



## **B.C. TEMPORARY FOREIGN AGRICULTURE WORKER HOUSING INSPECTION HOUSING GUIDE**

**Effective Date: September 26, 2019**  
(version 20.2.)

This document is to assist housing inspectors in assessing the suitability of housing intended for temporary agriculture farm workers (TFWs) in BC.

These guidelines are to be referred to while completing the B.C. INSPECTION FORM AND REPORT of HOUSING for Temporary or Seasonal Foreign Worker Programs (the housing inspection report used by Service Canada for temporary foreign agriculture workers in B.C.).

Refer to the Government of Canada website for additional program information <https://www.canada.ca/en/employment-social-development/services/foreign-workers/agricultural.html>.

For specific housing and safety requirements refer to the BC Building Code, the BC Fire Code (<https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/the-codes>), local government building department or local fire department.

Additional guidance documents may be prepared to clarify requirements. These documents will be posted on the Western Agriculture Labour Initiative (“WALI”) website <https://walicanada.ca/>.

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

**Reminder to both inspectors and employers that the BC Ministry of Health and Employment and Social Development Canada are currently reviewing regulations relating to worker housing. We expected new regulations in the next few years.**

**This inspection is designed to assist in meeting temporary foreign agriculture worker (TFW) program housing requirements and does not replace or ensure that all legislative or regulatory requirements have been met.**

## Contents

<b>I. Background</b> .....	3
1. Definitions / General Comments.....	3
2. Responsibilities.....	3
3. Inspection process.....	4
<b>II. Inspection Questions</b> .....	5
1. Employer Information .....	5
2. Inspection details .....	6
3. Inspector Information .....	6
4. Inspection results .....	7
5. Exterior/General Accommodation Information.....	7
6. General Interior Accommodation Information .....	9
7. Bedrooms .....	10
8. Bathrooms .....	11
9. Laundry Facilities .....	12
10. Kitchen.....	13
11. Water Safety.....	14
12. Fire Safety.....	15
13. Maximum Occupancy.....	16
14. Photographs Taken.....	18
15. Employer Declaration.....	18
16. Supplemental Questions .....	18

## I. Background

### 1. Definitions / General Comments

1. BC Inspection Form and Report of Housing (BCIF) – The inspection form used to assess housing for Temporary Foreign Agriculture Workers (TFWs) on BC farms.
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. In several parts of this document the B.C. Industrial Camp Regulations (ICR) is referred to. The ICR may vary somewhat from the TFW guidelines, but it provides additional direction or clarification for provincial requirements.

### 2. 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. Regulatory authority remains with the appropriate agency. **Passing a housing inspection, does not in any way confer or imply that all legal obligations of the employer have been met.**
3. 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.
4. Inspectors are to provide an independent and knowledgeable observation of the housing conditions, on a specific date; explicitly addressing the items detailed on the inspection form. Inspectors are NOT certifying that the housing conditions meet any regulatory standards.
5. Inspectors are expected to use professional judgment. There are specific requirements, but a number of subjective evaluations must be made. Inspectors are expected to have a basic understanding of TFW program housing requirements and local residential building practices.
6. 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 and 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 WALI office, and
    - iii. Be referred to the appropriate regulatory body (e.g. local Health Authority, Fire Chief, or 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.
7. 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 WALI office. WALI will then work with employers and governments to ensure program requirements are met.

### 3. 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 Western Agriculture Labour Initiative (WALI) or it's designate.
  - a. WALI 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, WALI may choose to limit the number of registered inspectors in an area and the number of inspections completed by an individual inspector.
  - d. WALI is under no obligation to add or keep inspectors on the registered list.
  - e. Inspectors, in the opinion of WALI or appropriate government agencies, determined not to be providing a service in the spirit of TFW programs will be removed from 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 registered inspectors working with the program from the WALI office in Abbotsford or from the BC Fruit Growers Association (BCFGA) office in Kelowna. A fee will be charged for the inspection forms to cover development and printing costs.
5. Employers should provide inspectors with a copy of previous inspections (if one was completed). This is to ensure that any recommendations made by the inspector have been implemented.
6. Inspectors **are required** to take photographs of the facility. Photographs are to be upload to a designated WALI site.
7. What to do with completed inspection forms:
  - a. Copy 1 (top copy) is to be left with the employer. The employer will submit it along with the LMIA to Service Canada.
  - b. Copy 2 is to be sent by the inspector to the WALI office.
    - i. These may be bundled and returned to the WALI office on monthly basis. Inspectors not returning completed inspections may be restricted from purchasing additional forms. Mandatory photographs must also be uploaded to the specified cloud-based folder.
    - ii. "Failed" inspections must also be returned.

- c. Copy 3 is to be retained by the inspector.
  - d. **New for 2020 - a copy of the 1<sup>st</sup> page of the inspection report must be posted in the accommodations where workers and program auditors can access it.**
8. After completing an inspection an inspector may:
- a. Pass the inspection with no follow up actions.
  - b. Fail the inspection – all deficiencies must be addressed before an accommodation passes inspection.
- Please note – the “pass with conditions” option is no longer available.
9. WALI may engage an inspector to conduct secondary spot inspections to:
- a. monitor the consistency and quality of the inspection process,
  - b. ensure that facilities are being maintained to the required standard
  - c. in response to complaints, and/or
  - d. to ensure that the facility inspected is the actual facility being used to house workers.

## II. Inspection Questions

The following provides specific comments/points of clarification for questions on the inspection form.

Question	Additional Comments
a. Year	<ul style="list-style-type: none"> <li>• When the TFWs are expected to arrive in Canada</li> </ul>
b. Property Address	<ul style="list-style-type: none"> <li>• Civic address (or similar) of accommodations that clearly identifies the location of the building being inspected</li> </ul>

### 1. Employer Information

Question	Additional Comments
a. Legal Name of Employer	<ul style="list-style-type: none"> <li>•</li> </ul>
b. CRA Business Number	<ul style="list-style-type: none"> <li>•</li> </ul>
c. Common name (if applicable)	<ul style="list-style-type: none"> <li>• Name that the business operates as or is referred to as</li> </ul>
d. Mailing address	<ul style="list-style-type: none"> <li>• For the employer’s business</li> </ul>
e. Contact info	<ul style="list-style-type: none"> <li>• For the individual responsible for TFW housing</li> </ul>

## 2. Inspection details

Question	Additional Comments
a. Inspection date	<ul style="list-style-type: none"> <li>Actual date of physical inspection</li> </ul>
b. Building number	<ul style="list-style-type: none"> <li>If there is only one unit at the civic address it is building 1 of 1.</li> <li>A separate inspection form is required for each unit except for:               <ul style="list-style-type: none"> <li>multiple suites of exactly the same style in the same building.</li> <li>Camp style arrangements where sleeping, eating and washrooms are in separate, but integrated structures.</li> </ul> </li> <li>Multiple suites or units in one house that are not exactly the same, (e.g. a suite on the main floor and a separate suite in the basement) must have separate inspection forms.</li> </ul>
c. Has this building been previously inspected as part of the TFW program?	<ul style="list-style-type: none"> <li>To advise program administrators that there should be inspection reports from prior years.</li> </ul>
d. Are the accommodations used solely for TFW housing?	<ul style="list-style-type: none"> <li>All facilities that are part of the inspection must be <u>used only by the TFWs while occupied by TFWs</u>. Space and amenities may not be shared with other tenants or the employer. The space may be used by other people when there are no TFWs using the accommodations.</li> <li>If accommodations are shared (a “No” answer), the inspection automatically fails.</li> </ul>

## 3. Inspector Information

Question	Additional Comments
a. Inspector name	<ul style="list-style-type: none"> <li>Who actually conducted the inspection</li> </ul>
b. Phone number	<ul style="list-style-type: none"> <li></li> </ul>
c. email	<ul style="list-style-type: none"> <li></li> </ul>
d. Inspector signature	<ul style="list-style-type: none"> <li></li> </ul>

#### 4. Inspection results

Issue	Additional Comments
a. Result	<ul style="list-style-type: none"> <li>• “Pass with conditions” has been removed as it is no longer accepted by Service Canada</li> </ul>
b. Maximum occupancy	<ul style="list-style-type: none"> <li>• Final number from section 13</li> </ul>
c. Notes on deficiencies and additional comments	<ul style="list-style-type: none"> <li>• The inspector should add additional comments on all items that do not meet the standard and must be addressed prior to the accommodations being occupied by TFWs.</li> <li>• “Recommendations” that the inspector may have that are beyond the immediate program requirements (e.g. maintenance that should be done in coming years) should be provided to the employer on a separate document.</li> </ul>

#### 5. Exterior/General Accommodation Information

Question	Additional Comments
a. Do the overall conditions of the accommodations meet the program requirements?	<ul style="list-style-type: none"> <li>• Housing provided for TFWs is expected to be of similar quality and condition to average, basic accommodations in the area.</li> <li>• There should be no major safety concerns. (i.e. decks, railings, and stairs are safe and secure).</li> </ul>
b. Nature of Accommodation	<ul style="list-style-type: none"> <li>• Recreation type trailers, 5<sup>th</sup> wheels etc. are not permitted.</li> <li>• “Hotel style studio suites” refers to units where sleeping areas are NOT partitioned from common areas (i.e. the beds are in the main room). These units may have a <u>maximum</u> of two occupants per unit.</li> <li>• Hotel style studio suites must have space for TFWs to cook and eat meals (i.e. table and chairs).</li> </ul>
c. If the accommodations are part of a larger building (i.e. a multipurpose building) are they sealed off from the other uses?	<ul style="list-style-type: none"> <li>• Look to see that there are no hazards that may affect TFW health or quality of life.</li> </ul>

Question	Additional Comments						
d. Is the accommodation located on a well-drained site at least 30m from any buildings being used to shelter animals or are likely to cause offensive living conditions, or that may be hazardous to the occupants?	<ul style="list-style-type: none"> <li>• Site must be appropriately drained to ensure no flooding or wet basements</li> <li>• Look for evidence of water pooling and mold</li> </ul>						
e. Is the area around the accommodation (approximately 15m in every direction or up to a property line) clean and well maintained?	<ul style="list-style-type: none"> <li>• The area must be mowed and free of waste or stored items (i.e. old freezers, cars, pallets).</li> </ul>						
f. Are the accommodations detached from any building or surroundings where highly flammable materials or chemical substances are used or stored which may become hazardous to the occupants?	<ul style="list-style-type: none"> <li>•</li> </ul>						
g. Are the following exterior components of the accommodation in good condition and weatherproof <table border="0" data-bbox="212 1001 704 1106"> <tr> <td data-bbox="212 1001 418 1031">i. Roof</td> <td data-bbox="423 1001 704 1031">iv. Exterior walls</td> </tr> <tr> <td data-bbox="212 1037 418 1066">ii. Windows</td> <td data-bbox="423 1037 704 1066">v. Gutters &amp;</td> </tr> <tr> <td data-bbox="212 1073 418 1102">iii. Doors</td> <td data-bbox="423 1073 704 1102">Downspouts</td> </tr> </table>	i. Roof	iv. Exterior walls	ii. Windows	v. Gutters &	iii. Doors	Downspouts	<ul style="list-style-type: none"> <li>• Want to see that the accommodation is weatherproof</li> <li>• Gutters &amp; downspouts are only “Not Applicable” if the architecture of the building would not normally include/require them.</li> </ul>
i. Roof	iv. Exterior walls						
ii. Windows	v. Gutters &						
iii. Doors	Downspouts						
h. Do all exterior windows and doors to be used for ventilation have correctly fitting screens in good condition?	<ul style="list-style-type: none"> <li>• Screens on windows and doors that are to be used for ventilation must be fitted and mounted correctly (i.e. not held in with duct tape) and in good repair.</li> </ul>						
i. Are there sufficient exterior garbage containers with lids near the accommodations to securely contain all garbage accumulated between weekly collections?	<ul style="list-style-type: none"> <li>• Garbage must be collected / removed from around the premises on a weekly basis. Exterior containers must provide adequate storage for a week’s worth of domestic garbage for the number of workers in the accommodations.</li> </ul>						
j. If the accommodation is a manufactured home, has skirting been installed around the bottom perimeter to protect the crawl space from debris and animals?	<ul style="list-style-type: none"> <li>• Deter rodents and debris</li> </ul>						

## 6. General Interior Accommodation Information

Question	Additional Comments
<p>a. Are all interior areas of the accommodation clean and free of excess stored items?</p>	<ul style="list-style-type: none"> <li>• Areas that are used in occupancy calculations or that will be used by the TFWs must be clean and not used for general storage.</li> <li>• Extra, old or damaged furniture, appliances and mattress must be removed from the accommodations.</li> </ul>
<p>b. Are the interior components of the accommodations in good condition and appropriately covered or sealed?</p>	<ul style="list-style-type: none"> <li>• Flooring (e.g. carpets, tiles, linoleum) must not have large rips, holes or be loose</li> <li>• Flooring must be suitable for the location (e.g. no carpet in kitchens and bathrooms). All exposed surfaces must be appropriately sealed to allow easy cleaning (e.g. unpainted plywood, OSB, or drywall is not permitted).</li> <li>• If plywood is used for flooring, it must have a smooth surface (i.e. finish grade) and sealed with a flooring product (wall paint is not acceptable).</li> </ul>
<p>c. Are the ceilings in the accommodations' living spaces at least seven (7) feet high?</p>	<ul style="list-style-type: none"> <li>• Ensure adequate head space.</li> <li>• For vaulted ceilings, the area used for space calculations (questions 13 a &amp; b) must be greater than 7 feet high)</li> </ul>
<p>d. Does it appear that a temperature ranging between 18 &amp; 27°C can be maintained in the accommodations at most times while occupied by TFWs?</p>	<ul style="list-style-type: none"> <li>• Inspectors must use judgement to assess if the building design, construction, heating system, insulation and ventilation appear to be sufficient to keep the accommodations in the target range for most of the time while occupied.</li> <li>• For example, if workers will only be on site in the summer in the Okanagan, no heating system would be required, but adequate insulation and ventilation to limit the maximum temperature is required.</li> <li>• If there is no air conditioning, employers are encouraged to provide electric fans to improve circulation.</li> <li>• Heating and cooling ducts should be cleaned regularly.</li> </ul>
<p>e. Is there adequate lighting by either natural or artificial means?</p>	<ul style="list-style-type: none"> <li>• Would the lighting be reasonable in an average Canadian home?</li> </ul>
<p>f. Is there adequate ventilation by either natural or artificial means?</p>	<ul style="list-style-type: none"> <li>• Would the lighting be reasonable in an average Canadian home?</li> </ul>

Question	Additional Comments
g. Do the accommodations have basic furnishings in good repair (chairs, couches, shelves, etc.) that are compatible with the number of TFWs requested by the employer?	<ul style="list-style-type: none"> <li>• There must be adequate communal space for workers to relax.</li> </ul>
h. Do electrical systems appear to be correctly installed and maintained?	<ul style="list-style-type: none"> <li>• IMPORTANT QUESTION</li> <li>• Are there any electrical components that do not appear correctly installed or maintained? If so, the inspection should fail and a qualified electrical contractor brought in to review/remedy.</li> <li>• All electrical outlets have cover plates.</li> <li>• There are an appropriate number of electrical outlets (to discourage the use of hazardous cheap electrical cords).</li> <li>• Power bars are provided if additional outlets are needed (again to discourage cheap extension cords).</li> <li>• There is no exposed, improperly secured wiring.</li> </ul>

## 7. Bedrooms

Question	Additional Comments
a. Are the sleeping quarters partitioned from other living areas with a complete wall?	<ul style="list-style-type: none"> <li>• Unless a hotel style accommodation with a maximum of two people per room, all sleeping areas must be partitioned from the rest of the facility with full walls and doors.</li> <li>• “NA” response is only allowed for hotel style accommodation designed for maximum two persons/ room</li> <li>• If bedrooms are not completely separated (a “No” response) it is an automatic fail.</li> <li>• A best practice is to limited the number of occupants in each bedroom to 4 people.</li> <li>• Each bedroom shall have at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge. The window shall provide an unobstructed opening of not less than .35 m2 in area with no dimension less than 380 mm (equivalent to 3.75 sq ft with no dimension less than 15 inches. BCBC Division B part 9.9.10.</li> </ul>

Question	Additional Comments
<p>b. Are all the beds/bunks equipped with mattresses, pillows and linens that are clean, sanitary, not ripped and in good condition?</p>	<ul style="list-style-type: none"> <li>• <u>All items must be physically seen in person by inspectors.</u></li> <li>• Mattress must be a true “residential mattress” at least six (6) inches deep in good condition, able to comfortably support an adult. There should be no obvious sagging holes or rips). It cannot be an inflatable mattress nor a camping style mattress or other pieces of exposed foam.</li> <li>• Linens must be clean and functional (e.g. not look like they are going to tear the first time they are used.</li> <li>• It is suggested (but not required) that two sets of linens be provided for each bed</li> </ul>
<p>c. Are beds/bunks at least 20cm (8 inches) off the floor?</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>d. Is there a minimum distance of 75cm (30 inches) between all beds/bunks?</p>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>e. Has an adequate amount of enclosed storage space/ compartment been provided?</p>	<ul style="list-style-type: none"> <li>• Is there reasonable space for each worker to separately store personal effects as well as general storage for larger items like excess luggage storage?</li> <li>• There should be about 12 cuft (2x4x1.5) of storage per worker.</li> <li>• Boxes and portable totes are not acceptable for personal storage.</li> <li>• It is suggested to provide a lockable storage space for each worker.</li> </ul>

## 8. Bathrooms

Question	Additional Comments
<p>a. Are bathrooms partitioned from other living areas and for the <u>sole use</u> of the resident TFWs?</p>	<ul style="list-style-type: none"> <li>• These facilities must be for the <u>exclusive use</u> of TFWs while living in the accommodations (i.e. not shared with other tenants, farm visitors or the employer’s family).</li> <li>• It is preferred that the washrooms be located in the same building as bedrooms, but in some cases, they may need to be located in separate buildings.</li> <li>• <u>All bathrooms must be within 30m of bedrooms.</u></li> </ul>

Question	Additional Comments
	<ul style="list-style-type: none"> <li>If bathrooms are in a separate building, a suitable pathway that provides safe access and is lit at night will be provided.</li> <li>A best practice is to cover walkways where possible.</li> </ul>
b. Are toilets and showers guarded with privacy barriers?	<ul style="list-style-type: none"> <li>Toilets and showers must be in partitioned areas that allow the worker to dress in privacy.</li> <li>Urinals are not to be included in occupancy calculations.</li> </ul>
c. Are all toilets operational, sanitary and in good repair?	<ul style="list-style-type: none"> <li></li> </ul>
d. Have sinks (for hand washing) been installed in or near bathrooms?	<ul style="list-style-type: none"> <li></li> </ul>
e. Are the floors and walls of the bathrooms and shower facilities made of or covered by a suitable material that can be cleaned and sanitized?	<ul style="list-style-type: none"> <li>Exposed plywood/OSB is not acceptable.</li> </ul>
f. Is there an adequate supply of hot water to accommodate the number of TFWs?	<ul style="list-style-type: none"> <li>Inspector should do a reasonableness test – is the hot water tank operational and of an adequate size for the proposed number of workers.</li> <li>Is there consistent, reasonable flow of water (i.e. does the water supply allow a toilet to be flushed while the shower is running without interrupting the flow)?</li> </ul>

## 9. Laundry Facilities

Question	Additional Comments
a. Are laundry facilities provided on site and in good working condition?	<ul style="list-style-type: none"> <li>On-site washing machines and dryers are mandatory starting in 2019.</li> <li>Facilities are for the sole use of TFWs, they cannot be shared with the employer’s family or other tenants.</li> <li>Coin operated machines are only permitted if the accommodations are rented or leased and part of a larger building with coin operated shared laundry facilities. Employers are responsible for the cost of using the machines.</li> <li>Dryers must be installed with non-combustible venting.</li> <li>Ducts must be cleaned regularly.</li> </ul>

Question	Additional Comments
<p>b. Are laundry facilities used for washing personal protective equipment separate from machines designated for personal laundry?</p>	<ul style="list-style-type: none"> <li>•</li> <li>• Washing machines used for washing protective equipment cannot be used for the workers' personal clothing.</li> <li>• What the inspector is looking for is an acknowledgment from the employer that the laundry machines provided for the employees' personal use is not also used for washing protective equipment. The inspector does not need to see the other laundry machine.</li> </ul>

### 10. Kitchen

Question	Additional Comments
<p>a. Are all appliances CSA approved, correctly installed, clean, and in working condition?</p>	<ul style="list-style-type: none"> <li>• <u>Kitchen facilities must be within 30m of bedrooms.</u></li> <li>• If kitchens are in a separate building, a suitable pathway that provides safe access and is lit at night will be provided.</li> <li>• Gas appliances must be installed as per code.</li> <li>• Microwaves, blenders and other appliances may be provided at the discretion of the employer, but MUST be in good repair. These appliances are often appreciated by TFWs.</li> <li>• Specific details on stoves and refrigerators is in section 11.</li> <li>• A best practice is to cover walkways where possible.</li> </ul>
<p>b. Are the floors and walls of the kitchen facilities made of or covered by suitable material that can be cleaned and sanitized?</p>	<ul style="list-style-type: none"> <li>• Exposed plywood/OSB is not acceptable.</li> </ul>
<p>c. Are all counter tops longer than 3 feet supported by enclosed cabinetry?</p>	<ul style="list-style-type: none"> <li>• The objective is to ensure that counters are more than just a "plywood" shelf serving as a kitchen counter.</li> </ul>
<p>d. Has an adequate amount of protective food storage and enclosed cupboard space been provided?</p>	<ul style="list-style-type: none"> <li>• Judgement of the inspector.</li> <li>• Is it reasonable for the number of workers proposed?</li> <li>• Storage space must be off the floor</li> <li>• A best practice is to provide storage that allows each TFW to secure (lock up) their own food.</li> </ul>

Question	Additional Comments
<p>e. Do the accommodations appear to have an adequate number of the following kitchen items, in good repair, for the number of TFWs requested by the employer?</p> <ul style="list-style-type: none"> <li>i. Plates</li> <li>ii. Bowls</li> <li>iii. Cups &amp; drinking glasses</li> <li>iv. Pots &amp; Pans</li> <li>v. Cooking Utensils</li> <li>vi. Tables &amp; chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Expect to see one plate, bowl, cup, water glass, fork, spoon and knife per worker.</li> <li>• For each stove (or every 7 workers) there must be a set of pots and pans (e.g. fry pan, small sauce pot and large sauce pot) and corresponding tools (e.g. spatula, serving spoons, large knives etc).</li> <li>• There must be adequate eating space (chair and table) for all of the workers to sit at a table or suitable counter and eat at the same time. Sofas, recliners and similar seating areas are not to be used in this calculation.</li> </ul>

### 11. Water Safety

Question	Additional Comments
<p>a. How is potable (drinking) water provided?</p>	<ul style="list-style-type: none"> <li>• As per Section 17 of the B.C. Guidelines for Industrial Camps Regulations, construction and operating permits must be obtained from local health authorities for private water sources (e.g. private wells).</li> <li>• If health authorities cannot provide operating permits in a timely manner, employers should provide another source of potable water for cooking and drinking needs (e.g. bottled).</li> <li>• “Small water systems” refer to any system that is shared between users. This could include a private system that supplies multiple residences on a single farm.</li> <li>• Other could include providing bottled water for all cooking and personal consumption.</li> <li>• Refer to the WALI Canada website for additional information.</li> </ul>
<p>b. Water tests are required for non-public water sources.</p>	<ul style="list-style-type: none"> <li>• “You” refers to employer, who should attach a copy of the water test with the LMIA application.</li> <li>• Inspectors are not expected to review the water test.</li> <li>• If the water test is not available, explain why and proposed steps that will be taken.</li> </ul>

## 12. Fire Safety

Fire safety requirements are regulated by the B.C. Building Code and the B.C. Fire Code. This inspection highlights a few critical conditions but is not a complete review of all applicable requirements. Employers should contact their local building and fire departments to ensure that all requirements are met. It is also recommended that an appropriate fire safety inspection for the facility be completed.

Question	Additional Comments
<p>a. Are fire escape plans posted?</p>	<ul style="list-style-type: none"> <li>• The plan must be available in English as well as languages understood by the occupants.</li> <li>• The fire escape plan should include the emergency contact numbers for the appropriate Consulate or Liaison Service.</li> <li>• The fire escape plan must be posted in a visible area (like you see in hotels).</li> <li>• The plan must be reviewed with all occupants when they arrive.</li> <li>• A sample plan is posted on the WALI website or ask your fire department.</li> </ul>
<p>b. Are there the appropriate number of charged and current fire extinguishers, easily seen, accessible at all times and located away from potential heat sources and near exits?</p>	<ul style="list-style-type: none"> <li>• Fire extinguishers must meet the requirements of the BC Fire Code. “2A 10 BC Dry Chem 5lb” extinguishers are recommended being the minimum standard for an appropriate extinguisher.</li> <li>• A fire extinguisher must be available in the kitchen area and outside of the bedrooms.</li> <li>• Depending on the size and layout of the accommodations, additional extinguishers may be required (maximum 75 feet travel distance between extinguishers).</li> <li>• Fire extinguishers must be charged, not have expired and be securely mounted. It is suggested that receipts of purchase are kept.</li> </ul>

Question	Additional Comments
<p>c. Are smoke alarms correctly installed and operational?</p>	<ul style="list-style-type: none"> <li>• Have all smoke alarms been securely mounted and tested (if not part of an integrated fire system) to ensure they are operational?</li> <li>• Smoke alarms must not be expired</li> <li>• Smoke alarms are required in each dwelling unit.</li> <li>• Depending on the size and layout of the accommodations, additional smoke alarms may be required. At a minimum, smoke alarms must be located on each level and in or outside of each sleeping room.</li> <li>• Smoke alarms shall be located on or near the ceiling.</li> <li>• <b>Smoke alarms must be hard wired and interconnected with battery backup.</b></li> </ul>
<p>d. If there are fuel fired appliances in the accommodation or an attached garage, is there an operational carbon monoxide alarm?</p>	<ul style="list-style-type: none"> <li>• An operational carbon monoxide alarm is required where fuel (gas) fired appliances are used or where the accommodations are attached to a garage</li> </ul>

### 13. Maximum Occupancy

Question	Additional Comments
<p>a. Total living space (square feet):</p>	<ul style="list-style-type: none"> <li>• number of occupants= sqft/80</li> </ul>
<p>b. Total bedroom space (volume):</p>	<ul style="list-style-type: none"> <li>• number of occupants = #cuft/300</li> </ul>
<p>c. Number of beds?</p>	<ul style="list-style-type: none"> <li>• Number of occupants = # of beds</li> </ul>
<p>d. Number of toilets?</p>	<ul style="list-style-type: none"> <li>• Urinals do not replace the need (count) for toilets</li> <li>• number of occupants = #x7</li> </ul>
<p>e. Number of showers?</p>	<ul style="list-style-type: none"> <li>• Number of occupants = #x7</li> </ul>
<p>f. Number of bathroom sinks?</p>	<ul style="list-style-type: none"> <li>• Number of occupants = #x7</li> </ul>
<p>g. Number of washing machine/dryer pairs?</p>	<ul style="list-style-type: none"> <li>• Number of occupants = #x10</li> </ul>

Question	Additional Comments
<p>h. Number of fridges:</p>	<ul style="list-style-type: none"> <li>• Calculation assumes a “normal” residential fridge.</li> <li>• If commercial walk-in coolers are provided, they must have shelves and provide each worker with a minimum space of approximately 8x24 inches by 10 inches high (1,920 cu inch) or 20x61x25cm (30,500cm<sup>3</sup>)</li> <li>• Refrigerators must be plugged into hard wired electrical outlets (not extension cords).</li> <li>• Freezers may be provided for TFWs but are not included in the fridge calculation.</li> <li>• For residential fridges - Number of occupants = # of fridges x 6</li> <li>• For walk in coolers – Number of occupants = cubic inches of shelf space/1,920).</li> </ul>
<p>i. Number of stove/cooktop elements.</p>	<ul style="list-style-type: none"> <li>• Previous versions of the inspection form referred to “stoves”. As this created confusion, the revised question specifically refers to stove/cooktop elements and there is a new question on ovens.</li> <li>• TFWs generally cook their own meals individually and most use a stovetop element (rather than an oven). The occupancy calculation attempts to ensure that each worker has reasonable access to a stovetop to prepare their meal in a timely manner.</li> <li>• Stove/cooktops may be standard residential appliances (e.g. with elements on top and an oven below), permanently installed cooktops, or commercial stoves.</li> <li>• <b>CSA approved portable, plug-in countertop hotplates maybe provided, but are not to be included in occupancy calculations.</b></li> <li>• All stove/cooktops must have CSA approved hood fans, hard wired and vented as per code requirements (gas and electric).</li> <li>• The previous calculation was 6 workers for a standard residential stove with 4 elements. The revised calculation is that there may be 1.5 workers for each stove/cooktop element.</li> <li>• Number of occupants = #x1.5</li> </ul>

Question	Additional Comments
j. Is there at least one oven in each kitchen?	<ul style="list-style-type: none"> <li>• See previous comment regarding “stoves”.</li> <li>• As TFWs from some cultures enjoy baking or preparing meals in ovens, each accommodation unit must include one oven.</li> <li>• An oven may be part of a freestanding residential, commercial stove, permanently mounted wall oven or a property installed countertop unit.</li> <li>• Countertop convection ovens must be CSA approved and correctly installed (e.g plugged directly into an appropriate electrical circuit rated for the appliance).</li> <li>• <b>“Toaster ovens” do not fulfill this requirement.</b></li> <li>• If yes = pass.</li> <li>• If no = fail.</li> </ul>
k. Maximum number of occupants	<ul style="list-style-type: none"> <li>• Smallest number of a - j</li> </ul>

#### 14. Photographs Taken

Question	Additional Comments
a. Have photographs of the front exterior, kitchen, bathroom and at one representative bedroom been taken?	<ul style="list-style-type: none"> <li>• These photographs are mandatory</li> <li>• if not provided the inspection may not be approved by Service Canada</li> </ul>
b. Where other photographs taken?	<ul style="list-style-type: none"> <li>• Described photograph and why it was taken</li> </ul>

#### 15. Employer Declaration

Additional Comments
<ul style="list-style-type: none"> <li>• The inspector, WALI and governments may share this information with all applicable agencies that are involved with TFW program administration or worker health and safety.</li> </ul>

#### 16. Supplemental Questions

We are working with regulatory agencies to ensure that accommodations are safe for TFWs. To that end we are working with Fire Departments throughout the province to improve awareness of fire safety requirements and with the Ministry of Health on water safety requirements.

The results of these questions (yes /no / unknown / not applicable) do not affect the overall inspection result at this time, but must be completed.

Employers are reminded that this inspection is designed to assist in meeting TFW program housing requirements and does not replace or ensure that all legislative or regulatory requirements have been met.

Question	Additional Comments
<p>a. Is a fire safety plan in place and current?</p>	<ul style="list-style-type: none"> <li>• This is a fire safety plan as prescribed in the BC Fire Code. This is not the same as an evacuation plan.</li> <li>• An example of a fire safety plan is posted on the WALI website.</li> </ul>
<p>b. Has the local fire department or a <b>licensed fire protection contractor</b> completed a fire inspection report?</p>	<ul style="list-style-type: none"> <li>• In some areas, fire departments may not have the resources to inspect every facility. We are trying to assess how various fire departments are responding to TFW housing.</li> <li>• Fire contractor must be licensed.</li> </ul>
<p>c. If the Answer to Question 16c was yes, did the fire department leave a written copy of the report?</p>	
<p>d. Do the number of unrelated occupants sleeping in the building require that a fire alarm be installed?</p>	<ul style="list-style-type: none"> <li>• This has been part of the B.C. Building Code for several years, but has not been included as a question in the pre-season housing inspection.</li> <li>• The B.C. Building Code requires a fire alarm in buildings where more than 10 unrelated people are sleeping. Local Bylaws or Fire Codes may have a lower threshold.</li> <li>• If a fire alarm is installed a record of service and testing should be attached to this report.</li> <li>• Fire departments are more aware of the program and are in most locations are willing to help employers understand and meet requirements.</li> <li>• Please check with the appropriate local fire department</li> </ul>
<p>e. Occupancy permits?</p>	<ul style="list-style-type: none"> <li>• When the structure was first used for TFW housing, the owner should have confirmed that all building and fire code requirements for the new use were met. Most jurisdictions would have issued an occupancy permit (or similar confirmation).</li> <li>• Does the owner have any documentation confirming that this was done?</li> <li>• Has the local government’s building department inspected the facility?</li> </ul>

<b>f.</b> Describe the water system.	<ul style="list-style-type: none"><li>• Include the location, depth of wells, surface water source and any other available information that describes where the water comes from.</li><li>• Describe any water treatment equipment or processes used on the site to treat water.</li><li>• No response required if water source is supplied by municipality or community.</li></ul>
--------------------------------------	---