

# **GUIDELINES FOR SEASONAL HOUSING FOR TEMPORARY FARM WORKERS IN BC**

**December 2016**

This document is to assist farmers, housing inspectors and local governments in assessing the suitability of housing intended for temporary agriculture farm workers (TFW) in BC. These guidelines will supplement the inspection form used for assessing accommodations (the BC INSPECTION FORM AND REPORT HOUSING for Temporary or Seasonal Foreign Worker Programs).

These guidelines were originally adapted by BC in 2005 from recommendations developed for Ontario's Seasonal Agricultural Worker Program (SAWP).

The guidelines were updated in 2013 again through consultation with various government agencies, and employer representatives. This update includes input from the new inspectors added to the program in 2015.

Please email [info@bcac.bc.ca](mailto:info@bcac.bc.ca) with any questions or suggestions for improving the inspection process, forms or guideline document.

**These guidelines are designed to assist in meeting legislative and regulatory requirements and are not to be used as a replacement for specific requirements.**

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## I. Background

### A. Definitions / General Comments

1. BC Inspection Form and Report of Housing (BCIF) – The inspection form used to assess housing for Temporary Foreign Workers (TFW).
2. Through the annual negotiations with the foreign governments participating in TFW programs, changes to the housing guidelines may be made. While attempts are made to allow employers time to incorporate the changes, there is no guarantee that structures will be grandfathered (i.e. employers may be required to make changes to previously approved structures).
3. Inspectors may provide guidance to employers building or making improvements to a facility. However, final approval can only be made after the construction/renovations are completed.
4. This documents provides additional comments / clarification where required. Questions not requiring additional information are noted by “n/a”.

### B. Responsibilities

1. The purpose of this process is to provide safe and sanitary conditions for TFWs.
2. An inspection of a facility by a temporary foreign worker housing inspector does not remove an employer’s responsibility to meet all regulatory requirements.
3. Regulatory authority remains with the appropriate agency (refer to the next section). **Passing a housing inspection, does not in any way confer or imply that all legal obligations have been met.**
4. The inspector’s function is to verify that the proposed housing meets the criteria **at the time of inspection** as set out by the program administrators (or responsible agency) and safeguard worker health.
5. The employer is responsible to ensure that the accommodation meets the standards **throughout the season** and that any deficiencies are fixed as soon as possible.
6. Inspectors are expected to use professional judgment. The BCIF and this guide have some specific requirements, but a number of subjective evaluations are required.
7. Inspectors will note any obvious health or safety violations that could harm workers, even if the issue is not a specified item on the BCIF. The severity of a threat is a subjective assessment by the inspectors who are likely not worker health or safety professionals:
  - a. For serious and immediate threats such as but is not limited to, faulty wiring that could result in a fire or electrocution, lack of railings on a second story balcony:
    - i. The inspection should fail,
    - ii. The inspection report should be flagged as a problem and immediately forwarded to the BCAC office, and
    - iii. Be referred to the appropriate regulatory body (e.g. local Health Authority, Fire Chief, Local Building Inspector).
  - b. For less serious situations such as an uneven sidewalk, the inspector may make a recommendation to have the situation fixed prior to the next inspection.
5. If an inspector believes that an employer is providing false or misleading information they should:
  - a. Refuse to complete the inspection or fail the inspection, and

- b. Notify the BCAC. The BCAC will then work with employers and governments to ensure program requirements are met.

### C. Other applicable legislation / regulations

1. Ministry of Health
  - a. *Public Health Act*, Industrial Camps Regulations (ICR), Sewerage System Regulation
  - b. *Drinking Water Protection Act*
  - c. *Health Act Communicable Disease Regulation* (reportable disease)
2. Ministry of Environment
  - a. *Environmental Management Act*, Waste Discharge Regulation
  - b. *Integrated Pest Management Act* (pesticide storage)
3. Ministry of Technology, Innovation and Citizen Services
  - a. *The Manufactured Home Act*
4. Municipal Bylaws
5. BC Codes:

**It is the owner's responsibility to ensure that all construction is in compliance with the following BC Codes.** This document does not identify all applicable provisions of all the BC Codes. Contact the municipal building department in your area for additional information.

- a. BC Building Codes - applies to the construction of buildings; including extensions, substantial alterations, buildings undergoing a change for occupancy, "green" building specifications, and upgrading of buildings to remove an unacceptable hazard. It establishes minimum standards for safety, health, accessibility, fire and structural protection of buildings, and protection of the building or facility from water and sewer damage. The Building Code also includes requirements for energy and water efficiency. The Code applies throughout the province, except for some Federal lands and the City of Vancouver.

Existing buildings would have been required to conform to the edition of the BC Building Code in force when they were constructed. An existing building is not expected to be brought up to current BC Building Code standards except under the following conditions:

- If a building is altered or renovated
- If a building's use or occupancy changes
- If a building's components are replaced

All TFW housing must have met the BC Building Code requirements at the time the facility was first used for housing workers or at the time more recent building alterations were completed.

- b. BC Fire Code - contains technical requirements designed to provide an acceptable level of fire safety within a community. It applies the core concepts of the National Fire Code, combined with elements specific to BC's unique needs.
- c. BC Plumbing Code - applies the core concepts of the National Plumbing Code, combined with elements specific to BC's unique needs and sets out technical provisions for the design and installation of new plumbing systems. It also applies to

the extension, alteration, renewal and repair of existing plumbing systems.

Note – All the BC Codes can be accessed online (through a fee for service) or at a public library.  
[BC CODES](#).

#### D. Inspection process

1. Inspections must be completed by BC Home Inspectors certified by and be in good standing with the province of BC (Consumer Protection BC).
2. Inspectors (the actual individual physically inspecting the premises) must be registered with the BC Agriculture Council (BCAC) or its designate.
  - a. BCAC will attempt to maintain a number of inspectors throughout the province in areas where potential employers operate.
  - b. The list of registered inspectors will be made public.
  - c. For administrative efficiency and quality control, BCAC may choose to limit the number of registered inspectors in an area.
  - d. BCAC is under no obligation to add inspectors to the registered list.
3. The cost/fee for an inspection will be negotiated between the inspector and the employer. The cost will depend on:
  - a. Location of the property and the distance the inspector is required to travel,
  - b. The complexity of the inspection (size, number of buildings),
  - c. Condition of the facilities, and
  - d. Time frame in which the inspection needs to be completed.
4. Inspection forms have individual serial numbers which are tracked. Forms are available to certified inspectors working with the program from the BCAC office in Abbotsford or from the BCFGa Office in Kelowna.
  - a. A nominal fee may be charged for the inspection forms to cover development and printing costs.
5. Employers should provide inspectors with a copy of previous inspections (if they were completed). This is to ensure that any recommendations made by the inspector have been implemented.
6. What to do with completed inspection forms:
  - a. White copy – Inspector to send back to the BCAC office.
    - i. These may be bundled and returned to the BCAC office on monthly basis. Inspectors not returning the white copy may be restricted from purchasing additional forms.
    - ii. This includes “failed” inspections. The foreign governments do random mid-season spot housing inspections. Matching the preseason inspection reports with the mid-season inspections helps us identify problem areas and ways to improve the inspection process.
  - b. Canary & Pink copies – left with the employer.
    - i. The employer will submit the Canary copy along with the LMIA to Service Canada.
  - c. Goldenrod copy – retained by the inspector.

7. After completing an inspection an inspector may:
  - a. Pass the inspection with no follow up actions.
  - b. Pass the inspection with follow up actions required by the employer to meet inspection standards. (List provided).
    - i. If the overall condition of the facility is good, but there are a limited number (less than 10) of easily fixed items (e.g. missing garbage cans). The employer is required to remedy the deficiencies PRIOR to the arrival of the workers and no re-inspection is required. The employer must put in writing that all deficiencies have been met and send to the inspector that completed the inspection for their files.
    - ii. If the overall condition of the facility is poor, or if more substantial repairs are required (but still less than 10), a re-inspection is recommended.
    - iii. NOTE: To avoid delays in processing applications by Service Canada, if there are less than 10 minor deficiencies noted (but more than as per i. above) a re-inspection to confirm that the changes were made is recommended
  - c. Fail the inspection – any one serious deficiency or an accumulation of more than 10 minor deficiencies will result in a failed inspection. Deficiencies will be recorded on the inspection form.
  - d. When an inspector re-inspects an accommodation after the deficiencies are rectified (see 7b.(ii). or 7c.), a new inspection form should be used and the form number of the first inspection recorded on the first page.
8. BCAC may engage an inspector to conduct secondary spot inspections to monitor the consistency and quality of the inspection process, ensure that facilities are being maintained to the required standard and in response to complaints, and to ensure that the facility inspected is the actual facility being used to house workers. The inspector will obtain the permission of the employer prior to completing the inspection.

## II. Inspections

1. The following provides specific comments/points of clarification for questions on the inspection form (Q1-Q42). Questions with no additional information are noted as “n/a”. Following each section of questions there may be additional general recommendations or factors to consider.
2. It is recommended that inspectors take photographs of the facility and to keep the photographs on file. The photographs may assist findings of midseason inspections or follow-up actions required. At a minimum the following photos should be taken:
  - a. Front of accommodations
  - b. Kitchen
  - c. Bathroom
  - d. Any areas of special concern or requiring changes.
3. **Note: in several parts of this document the Industrial Camp Regulations (ICR) is referred to. The ICR may vary somewhat from the TFW guidelines, but they provide additional direction or clarification for provincial requirements.**

### Employer Information

1. Year – This is the year for which the inspection is being completed for (i.e. the year that the

workers will arrive).

2. Property Address – of the building being inspected.
3. Building # - if multiple buildings are part of a single complex (i.e. bunkhouse, common area and showers in adjacent buildings) use one form. If there are separate units (i.e. multiple self-contained units) complete a separate form for each unit.
4. If this is a re-inspection, please note the previous inspection form number.

## A. Building General/Exterior/Property

**Q1 – Nature of Accommodation** (All must have met the building code requirements at the time of construction.)

1. Single Family Dwelling – typical single family residence.
2. Apartment – structure built as per building code for multifamily residential use.
3. Dormitory / Bunkhouse / Work Camp structure– purpose built/renovated structure, that may have separate eating, sleeping and living areas. This includes portable structures that used in remote mining, gas and lumber work camps.
4. Hotel – originally built for short term stay rental.
  - a. Hotel style accommodations differ from other accommodations in that the sleeping quarters are not typically separated from the other living spaces.
  - b. Capacity calculation is limited to a maximum of two (2) occupants per room. If beds/bunks in the main living area are being used, additional bedrooms may not factor into the occupancy calculation.
5. Converted Storage Area – a repurposed structure that has been converted into a single family or bunkhouse style accommodation.
  - a. Must have met the building code & fire code regulations at the time of conversion.
  - b. If the structure has dual purposes (i.e. only part of the structure has been converted for accommodations), refer to the section on dual purpose buildings.
6. Mobile Home – as defined by the *Manufactured Home Act of BC*.
  - a. Travel or tourist trailers, campers, “park model” trailers are **NOT** acceptable structures for TFW accommodations
  - b. Should be CSA approved.
7. General Comments
  - a. n/a

## Q2 – Building Location

1. Buildings should be located in well drained ground to prevent mold and/or seepage into the accommodations.
  - a. Evidence of mold in the accommodations results in an automatic fail.
  - b. In low lying areas, properly installed and functioning sump pumps may be required to maintain a well-drained base.
  - c. Evidence of standing water under or around the accommodations while workers are on site is not acceptable. Periodic water pooling may occur near the accommodation at times of the year when the building is not occupied and after intense rainfall events. Every effort should be made to remove the water quickly.

2. Fuel, fertilizer, paints, solvents, pesticide storage and similar products (including full and empty containers) are considered hazardous products.

### **Q3 – Exterior Components**

1. Roof must be tight-fitting and waterproof.
2. Windows must be tight fitting, wind and waterproof.
  - a. While not mandatory, it is recommended that working gutters, downspouts and perimeter drains be installed and maintained to function properly.

### **Q4 – Flammable / Safety**

1. All accommodations must have dual exits leading directly to the exterior of the building.
  - a. Secondary exits must meet the specification of the Fire Code (i.e. use of rope ladders).
2. Dual purpose buildings storing highly flammable material or hazardous goods are not acceptable accommodations.
3. Empty pesticide, fertilizer, fuel containers etc. are considered hazardous.

### **Q5 – Multiple Use Buildings**

1. If housing is part of a dual purpose building (i.e. storage facility, machine shed):
  - a. The accommodations must be completely separated from the rest of the building.
    - i. There must be a solid (i.e. drywall or plywood wall) that isolates the living area from the rest of the building. There should not be openings or ventilation between the areas.
    - ii. The current BC Building Code requires a 2 hour fire rated wall separating. If the facility started being used for TFW housing while this Building Code requirement existed, the fire wall is mandatory, if the housing was built before then, it is a recommended practice
  - b. Remainder of the building cannot be used to store highly flammable materials (see Q4-2)
  - c. The primary and secondary access to the accommodations must be directly to the exterior, or into a corridor that is 2 hour fire rated as per BC Codes.

### **Q6 & 7 – Garbage & Rodents**

1. Rodent and insect populations must be controlled.
  - a. This is referred to in several questions relating to the integrity of exterior walls & floors, need for screen etc.
  - b. While it is reasonable that there may be evidence of rodents or insects around the residence. It is expected that the employer has taken steps to prevent access of the pests to the inside of the accommodation and is actively managing populations (i.e. limiting attractants and using active control measures (traps).
2. Garbage containers should be rodent and insect proof and be readily cleaned and sanitized.
  - a. There should be an adequate number/size of containers for buildings to store all garbage accumulated between collections.
  - b. Containers must have sealable lids.



- c. Containers should be clearly labeled in English and the language of the workers.
  - d. Garbage should be collected and removed for sanitary disposal at least once every week.
3. The ICR requires that buildings not built on solid concrete or rodent-proof foundation must have a clearance of at least 30cm between the surface of the ground and the underside of the floor joists.

#### **Q8 – Skirting / Crawl Spaces**

1. Skirting is required to protect the crawl space from debris and animals.
  - a. Skirting and any external walls for a crawl space should not have holes to control rodents. Wire mesh, with spacing not greater than 0.5cm (1/4 inch) in diameter, should be used to cover holes.

#### **Other General / Exterior / Property**

1. Living, sleeping, kitchen and washroom facilities may be located in separate buildings but need to be conveniently located for easy access.
  - a. Access between building should be covered and provide all weather footing keeping employees dry as they move between buildings.
  - b. Decks, walkways, and stairs should be free of trip hazards and have appropriate safety railings. Exterior stairs should be slip resistant.
  - c. The ICR requires that toilets be less than 30m from sleeping quarters. It is suggested that this be used as a guide for distances between separate buildings.

### **B1. BUILDING INTERIOR - General**

#### **Q9 – Interior Components**

1. All interior components of the accommodations must be clean, in good condition and appropriately sealed.
2. Floors are tight fitting, smooth-surfaced, impervious to moisture and readily cleanable.
3. Walls are tight fitting and the interior is lined with a smooth painted or treated surface material.
4. OSB or smooth finished plywood can be used for interior surfaces as long as it has a complete covering (painting) (i.e. this is more than just a quick undercoat paint job).
5. Walls should be of sound structure (i.e. solid behind wall tiles).

#### **Q10 – Ceiling Height**

1. Walls must be at least 7 feet (2.13m) tall.
  - a. Walls may be more than 9 feet tall, but a maximum height of 9 feet will be used for calculating airspace in the sleeping areas.
  - b. Closets, storage areas etc, may be less than 7 feet, but these areas are not included in area or volume calculations.

#### **Q11 – Temperature**

1. Heating & cooling systems must allow employees to be able to control the building temperature between a minimum of 18C and a maximum 25.5C at all times
  - a. A properly insulated accommodation with good ventilation in most parts of the province

will usually suffice for maintaining the maximum temperature during use. In some areas or due to the construction of the accommodations, air-conditioning may be required.

- b. Portable space heaters cannot be used as the primary heating source.

#### **Q12 – Lighting**

1. Light switches should be located in such a way as to minimize the need to move into a dark room.
2. Adequate lighting – suitable to enable normal household operations (e.g. meal preparation) occupant safety.

#### **Q13 – Ventilation**

1. Fans (bathroom/kitchen) should be vented to the outside of the building.
2. Adequate ventilation is such to prevent the accumulation of condensation and disagreeable odours.
3. Kitchen fans should be rated at a minimum 85 cfm.
4. Bathroom fans should be rated at a minimum 55 cfm.
5. Recommended that bathroom fans include a dehumidistat set at 55%rh.

#### **Q14 – Screens**

1. All windows including those in exterior doors that will be used to provide ventilation during occupancy must have screens.
2. Screens must be installed at the time of inspection.

#### **Q15 – Basic Furnishings**

1. Basic furnishing such as tables, chairs, couches, shelves, etc. should be compatible for the number of proposed workers.
2. Furnishings must be in good repair and clean.

#### **Other Interior – General**

1. While there are no specific inspection questions relating to electrical issues in the accommodations, Inspectors should note any issues that may cause a safety issue on the last page of the inspection form (e.g. missing cover plates, open air connections).

## **B2. BUILDING INTERIOR – Sleeping Quarters**

#### **Q16 – Partitioning**

1. Sleeping quarters must be partitioned by walls and doors.
  - a. Curtains, portable screens or similar materials are not acceptable partitions for either the walls or the doors.
2. Hotel style accommodations – where the sleeping and living are combined, maximum occupancy in the unit is two persons.
  - a. For example – a hotel suite with one room plus washroom with space for four beds still may only have a maximum occupancy of two people.

#### **Q17 – Bunk Conditions**

1. Minimum linens include a pillow, pillow case, sheets (2) and blanket for each bed / bunk.

2. Linens must be clean and in good condition.

**Q18 – Bunk Height**

1. n/a

**Q19 – Bunk Location**

1. Beds must not block exits (including emergency window exits).

**Q20 – Personal Storage**

1. There must be one enclosed storage unit per employee.
  - a. Storage space should be the equivalent of two four feet wide dresser drawers.
2. Individual lockable storage space is recommended.
3. Additional storage space for other personal items is recommended.

**Other Interior – Sleeping**

1. Each employee must have a separate bed/bunk (e.g. no hot bunking or sharing beds).
2. Shared double beds are for single occupancy and may be provided ONLY for couples married to each other.
3. Each room must have two exits. The BC Building Code generally requires every bedroom in a house and every bedroom in a small multi-family residential building to have an outside window that can be used as an emergency exit. The window opening must be 0.35M<sup>2</sup> (3.75 sqft) with no dimension less than 380mm (15 inches).
4. Bedroom windows functioning as emergency exits must be clear of obstructions and reachable for easy access.
5. The ICR prohibits males and females from sharing a bedroom (unless married to each other).
6. While bunkbeds have been used in agriculture TFW programs in BC since 2004 and are still permitted for use by the programs, the ICR prohibits the use of double deck or multiple tier bunks (e.g. bunkbeds). Employers are encouraged to transition to single beds where possible.

**B3. BUILDING INTERIOR – Personal Washing Facilities****Q21 – Partitioning**

1. Washroom doors cannot open within 6 feet of where food is stored, prepared or served.

**Q22 – Privacy**

1. Individual toilet facilities must have suitable privacy barriers that can be locked from the inside.
2. Showers must have individual privacy barriers (doors/curtains).

**Q23 – Washroom Conditions**

1. Must be fly-tight, weatherproof, well-ventilated.
  - a. Fans must be clean and ventilated to the outside with a minimum 55 cfm capacity.
  - b. Toilets, sinks, showers and all connecting plumbing must be in good repair, operate as designed, free of leaks, and be clean & sanitary.

**Q24 – Hand washing**

1. n/a

**Q25 – Floors and walls**

1. Floors and walls must be made of or covered by a suitable material that can be cleaned and sanitized.
  - a. All flooring has a watertight surface (i.e. no carpet, bare wood, broken tile or broken laminate)
  - b. Smooth plywood/OSB must be covered (painted) with a scrubable product and have adequate coverage. (i.e. bare plywood or just an undercoat of paint is not acceptable)
  - c. Walls behind tiles must appear sound (i.e. when pressure applied to the tile surface, it appears that there is a solid structure behind the tile.)

**Q26 & Q27 – Laundry Facilities**

1. There must be at least one laundering machine in good working order for every fifteen beds
2. There must be drying facilities for laundry, not in the bedrooms.
3. “Weekly access to laundromat” – Inspector just to record that the employer has committed to this. Employer should initial this answer if selected.
4. Facilities used to clean personal protective equipment (e.g. spray masks, rain gear, gloves) must be separate from laundry machines.
5. The ICR requires that in larger facilities (10+ employees) that separate “dry room” be provided for employees to change in and out of work clothes before entering the residence.

**Q28 – Hot water supply**

1. Inspector is to conduct a visual inspection of the hot water tank for signs of possible failure and that it produces hot water at a reasonable flow for the size of accommodation.

**Other Interior – Washing**

3. Portable privies (e.g. porta-pottys) may be used to augment toilets or for convenience, but they do not count for occupancy calculations.
  - a. If portable privies are used, there should be a service contract and they must be equipped with hand sanitation facilities such as wet wipe/alcohol solution.
4. The ICR requires that if a washroom has more than one toilet or shower, that washroom should be restricted for the use of one sex (i.e. multiple person washrooms should be either male or female).
5. All sewage is to be disposed of according to the provisions of the regional health district.
  - a. Septic tanks should be pumped out on a regular basis.
  - b. Additional recommendations on septic systems can be found at:
    - i. [http://www.env.gov.bc.ca/wsd/plan\\_protect\\_sustain/groundwater/septic\\_tank.pdf](http://www.env.gov.bc.ca/wsd/plan_protect_sustain/groundwater/septic_tank.pdf)
    - ii. Local Health Authority (phone book, internet or Enquiry BC 1-800-663-7867).
    - iii. BC Onsite Sewage Association at 1-866-391-8442 or [www.bcossa.com](http://www.bcossa.com).
    - iv. For information on groundwater and well stewardship go to [www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-quality/drinking-water-quality/health-authority-contacts](http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-quality/drinking-water-quality/health-authority-contacts)

### **B3. BUILDING INTERIOR – Kitchen**

The following requirements are for facilities where the Employee is responsible for preparing some or all of their own meals.

#### **Q29 – Appliances**

1. Appliances must be clean and in good working condition
  - a. Fridges must be clear of spills & old food.
  - b. Stoves/ovens must be free of grease or residue.
  - c. Stoves must have a range hood (fan) rated at 85 cfm or greater and ventilated to the outside.
  - d. Appliances must be repaired immediately if not functioning correctly.

#### **Q30 – Floors & walls**

1. The walls and floors of the kitchen or eating area must be made of material that can be cleaned and sanitized.
  - a. Carpeting is not acceptable.
  - b. Smooth plywood/OSB must be covered (painted) with a scrubable product and have adequate coverage. (i.e. bare plywood or just an undercoat of paint is not acceptable)

#### **Q31 – Counters**

1. The intent of Q31 is to prevent employers from attaching a sheet of plywood to the wall and calling it a counter. The expectation is for the counters and cabinets to be normal residential kitchens. Counters must be impermeable and scrubable.

#### **Q32 – Food Storage**

1. Employees must be able to store food in enclosed cupboards and sealed containers to protect it from contamination.
2. There must be adequate cupboard and food storage space within reasonable distance to the kitchen.
3. Employees must be able to store perishable foods in adequate refrigeration to maintain a temperature not exceeding 4C (40F).

#### **Q33 – Kitchen Items**

1. An adequate amount of the following kitchen items, in clean and good condition, are required.
  - a. Plates, bowls, cups and drinking glasses - one set per employee.
  - b. Utensils for cooking and serving food (pots, pans, serving spoons, ladles spatulas etc).
  - c. Tables and chairs – space for each worker to sit and eat at the same time.

#### **Other Interior – Kitchen**

1. A kitchen with food storage, preparation and cooking facilities must be provided and this space cannot be used as a sleeping room.

## C. WATER SUPPLY

### Q34 – Water Source

1. A constant supply of hot and cold potable water under pressure and in sufficient quantity to provide for drinking, washing, food preparation and laundering.
2. Water supply can NOT be via a garden hose (or similar).
3. When drinking water is provided in a container (e.g. while the workers are in the field), it should be bacteriologically safe, the container should be clean, sanitary, covered and equipped with a sanitary dispensing device.
4. No person should use a drinking vessel in common with others (i.e. each employee has and individual cup or glass).

### Q35 – Water Test

1. Water sample used for the test must come from the source(s) that employees will use for potable water while living in the facility.
2. Inspectors should ask the employer for the source of water (Public/Private). If from a non-public source, an annual water sample is required. If a water sample report is not available, the inspector should mark this as a deficiency in the housing report, requiring the employer to obtain a water sample report prior to occupancy of the facility.
3. Inspectors are not commenting on the validity or appropriateness of any water test reports provided.

### Other Water Supply

1. Water supply is regulated by regional health authorities. The regional health authority is mandated to apply and enforce the *Drinking Water Protection Act* and Drinking Water Protection Regulation. They monitor the operations of drinking water systems and act on any notices of threats to drinking water quality. Regional health authorities are responsible for issuing operating permits, and will work with water suppliers to help them achieve compliance with the legislation and the conditions on their permits.
2. For additional information please contact your regional health authority:  
<http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/water-quality/drinking-water-quality/health-authority-contacts>

## D. FIRE SAFETY

### Q36 – Number of extinguishers

1. Fire extinguishers must be fully charged and have a recent certificate that they have been recharged.

### Q37 – Location of extinguishers

1. As a minimum, extinguishers must be securely mounted outside of all bedrooms and in the kitchen.
  - a. It is recommended that they be mounted in the Living Room and Dining Rooms, near exits.

### Q38 – Extinguisher accessibility

1. Must be easily seen, properly located and securely mounted.

**Q39 – Extinguisher Rating**

1. Minimum requirement is ABC.

**Q40 – Number of smoke detectors**

1. Smoke alarm(s) are to be provided, properly located, operational and securely mounted.
2. Though not a requirement, it is recommended that Carbon Monoxide detectors be installed and maintained as per manufacturer's instructions.

**Q41 – Location of smoke detectors**

1. Refer to Fire Code for the most current recommendations for locating smoke detectors.
2. As people often sleep with closed bedroom doors, current recommendation is that there be a smoke detector in each bedroom.
3. Suggest that there also be detectors in the common area (not the kitchen) and any interior stairwells.

**Q42 – Smoke detector mounting & testing**

1. All smoke detectors should be securely mounted as per manufacturer's directions.
2. Detectors should be tested to ensure they are operational.

**Other fire safety**

1. Accommodations used for TFW should have fire protection facilities compatible with the provisions of the BC Building Code & BC Fire Code.
2. These requirements do not replace or supersede any requirements by the Fire Department in which the accommodation is located.

**E. OCCUPANCY CALCULATIONS**

1. Total living space:
  - a. Includes areas of the accommodation that have a ceiling height of more than 7 feet.
  - b. Does not include areas with ceilings under 7 feet high, storage areas or closets.
2. Number of showers
  - a. Additional showers may be provided as per comment 1, Section A - Other General.
3. Number of toilets
  - a. Additional toilets may be provided as per comment 1, Section A - Other General.
  - b. In male only accommodations, the ICR permits urinals to be substituted for up to half of the required toilets (i.e. for 21 male workers it would be acceptable to have two toilets and one urinal)
  - c. Portable toilets (i.e. porta-pottys) are not acceptable for occupancy calculations (comment 1, Section B3 – Other Interior)
4. Hand washing
  - a. Near toilets
5. Number of ovens or stoves
  - a. The concept here is that there must be an adequate number of stove top burners to allow the workers to quickly prepare their meals.

- b. An oven or stove is assumed to be a standard size (+/- 30 inch) residential stove (with a four burner range and oven). Larger commercial style units with additional burners may be converted to a residential equivalent. (i.e. a 36 inch 6 burner stove would be the equivalent of 1 ½ standard stoves)
  - c. Microwave ovens or toaster ovens may be used to supplement stoves, not replace them.
  - d. In situations where there are not enough stoves for the number of workers, hotplates may be used to augment the number of stoves with the following conditions:
    - i. They must be located with adequate counter space to safely use all appliances.
    - ii. They must be safely plugged into an electrical socket (i.e. no splitters or extension cords).
    - iii. There must be an additional element (burner) for each additional worker (e.g. accommodation with 8 people, but one stove would require a hotplate with two elements or two single element hotplates).
    - iv. The maximum number of hotplates allowed for occupancy calculations is four elements (e.g. four – 1 element hotplates or two – 2 element hotplates).
    - v. Hotplates must be in good condition, clean (free of grease and residue).
6. Number of fridges
- a. A refrigerator is assumed to be a standard size residential fridge (minimum 25cu ft, not a bar fridge).
  - b. Refrigerators should provide both cold and freezer storage capacity.
  - c. If larger refrigerators are used, suggest that there be approximately 4 cu ft of storage for each worker.
7. Total bedroom space
- a. Closets, storage areas or portions of the room where the ceiling is less than 7 feet in height are excluded from this calculation
  - b. A maximum room height of 9 feet is to be used in calculating volumes for rooms with higher ceilings.





BC INSPECTION FORM AND REPORT OF HOUSING
for Temporary or Seasonal Foreign Worker Programs

17001

YEAR

PROPERTY ADDRESS

{Bldg # \_\_\_ of \_\_\_ }

EMPLOYER INFORMATION

Legal name, Common name, Address, Mailing address, City/Province/Postal Code, Company Owner(s), Email, Owner's Telephone Number, Representative Name, Job Title, Telephone Number, Email, Company Fax No, Program, Consulate

SAMPLE

Actual forms may be purchased by approved inspectors from BCAC or BCFGA in Kelowna

A. BUILDING GENERAL / EXTERIOR / PROPERTY

- 1. Nature of accommodation: Single Family Dwelling, Apartment, Dormitory/Bunkhouse, Converted Storage Area, Mobile Home, Other
2. Are the accommodations located on well-drained ground...
3. Are the following exterior components...
4. Are the accommodations detached...
5. Are the accommodations used solely for worker housing...
6. Have sufficient garbage containers...
7. Location of rodent-proof garbage containers...
8. If it is a mobile home, has skirting been installed...

Additional Comments:

B. BUILDING INTERIOR

- 9. Are the following interior components...
10. Are the ceilings in the accommodations' living spaces...
11. Can a temperature ranging between 18 degrees Celsius...
12. Is there adequate lighting...

continued on next page

**B. BUILDING INTERIOR (cont'd)****17001**

13. Is there adequate ventilation by either natural or artificial means?  
 Yes  No
14. Do all the windows and doors in the accommodation have screens covering all openings to the outside?  
 Yes  No
15. Do the accommodations have basic furnishings in good repair (tables, chairs, couches, shelves, etc.) that are compatible with the number of TFW's requested by the employer?  
 Yes  No

**Sleeping Quarters / Facilities**

16. Are the sleeping quarters and facilities partitioned from other living areas (excludes hotel style accommodations designed for maximum one or two person occupancy)?  
 Yes  No
17. Are all the beds/bunks equipped with mattresses, pillows and linens that are clean, sanitary and non-ripped condition?  
 Yes  No
18. Are beds/bunks at least 20 cms (8 inches) off the floor?  
 Yes  No
19. Is there a minimum distance of 75 cms (30 inches) between all beds/bunks?  
 Yes  No
20. Has an adequate amount of enclosed storage space/ compartment been provided i.e. two dresser drawers, hanging closet space, excess luggage storage, etc. per worker?  
 Yes  No

**Personal Washing Facilities**

21. Are the personal washing facilities partitioned from other living areas and for the sole use of the resident TFW's?  
 Yes  No
22. Are toilets and showers guarded with privacy barriers and for the sole use of the resident TFW's?  
 Yes  No
23. Are all toilets operational, sanitary and in good repair and for the sole use of the resident TFW's?  
 Yes  No
24. Have hand washing provisions been installed near toilets and for the sole use of the resident TFW's?  
 Yes  No

25. Are the floors and walls of the washroom and/or shower facilities made of or covered by a suitable material that can be cleaned and sanitized?  
 Yes  No
26. Are adequate laundry facilities (e.g. washer) provided on site or has the employer agreed to provide weekly access to a local laundromat?  
 On site  Weekly access  
 No facilities / no access (automatic fail grade)
27. Are laundry facilities separate from machines designated for personal protective equipment cleaning?  
 Yes  No  NA (weekly laundromat)
28. Is there an adequate supply of hot water to accommodate the number of TFW's?  
 Yes  No

**Kitchen**

29. Are all of the following appliances clean, and in working condition?  
 Refrigerators:  Yes  No  
 Stoves:  Yes  No  
 Fans (over stove)  Yes  No  
 Ovens:  Yes  No  NA  
 Hot Plates:  Yes  No  NA  
 Microwaves:  Yes  No  NA
30. Are the floors and walls of the kitchen facilities made of or covered by suitable material that can be cleaned and sanitized?  
 Yes  No
31. Kitchen counter tops that are not supported by attached enclosed cabinetry may not be longer than 3 feet in length. Are there counter tops longer than 3 feet which are not supported by enclosed cabinetry?  
 Yes  No
32. Has an adequate amount of protective food storage and enclosed cupboard space been provided?  
 Yes  No
33. Has an adequate amount of the following kitchen items been provided (minimum one set per TFW)?  
 Plates:  Yes  No  
 Bowls:  Yes  No  
 Cups and Drinking Glasses  Yes  No  
 Pots and Pans:  Yes  No  
 Utensils:  Yes  No  
 Tables and Chairs:  Yes  No

**C. WATER SAFETY**

34. Water Source for the Accommodations:  
 Public Water System  Private Water Supply (e.g. Well)
35. If you have a private water supply, have you included your annual water quality test results showing that a sample is safe for occupants to drink?  
 Yes  No

**D. FIRE SAFETY**

(This section does not supersede any requirements by the Fire Department of the District in which the accommodation is located.)

36. Number of fire extinguishers: \_\_\_\_\_
37. Location of fire extinguishers:  
 Kitchen near exit (mandatory)  Living Room near exit  
 Dining Room near exit  Bedroom near exit  
 Other: \_\_\_\_\_
38. Are all the fire extinguishers easily seen, accessible at all times and located away from potential heat sources?  
 Yes  No
39. Do all fire extinguishers have, at minimum, an ABC rating?  
 Yes  No
40. Number of smoke detectors: \_\_\_\_\_
41. Location of smoke detectors:  
 Kitchen  Living Room  Dining Room  
 Outside each Bedroom/Sleeping Area (mandatory)  
 Other: \_\_\_\_\_
42. Have all smoke detectors been securely mounted and tested to ensure they are operational?  
 Yes  No

**E. OCCUPANCY CALCULATION**

**17001**

Total living space (square feet):  
 \_\_\_\_\_ /80 square feet per person = \_\_\_\_\_ (a)  
 Number of showers:  
 \_\_\_\_\_ x 7 (1 per 7 workers) = \_\_\_\_\_ (b)  
 Number of toilets:  
 \_\_\_\_\_ x 7 (1 per 7 workers) = \_\_\_\_\_ (c)  
 Number of sinks in washroom:  
 \_\_\_\_\_ x 7 (1 per 7 workers) = \_\_\_\_\_ (d)  
 Number of ovens or stoves:  
 \_\_\_\_\_ x 6 (1 per 6 workers) = \_\_\_\_\_ (e)  
 Number of fridges:  
 \_\_\_\_\_ x 6 (1 per 6 workers) = \_\_\_\_\_ (f)  
 Total bedroom space (300 cubic feet per person):  
 \_\_\_\_\_ cu ft of bedroom space /300 = \_\_\_\_\_ (g)  
 What is the lowest value in boxes  
 (a) through (g) directly above: \_\_\_\_\_ \*

\* Figures indicates the maximum number of workers permitted in accommodation

**INSPECTION RESULT**

**Inspection Result:**

Pass  Pass with follow-up actions  Fail

If "pass" or "pass with follow-up actions", the accommodation is suitable for a maximum of \_\_\_\_\_ workers.

List of follow-up actions required by business to meet inspection standards:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
- More than 10 follow-up actions is a failing grade -----
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

Date all follow-up actions are to be completed:

yy/mm/dd \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

General Comments: \_\_\_\_\_

**SAMPLE**

Inspector Name: \_\_\_\_\_

Inspector Organization: \_\_\_\_\_

Inspector telephone number: \_\_\_\_\_

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Inspector Signature: \_\_\_\_\_

Date: yy/mm/dd \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Were photographs taken during inspection?  Yes  No

**EMPLOYER DECLARATION:**

I understand that copies of this inspection report will be shared with Employment and Social Development Canada (ESDC)/Service Canada(SC) for the administration of the temporary or seasonal foreign worker programs, with the appropriate Consulate and the BC Agriculture Council Labour Committee. ESDC requires this information in order to make a Labour Market Opinion decision. Should I not consent to disclosing this information to ESDC/SC, I will not be considered for the foreign worker programs.

I have read and understand the inspection checklist and agree to be re-inspected to confirm any follow up actions are completed or to confirm that the housing site is maintained at the level of first inspection:

Yes  No  **(automatic fail grade)**

Please print employer contact name: \_\_\_\_\_

Employer contact name signature: \_\_\_\_\_ Date: yy/mm/dd \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

INSPECTION FEES	
Base Fee	\$
Additional Fees (Specify)	\$
Travel Fee	\$
GST (___%)	\$
<b>TOTAL</b>	<b>\$</b>