

Camp Hygiene Training Course

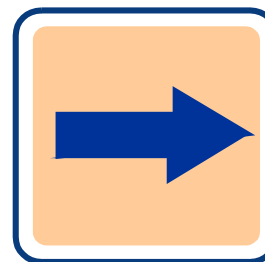
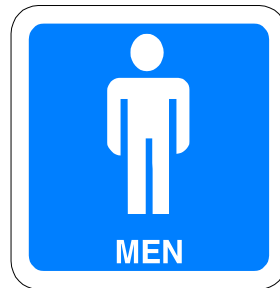


About the Instructor

- **Khaled Yousry ,CSP, CRSP, MSc, CMIOSH , CSM , PMP, STS,**
- **NEBOSH IDip in OHS, & Environment Management, UK**
- **NEBOSH & IOSH Trainer, UK**
- **NASP/IASP Authorized trainer , USA**
- **OSHA Academy Authorized Trainer , USA**
- **HACCP Foundation, based on CODEX standards**
- **Rig Pass Instructor , IADC**
- **Certified Scaffolding trainer , STI USA**
- **Certified Safety Trainer , IASP USA**
- **OSHA general & construction certified**
- **NEBOSH IGC certified (Distinction) , UK**
- **Authorized trainer from IASP/NASP , USA**
- **More than 22 years experience in HSE Field**
- **Professional Member in ASSE , USA**
- **Chartered IOSH member , UK**
- **OHSAS 18001 Lead Auditor , UK**
- **ISO 14001:2015 Lead Auditor , UK**
- **ISO 45001:2018 Lead Auditor , BSI UK**



Domestic Arrangements



Course Outlines

Start Time	Program Outline		End Time	Duration
09:00 am	1st Module	<u>Camp Management :</u> ☐ Camp management references : KNPC , TR , Statutory regulation in Kuwait ☐ Duties & Responsibilities : Camp Manager & Other Key Responsible persons ☐ Management , Control , Best Practices : ☒ Camp HSE Facilities as Alarm system, Security, vehicles access, Fire protection/Prevention, Medical arrangement (Clinic), Pest Control, washing & Sanitary, chemicals usage, waste management, water and power supply and camp design. ☒ Emergency Procedures: Firefighting equipment , emergency evacuation Drill Exercises and Fire Safety	10:30 am	90 mins
10:30 am	Break		10:45am	15 mins
10:45 am	2nd Module	<u>Staff Training, Camp Audit, Inspection :</u> ☐ Orientation regarding Camp Rules ☐ General Camp Inspection (Regular) ☒ Accommodation ☒ Fire Fighting Equipment Inspection ☐ Camp Internal Audit (I.e. weekly/ monthly)	12:15 pm	90 mins
12:15 pm	Break		12:30 pm	15 mins
12:30 PM	Q&A Assessment & Evaluation		01:00 PM	30 mins

Introductions

☐ Who ?

☐ From Where ?

☐ Job ? Since when ?

☐ Why are you on this course & what do
you want / expect out of it?



Course Aim

Why are we here today?



- The session of awareness training is designed in the way that it will provide glimpse of camp hygiene for workers staying in camp accommodation.
- Accommodation is often provided to workers, especially when sites operate away from communities.
- Suitable living & Welfare conditions are important for protecting workers wellbeing and healthy life.
- Accommodation must be safe, hygienic & organized neat.

References

- **Attachment F-7.1 - Contractor Minimum Camp Standard, Part II Section 4 - Exhibit F Subpart 7.0**
- **AL ZOUR REFINERY PROJECT, KUWAIT MAIN PROCESS UNITS EPC - 055 A , NSH CA Contract MP MANAGEMENT PLAN.**
- **Kuwait Labour Law, workers accommodation requirements.**
- **THE LAW OF LABOR IN THE PRIVATE SECTOR No. 6 of 2010 , Article (34)**

Learning outcomes

By end of this course you will be able to :

- **Demonstrate understanding for the KNPC & TR camp requirements.**
- **Outline your responsibilities as a key person in the camp accommodation.**
- **Familiar with the facilities and provisions in the camp accommodation.**
- **Familiar with camp hygiene inspection method and frequency as per KNPC requirements .**
- **Conduct Camp Hygiene inspection & auditing .**

Safe and hygienic accommodation



- ***Where accommodation is provided, it is safe, hygienic and conditions are acceptable.***
- ***Workers' accommodation "...adequate and decent housing accommodation and a suitable living environment".***

Why is accommodation important?

- As Accommodation is often provided to workers, especially when sites operate away from communities.
- Suitable living conditions are important for protecting workers wellbeing and health. To back to work Fresh .
- To be Comfortable to Workers. Accommodation must be safe, hygienic & clean.
- Offer Personal privacy and reasonable amounts of personal space.
- Everyone has the right to accommodation adequate for their health and wellbeing.

What is expected at sites?

- Risk assessments carried out to identify **hygiene and injury hazards**.
- Accommodation is of **sound construction**, with **safe electrical wiring**.
- Accommodation is **Separate** from work and storage areas.
- There is access to basic services including **Toilets, Bathing and Laundry facilities, running water, electricity, and kitchen facilities** - these should be **hygienic and regularly cleaned**.
- Adequate **Fire prevention and Detection**, and **Fire-fighting equipment**.
- **Safe access** to the accommodation and **sufficient exit routes**.
- **Protection from pollution, noise, waste or similar**.
- **Segregated** accommodation for single men and women.
- **Potable drinking water is available**.

Camp Hygiene Objective

- Hygiene in the camp is an important issue, but also a delicate one for managers and business owners.
- This is particularly true when handling an employee's personal hygiene or lack thereof. ...
- The camp **MUST** be clean and safe; employees should be exposed to a minimum of germs.
- This session will uplift the basic knowledge of all beneficiaries staying in camp.

Module (1) : Camp Management

- ❑ **Camp management references** : National & Statutory regulation in Kuwait
- ❑ **Duties & Responsibilities** : Camp Manager & Other Key Responsible persons
- ❑ **Management , Control , Best Practices** :
 - ✓ **Camp HSE Facilities** as Alarm system, Security, vehicles access, Fire protection/Prevention, Medical arrangement (Clinic), Pest Control, washing & Sanitary, chemicals usage, waste management, water and power supply and camp design.
 - ✓ **Emergency Procedures:** Firefighting equipment , emergency evacuation

What is Camp Management ?

It is a Maintain of the provided accommodation for workers that will remain clean, safe and will meet, at minimum the basic needs of workers. It will also managing house workers in a way that minimizes harmful impacts on the host communities and optimizes local resident's opportunities to participate in project benefits. It will do this by complying fully with the requirements of the project.



Camp Management References

- The purpose of Camp Management Plan is to set the main measures and organization to be put in place to manage areas under SUBCONTRACTOR control to provide protection from theft and non-authorized personnel and vehicles entering the Camp Area.
- Camp Management Plan shall apply to all employees and visitors from CONTRACTOR, SUBCONTRACTOR, vendors and COMPANY within the areas under SUBCONTRACTOR control: construction areas, warehouse, lay down areas and temporary facilities.

KNPC Camp Requirements

- 2.1** Security fencing
- 2.2** Site-works and utilities, downstream of the tie-in point (refer to 2.15 below).
- 2.3** Streets, street/ area lighting, parking areas and sidewalks
- 2.4** Buildings, structures and related equipment
- 2.5** Furniture, appliances and accessories
- 2.6** Landscaping
- 2.7** Recreational amenities and supplies
- 2.8** Camp administration services
- 2.9** Camp operation and maintenance services
- 2.10** Camp security services
- 2.11** Telecommunications services
- 2.12** Satellite television services
- 2.13** Camp Catering Services, including Housekeeping, Janitorial, Laundry and Commissary Services
- 2.14** All other materials, equipment, services and things required for performance of the Work and operation of the camp.
- 2.15** Contractor shall arrange with Municipality, Water and Electrical Ministry and Sanitary Waste Plant for supply and tie-in for potable water, construction water, electrical power and sanitary waste disposal.
- 2.16** Emergency Action Plan, the plan must include as a minimum procedure for reporting fire, or other emergency. Procedure for evacuation including type of evacuation and exit route assignments, alarm system.

Camp/Accommodation Management in Kuwait Law

- All labour regulations in private sector are enforced by Ministry of Social Affairs and Labour (MSAL).
- Kuwait Labor Law (6) for 2010 article (34)
- Ministerial decrees (199 & 198) for 2010 from articles (1) to (18).

Duties & Responsibilities

- **Camp Manager :**

Who will have overall responsibility and authority to manage all aspects of the site :

- ☐ Responsible for overseeing all staff working within the camp including catering and laundry personnel.
- ☐ Ensure nobody enters the CAMP without being aware of safety, security, environment and emergency requirements.
- ☐ Ensure that all facilities meet the Requirements.
- ☐ Coordinating with HSE Manager to ensure all requirements and standards being maintained.
- ☐ Ensure camper safety and monitor their activities.
- ☐ Set up and ensure recreation equipment is secure and stored properly.

Duties & Responsibilities

- **Camp Key Personal :**

HSE Manager is responsible for the following responsibilities (But not limited to) as per the procedure :

- Ensure nobody enters the CAMP without being aware of safety, security, environment and emergency requirements
- Attend all meetings regarding security matters.
- Facilitate effective interface and coordination among CONTRACTOR and SUBCONTRACTOR.
- Ensure that all personnel, vehicles and equipment entering the areas under SUBCONTRACTOR control is
- provided with a proper identification badge or access pass.
- Support SUBCONTRACTOR Construction Manager in the definition of procedures and plans to move equipment, vehicles and materials through the Site, evacuations routes and emergency exit.
- Designate a responsible person to supervise access documentation.
- Ensure all visitors are provided with full time escort while in areas under SUBCONTRACTOR control.
- Authorized personnel and Site equipment access and egress.

Duties & Responsibilities

- **Camp Key Personal :**

Traffic and Security Co-ordinator is responsible for the following responsibilities (But not limited to) as per the procedure :

- Supervise and coordinate all security and traffic personnel.
- Assist HSES Manager in the management and execution of security and safety traffic management plan.
- Conduct regular Site inspections and prepare reports for HSES Manager for corrective actions.
- Check and advice on each work plan or procedures for security prior to work commencement.
- Liaise with SUBCONTRACTOR's supervisors on matters regarding the security of all workers undertaken by SUBCONTRACTOR.
- Provide advice, guidance, and such as may be needed in security control.
- Coordinate with government authorities on matters pertaining to legal security requirement.

Management , Control , Best Practices

- Camp HSE Facilities :

- Alarm System
- Security
- Vehicle access
- Fire Protection /Prevention
- Medical Arrangement / Clinic
- Pest Control
- Washing and Sanitary Arrangement
- Chemical Usage (Soap, Disinfectant, Etc.)
- Waste Management and sewage Treatment Plant
- Power and Water Supply
- Camp Layout and Design
- Illumination
- Ventilation
- Camp Layout
- Fire Fighting Equipment Layout
- Emergency Evacuation Plan

Camp HSE Facilities

Alarm System



- Camp facilities shall have warning alerting alarm raising in an emergency, with immediate (within 10 minutes of alarm being raised) help being available.
- Alarm system shall be installed in the Camp offices and shall be operable at all times. In case of emergency the designated personnel shall activate the alarm.
- The security personnel together with the security coordinator shall monitor its implementation and operation.
- Drills shall be conducted in different locations to practice and familiarization of the Emergency Management Plan
- All security personnel shall undergo training for their respective responsibility.



Camp HSE Facilities

Security



- Personnel to operate the personnel and vehicular gates to the Camp at all times. A minimum of two security guards shall be present at any gate at all times.
- Camp security services to ensure respect and safety at all times of all residents.
- Security fencing and gates .
- The gates will be controlled by security personnel. All gates will be locked during the hours of no work.
- The guard house shall be provided close to all the gates of SUBCONTRACTOR office areas. An approved guard shall be assigned on the gates to control the access of unauthorized personnel.



Camp HSE Facilities

Vehicle Access



Vehicle, mobile equipment, drivers and operators entering onto the PROJECT Camp Area will be required to submit an application for a PROJECT vehicle pass to the CONTRACTOR traffic and Security Coordinator prior to requesting admittance to the PROJECT.

All vehicles and equipment entering the PROJECT Site and lay-down facilities must be in safe operating condition and will therefore be subjected to a preliminary safety inspection by SUBCONTRACTOR.

Any vehicle entering or leaving the project is also subject to inspection. Refusing to allow such inspection is grounds for immediate termination.

The vehicle passes will be displayed on the inside of the windshield on the left side. Equipment passes must be displayed on the outside to the left side of the equipment.

Camp HSE Facilities

Fire Prevention & Protection

- All accommodation should be provided with adequate means of escape for persons sleeping in the case of fire.
- The Fire hose reel should be provided all around the camp.
- Fire extinguishers will be provided in all blocks and adjacent to any specific areas of high risk. The type of extinguisher should be appropriate for the type of risk it is protecting.
- Routine Fire evacuation drill and exercise for operation of extinguisher should be undertaken in conjunction with the testing of equipment and alarms. All tests and exercises should be recorded and reported to the CONTRACTOR HSE Division



Camp HSE Facilities

Medical Arrangement & Clinic

Medical and clinic for any health cases in the camp or emergency, these facilities shall include as a minimum:

- Access to specialist services (Nurse) .
- Camp Area First Aid facilities including first aid kits, trained first aiders and a medical room
- Have facilities for raising the alarm in an emergency, with immediate (within 10 minutes of alarm being raised) help being available.
- Medical provision shall take into consideration the requirements.
- These kits must be inspected on a regular basis for the replacing of used items; the Camp Manager shall keep records of all such inspections.



Camp HSE Facilities

Communicable Diseases/ Nurse / Medical History

- Regular medical checks and reporting/ recording of all signs and symptoms of communicable illness to the Health Authority is required.
- Close contact and crowded environmental conditions are ideals for the spread of communicable diseases as well as parasitic infections, intestinal diseases and respiratory infections (bedbugs, scabies, round worms, tapeworms, Tuberculosis influenza).

Camp HSE Facilities

Communicable Diseases/ Nurse / Medical History

- There must be a medical nurse on site with medical history and records for each employee.
- There must be a medical station maintained on site staffed at all times via on site staff or an on call medical nurse or doctor after hours.
- This can be inclusive in the Housed Employees, Migrant Worker or Man Camp Disaster Plan

Camp HSE Facilities

Pest Control



Location with Respect to Livestock/Pest Control.

- Employee housing shall be maintained not less than 100 feet from barns, pens, or similar quarters of livestock or poultry.
- Contingencies must be in place for the collection of organic and other waste from kitchens and food preparation areas to ensure that there is no possibility of rats; flies or other pests are drawn to such areas.
- In addition there must be a pest control plan to prevent transmission of vector borne diseases
- Nominated persons should be responsible for the controlling of all pests and ensuring they do not congregate around bins and other areas where waste can accumulate.
- Consideration should be given to the development of a mosquito eradication program using fogging, use of pesticides and removal of stagnant water around camps to eradicate insect breeding areas.



Camp HSE Facilities



Washing & Sanitary Arrangement

Toilets, Lavatories and Showers

- An adequate number of toilets must be provided for employees.
- Shower / toilet / urinal and washbasin - one per 5 people.
- Lavatories shall be located adjacent to the toilet facilities.
- Any growth of mold within the fabric of the building is undesirable.
- If such facilities are to be used by males and females each WC must be contained in a separate room which is lockable from the inside.
- There should be proper air circulation and no undesirable odors in bath, showers etc.
- Washing Machines should be sufficient number for all the workers 1 to 30 persons.

Camp HSE Facilities

Washing & Sanitary Arrangement

Sanitation/ Garbage Bins/ Solid Waste Disposal

- All toilet and bathrooms, kitchen and mess halls, sleeping and living rooms, and beds and bedding must be kept clean and sanitary.
- Closed garbage and waste containers must be provided and must be emptied as often as necessary.
- The entire camp area must be kept clean and well drained and free from trash and garbage to prevent attracting vectors.
- These should in compliance with local regulation.

Camp HSE Facilities

Washing & Sanitary Arrangement

Laundry Facilities/Areas

- Laundry areas must have proper lighting & ventilation, with proper emergency exits.
- All washing machines where provided should **not** be located in food rooms so as to minimize the risk of food contamination.
- This is particularly relevant where soiled materials may have to be washed.
- There must be separate areas, shelves or containers for dirty & clean linen. The wastewater generated from laundry activities should not cause dampness or stagnant water that may encourage vector breeding.

Camp HSE Facilities



Chemical Usage, Soap & Disinfectant

Clean Hands

Wash Hands With Soap and Water

- Wet hands with clean running water (warm or cold), turn off tap, and apply soap.
- Rub hands together to make lather and scrub the back of hands, between fingers, and under nails for at least 20 seconds.
- If you need a timer you can hum the “happy birthday” song from beginning to end twice.
- Rinse hands well under running water.
- Dry hands using a clean towel or air dry them.
- Hand basins with soap and running clean water will be provided to enable workers to wash their hands prior to eating.

Camp HSE Facilities



Chemical Usage, Soap & Disinfectant

Clean Surface

Keep Appliances Clean

- At least once a week, throw out refrigerated foods that should no longer be eaten.
- Cooked leftovers should be discarded after 4 days; raw poultry and ground meats, 1 to 2 days.
- Wipe up spills immediately—clean food-contact surfaces often.
- Clean the inside and the outside of appliances. Pay particular attention to buttons and handles where cross-contamination to hands can occur.

Camp HSE Facilities



Waste Management & Sewage Management Plant

- The premises shall be free from depressions in which water can stand.
- Natural sinkholes, pools, swamps or other surface collectors of water within 200 feet of the periphery of employee housing shall be either drained or filled to remove the surface water.
- The septic tanks, package plants and or grease traps should cause no pollution of ground or coastal waters or facilitate vector breeding. These should in compliance with local regulations. A collection and recycling of rubbish and waste materials.
- All water supplies should meet as a minimum the standards.
- Develop a detailed plan for the collection and recycling of rubbish and waste materials.
- A contingencies for the recycling of as much waste as practical, including waste stream
- segregation and composting of organic waste. All waste that cannot be recycled waste must be disposed of in a responsible manner.
- Contingencies must be in place for the collection of organic and other waste from kitchens and food preparation areas to ensure that there is no possibility of rats; flies or other pests are drawn to such areas.



Camp HSE Facilities

Power and Water Supply

- Camp shall include all equipment necessary to supply and distribute electrical power, domestic water, fire water, telephone and satellite television, and to collect and dispose of sewage, irrigation water and storm water.
- All water supplies should meet as a minimum the standards.
- Camp shall have adequate domestic water, electrical power, and sanitary sewer services to meet the peak total needs.



Camp HSE Facilities

Power and Water Supply

Drinking Water

- Fresh and pure drinking water must be supplied at convenient locations.
- At least one drinking water fountain must be provided for each 10 workers.
- An annual regular water test may be required.
- On site Monthly testing and recording of drinking water chorine residual These should in compliance of national standard.

Camp HSE Facilities

Power and Water Supply

Kitchen Facilities

- Kitchen sinks must be supplied with cold and or hot running water.
- Shelves are required for equipment /food storage above the floor.
- Sufficient cold storage facilities (e.g. cold rooms, fridges, freezers) for the separate storage of raw and cooked products must be provided.
- The layout and design of tables, equipment should allow access for effective cleaning and/or disinfection.

Camp HSE Facilities

Light, Heat, Ventilation

- Rooms used for living, dining, cooking or sleeping and toilet and bath buildings must have proper lighting and ventilation with insect screening on windows and outside doors.
- Adequate ventilation and temperature must be provided in sleeping quarters, toilets and in bath buildings when occupied.

Camp Hygiene

Housing Manager

- There must be a Caretaker / Manager for the housing camp.
- He will ensure see that the camp is maintained properly in terms of safety & Hygiene



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Camp HSE Facilities

Beds and Sleeping Areas

- Suitable and separate beds must be provided for all workers.
- The rooms or areas used for sleeping purposes for more than one person shall be maintained with a floor area of not less than 50 square feet for each occupant & a minimum average ceiling height of not less than 7 feet.
- There should be proper air circulation and no undesirable odours in sleeping quarters.

Camp Hygiene



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Camp Hygiene



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Camp Hygiene



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Camp Hygiene



Fashion Home



Camp/Dormitory



Bach for holiday



Office



Canteen



Resturant



Car port



Hotel/Motel

Camp Hygiene



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Camp HSE Facilities

Dining Areas

- The Buildings or Structure must have proper lighting and ventilation with insect screening on windows and outside doors.
- The building or structure must protect workers from the elements rain, dust dampness and is recommended to be smoke free.
- Floors, walls, ceilings, and woodwork / tables must be made of hard, smooth, impervious washable finish material that facilitate easy cleaning and or disinfection.

Camp HSE Facilities

Dining Areas

- Water must be supplied at convenient locations for hand washing and washing up utensils.
- At least one lavatory basin with running water must be provided for each 10 workers
- The serving of food must be done in an orderly manner, if buffet style workers should line up in an orderly manner.
- There should be persons serving the food on the buffet line, workers should not serve their own food so as to prevent contamination.

Camp HSE Facilities

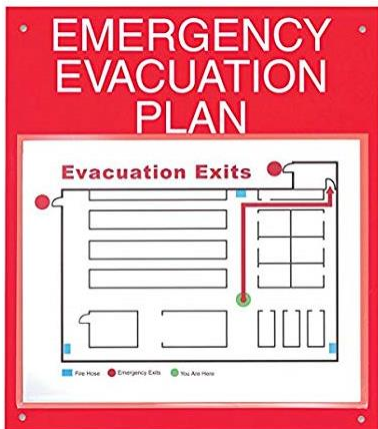
Liquefied Petroleum Gas Restriction

- No liquefied petroleum (LP) gas tanks or cylinders shall be maintained within a housing accommodation, nor be within 5 feet of a source of ignition, nor be less than 5 feet from any housing building opening or property line.
- All LPG tanks will be secured against Tropical Storms and Hurricanes.

Emergency Procedure & Fire Safety

Emergency Evacuation Plan

- Routine Fire evacuation drill and exercise for operation of extinguisher should be undertaken in conjunction with
- the testing of equipment and alarms. All tests and exercises should be recorded and reported to the CONTRACTOR HSE Division quarterly.
- Procedure for evacuation including type of evacuation and exit route assignments, alarm system.



Exercise Drills



Emergency Procedure & Fire Safety

Fire Prevention & Protection

Evacuation Plans

- There must a detailed evacuation plan to facilitate removal of workers in the event of fire or other life threatening disaster.
- A well detailed layout plan must be displayed to show the exit directions .

Emergency Procedure & Fire Safety

Fire Prevention & Protection

Emergency Exits

- All exits for all buildings or portions thereof in employee housing shall be maintained clear and unobstructed at all times and meet Building Law requirements.



Emergency Procedure & Fire Safety

Fire Prevention & Protection

Safety, Fire Extinguishers, Protective Gear

- Prevention of accidents and injuries of diverse nature in the housing environment and on site.
- All electrical outlets, panels must be properly protected.
- There must be adequate safety plans, adequate fire extinguishers; signs- go slow- caution and protective gear (hard hats, gloves, shoes) for workers & first aid kits thorough the project.
- These should in compliance with local regulations.

Emergency Procedure & Fire Safety

Fire Prevention & Protection

Disaster Plans

- There must a detailed disaster plan provided to the Government to protect workers in the event of any disaster event.
- There should be regular fire safety drills/ Gas Leak or Spill drills/ disaster drills.
- The Housed Employees, Camp Disaster Plan is required a Development Disaster Plan and Ongoing Operations or Property Disaster Plan

Module (2) : Staff Training, Camp Audit, Inspection :

• Staff Training, Camp Audit, Inspection :

- ☐ **Orientation regarding Camp Rules**
- ☐ **General Camp Inspection (Regular)**
 - ✓ Accommodation
 - ✓ Fire Fighting Equipment Inspection
- ☐ **Camp Internal Audit (I.e. weekly/ monthly)**

Staff Training

- Training for all workers, staff in camp and security staff on the Basic Camp Rules
- All personnel need to receive Safety induction training prior to issuing the ID badge.
- Training on the Importance of good personal hygiene (Washing hands, avoid infection, food safety, clean body,...etc.).
- Basic housekeeping rules.

Staff Training

- All employees, including supervisors, full time, part time and seasonal personnel should have a good working knowledge of basic sanitation and hygiene principals in the camp .
- A sanitation training program for all camp residents employees such as formal presentation, one-on-one instruction or demonstration (hand washing)

Staff Training

Camp Rules

- The written management policy for the accommodation site, which includes but not limited to:
- Unlawful use of any of the project utilities and equipment.
- Lighting of unauthorized fires or the causing of any fire hazard.
- Solicitation or distribution of literature on Company property during working time.
- Absences for three consecutive workdays and failure to properly notify the Personnel Department or your
- immediate supervisor.
- Unauthorized removal of Company, Contractor or another employee's property from the project.

Staff Training

Camp Rules

- Wilfully endangering other people's lives.
- Assaulting another employee, supervisor or project personnel, regardless of blame or provocation.
- Being intoxicated or under the influence of drugs while on the job.
- Wilful destruction of Company equipment, property or supplies.
- Possession of dangerous weapons or illegal drugs on Company property.
- Proof of fraud.
- Falsifying Company records.
- Clocking in and out for other employees.

Staff Training

Camp Rules

- Insubordination - refusal to follow supervisor's instructions.
- Disregard of safety rules and/or other acts to endanger yourself or others.
- Gambling or sleeping on company premises during working time.
- Wilfully violation of any project secrecy or confidentiality agreements.
- Any horseplay.
- Unauthorized possession of photographic equipment.
- Leaving your work area without permission from your supervisor.

Staff Training

Camp Rules

- Possession or consumption of alcoholic beverages on Company property. The following actions (Not all Inclusive) call for a written reprimand, and if repeated may result in termination.
- The Contractor shall employ a suitably qualified and experienced Camp Manager who will have overall responsibility and authority to manage all aspects of the site. The manager will be responsible for overseeing all staff working within the camp including catering and laundry personnel. They will have overall accountability for food hygiene and housekeeping standards and provide assurance through auditing to the Contractor Site HSSE Manager that standards are being maintained.

Staff Training

Importance of good personal hygiene

- Hygiene
 - describes a system of sanitary principles to preserve health
- Personal hygiene
 - Refers to cleanliness of a person's body
- Communicable disease
 - Pathogens transmitted by one person to another – may be by touch / through food / by aerosols

Staff Training

Importance of good personal hygiene

- Must understand the impact of poor personal cleanliness and unsanitary practices
- It protect the worker from illness
- It reduces the potential for contaminating fresh produce
- It could prevent a large number of illnesses

Staff Training

Importance of good personal hygiene

- **The importance of hand washing**
 - Many of the diseases that are transmissible through food may be harbored in the employee's intestinal track and shed in feces
 - Contaminated hands can also transmit infectious diseases
 - keeping yourself clean



Staff Training

Importance of good personal hygiene

Before you get to work

Your skin sheds and carries bacteria

- Take a shower
 - Wash off dead skin and bacteria
- Put on clean clothes and footwear
 - Clothes and footwear can carry bacteria into the plant
- Keep fingernails clean, trimmed and without polish / no artificial nails
 - Polish or artificial nails can fall off

Staff Training

Importance of good personal hygiene

- **The importance of hand washing**
 - Many of the diseases that are transmissible through food may be harbored in the employee's intestinal track and shed in feces
 - Contaminated hands can also transmit infectious diseases

Camp Audit

A series of audits to confirm that standards are being maintained. Area to be audited shall include, but not limited to:

- Food hygiene
- Housekeeping
- Security
- Fire & Evacuation
- Training for all workers, staff in camp and security staff
- Medical Care
- Community relationship
- Pest control
- Environmental surroundings of camp including treated sanitary waste water
- Building maintenance
- Grievance control including Grievance Register

Camp Audit (Cont')

In addition to auditing undertaken by the Sub-contractor, Audit schedules will vary depending upon local conditions however Sub-contractors will undertake at a minimum:

- **Daily audits:** Housekeeping in all toilets, washroom and shower/bath areas
- **Weekly audits:** Inspection of kitchens, food preparation and restaurant areas, Housekeeping and worker conditions in all accommodation and recreational areas, Inspection of camp grounds for stagnant water, rubbish accumulation and general care and maintenance.
- **Monthly audits:** Medical inventories, accident books, Fire Systems and evacuation alarms, Pest control

General Camp Inspection (Regular)

-  Area, design and layout of accommodations and temporary facilities.
-  Design and condition of rooms and other buildings .
-  Emergency plan procedures
-  Fire extinguishers .
-  Fuel storage .
-  Gas cylinder storage and installation.

-  Kitchen and Dining
-  Store rooms and Storages
- Recreation rooms
-  Smoking areas
-  Showers and toilets
-  Drains and sewage
-  Health care
-  Welfare facilities / Drinking water / Washing and drying
-  Waste management
-  Warning Signs .



Adobe Acrobat

Document

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Camp Hygiene

Thank You

With best compliments