilation or openable windows with intact screens.

Laundry

- Laundry service is provided to residents.
- Residents have access to on-site laundry facilities.
- Laundry equipment is cleaned and maintained on a regular basis.
- Bedding and towels are laundered once per week or upon resident's request.
- Laundered bedding and linens are provided upon arrival for each new resident.
- Clean laundry is stored in a clean, dry area that is protected from pest entry.
- Laundry done off-site:
 - Name of company: _____
 - Location: _____

Communicable Disease and Emergency Management

Policy and Procedures

- Employee illness policy is in place.
- Outbreak procedure manual is available and accessible.
- Proper personal protective equipment is provided for staff in the event of an outbreak.
- Emergency evacuation plan:
 - Name of Safety Representative: _____
 - Phone number: _____

