

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

Cistern

- Cistern and distribution lines have been shock chlorinated before use.
- A water sample has been submitted for bacteriological testing prior to the camp opening.
- Monthly water sampling schedule is in place or sampling requirements are stated on the Food Handling Permit
- Free Available Chlorine (FAC) level is maintained at a minimum of 0.2 – 0.5 ppm at the farthest point in the distribution system.
- Chlorine monitoring test kit with new reagents or test strips is available.
Type of test kit: _____
- Daily testing schedule of FAC concentrations is in place from various locations in camp.
- Chlorine concentration monitoring sheets are available.
- Inlet(s) are covered to prevent contamination.

Water well

- Well is regularly maintained and shock chlorinated.
- Well is protected from contamination.
- Monthly water sampling schedule is in place or sampling requirements are stated on the Food Handling Permit.

Surface water bodies or GUDI (ground water under direct influence of surface water) wells

- Approved by Alberta Environment and Sustainable Resource Development
Name of approval officer: _____
- Regular maintenance schedule and records are kept for filtration and disinfection treatment systems.
- 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.
- Chlorine monitoring test kit with new reagents or test strips is available.
Type of test kit: _____
- Daily testing schedule of FAC concentrations is in place from various locations in camp.
- Chlorine concentration monitoring sheets are available.

Non-potable water supplies (Tree Planting / Silviculture Operations only)

- Use of non-potable water sources for bathing and handwashing purposes must be reviewed and approved by a Public Health Inspector prior to use.
- Contingency plan is in place for alternative water source in the event of loss of water supply or contamination event. Please note should any of these events occur, the Public Health Inspector must be contacted immediately.**

Food Handling

Food Handling Equipment and Food Handling Practices

Cooling/Freezing

- Adequate refrigeration and freezer storage is available to receive shipments.
- Refrigeration space is available to properly thaw foods. Frozen meats, poultry, fish, etc. are to be thawed on the lowest shelf away from fruits/vegetables and ready-to-eat foods.
- Refrigeration space is available to properly cool large volumes of foods using smaller/shallower containers.
- Adequate shelving is available in refrigerators and freezers to keep foods up off the floor.
- Thermometers are available in all cooler and freezer units.
- Temperature monitoring sheets are used to record all cooler temperatures.
- Additional refrigerated reefer units are kept secure.
- Dating and labelling system for leftover foods is in place.

Dry Storage

- Adequate shelving is available to store all foods at least 6 inches off floor.
- Bulk dry items such as flour, sugar, etc. are kept in plastic containers with tight fitting lids.

Cold Storage Room

- Adequate shelving is available to store all foods at least 6 inches off the floor.
- Only non-perishable foods such as fruits, vegetables, pop, lard, dry goods and unopened containers of juice, canned goods and sauces/dressings are stored.

Hot Foods

- Hot holding units are able to keep foods over 60°C once they have been properly cooked and heated.
- Thermometers are used for monitoring the temperatures of hot held foods.
- Temperature monitoring sheets are used to record the temperatures of hot held foods.

Food Handlers

- Employee illness policy is in effect – any staff with symptoms of nausea, vomiting, diarrhea, severe stomach cramps or fever are not to work in the kitchen and must not return to work until 48 hours after the last symptom has subsided.
- At least one person has been properly trained in food safety and is working in the kitchen if there are 5 or more employees working. Food Handling Certificate is available for viewing upon request.

Employees

Dishwashing

Mechanical Dishwasher

- High temperature dishwasher reaches a minimum of 71°C at dish level during final rinse.
- Chlorine sanitizer is at a minimum concentration of 100 ppm on final rinse.
- Quaternary ammonium sanitizer is at a minimum concentration of 200 ppm on final rinse.
- Iodine sanitizer is at a minimum concentration of 12.5 ppm but no more than 25 ppm on final rinse
- Test strips are available for monitoring sanitizer concentration.
- Monitoring sheets are available to record sanitizer concentrations on a daily basis

Manual Dishwashing

- Proper manual dishwashing method is followed using a 3-compartment sink:
 1. Dishes/utensils/ equipment are scraped and washed with warm water and detergent,
 2. Rinsed with water,
 3. Soaked in approved sanitizer solution for 2 minutes using,
 - 100 ppm chlorine (minimum concentration),or
 - 200 ppm quaternary ammonia (minimum concentration),or
 - 12.5 ppm iodine (minimum concentration),or
 - hot water at 77°C, also soaked for 2 minutes, and
 4. Allowed to air dry.
- Test strips are available for monitoring sanitizer concentration
- Monitoring sheets are available to record sanitizer concentrations on a daily basis.

Waste and Septic Disposal	
General Waste	<input type="checkbox"/> 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	<input type="checkbox"/> Septic and/or liquid waste is treated on-site with an approved treatment plant. <input type="checkbox"/> Septic and/or liquid waste is hauled off-site by: <ul style="list-style-type: none"> ▪ Name of company: _____ ▪ Phone number: _____ ▪ Location: _____
Accommodations	
Client and Staff Quarters	<input type="checkbox"/> Rooms are cleaned and sanitized with an approved sanitizer during the terminal clean at check-out once guest's belongings have been removed. <input type="checkbox"/> All openable windows have screens in place that are in good repair. <input type="checkbox"/> All windows in sleeping areas must meet the applicable Alberta Building Code requirements for emergency egress. <input type="checkbox"/> Smoke detectors/fire alarms are in place and are tested on a regular basis. <input type="checkbox"/> 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	<input type="checkbox"/> 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. <input type="checkbox"/> All toilet and bathing facilities have mechanical ventilation or openable windows with intact screens.
Laundry	<input type="checkbox"/> Laundry service is provided to residents. <input type="checkbox"/> Residents have access to on-site laundry facilities. <input type="checkbox"/> Laundry equipment is cleaned and maintained on a regular basis. <input type="checkbox"/> Bedding and towels are laundered once per week or upon resident's request. <input type="checkbox"/> Laundered bedding and linens are provided upon arrival for each new resident. <input type="checkbox"/> Clean laundry is stored in a clean, dry area that is protected from pest entry. <input type="checkbox"/> Laundry done off-site: <ul style="list-style-type: none"> ▪ Name of company: _____ ▪ Location: _____
Communicable Disease and Emergency Management	
Policy and Procedures	<input type="checkbox"/> Employee illness policy is in place. <input type="checkbox"/> Outbreak procedure manual is available and accessible. <input type="checkbox"/> Proper personal protective equipment is provided for staff in the event of an outbreak. <input type="checkbox"/> Emergency evacuation plan: <ul style="list-style-type: none"> ▪ Name of Safety Representative: _____ ▪ Phone number: _____

