

ANNEX G LABOUR CAMP INSPECTION CHECKLIST

	Labour Camp Inspection Checklist	Ver-00 DD/MM/YYYY
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Location:		Date of Inspection:
Inspection Conducted by:		Designation of Inspector:
Approved by:		Designation of Approver:

S.N	General Living Conditions	Status	Comments
1.	Are the labour camps built using adequate materials, kept in good repair and kept clean and free from rubbish and other refuse? Check daily/weekly maintenance and cleanliness reports and visual observations.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
2.	Is the site adequately drained?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
3.	Are labour camps provided with adequate ventilation and light systems including emergency lighting?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
4.	Do workers have easy access to a supply of clean/potable water in adequate quantities?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
5.	Are tanks used for the storage of drinking water constructed and covered to prevent water stored therein from becoming polluted or contaminated?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
6.	Is the quality of the drinking water regularly monitored? Check monthly water testing reports.	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
7.	Are wastewater, sewage, food and any other waste materials adequately discharged and disposed of without causing any significant impacts on camp residents, the environment or surrounding communities?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
8.	Are specific containers for garbage collection provided and emptied on a regular basis in the labour camps?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
9.	Are pest extermination, vector control and disinfection undertaken throughout the labour camps?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
S.N	Room Facilities	Status	Comments
10.	Are the rooms aired, well maintained and cleaned at regular intervals? Check daily cleaning/maintenance register	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
11.	Are the rooms built with easily cleanable flooring material?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
12.	Is the ceiling height high enough (minimum 2.10 metres)?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
13.	If the dormitory does not provide a separate space for cupboards/locker rooms, the minimum room space shall be 4 square metres per person (assuming a height of 2.4 metres). ¹	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	

¹ Part I of Workers' accommodation: processes and standards

S.N	Room Facilities	Status	Comments
14.	Are the doors and windows lockable and provided with mosquito screens when necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
15.	Is there a separate bed provided for every worker with minimum space of 1 metre between beds?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
16.	Are workers provided with comfortable mattresses, pillows and clean bed linen?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
17.	Are the bed linen washed frequently and applied with adequate repellents and disinfectants (where conditions warrant)?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
18.	Is suitable furniture such as table, chair, mirror, beside light provided for every worker?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
19.	Are adequate facilities for the storage of personal belongings provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
20.	Is there a provision of separate storages areas for work clothes, PPEs and depending on condition, drying/airing areas?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
21.	Are separate sleeping areas provided for men and women?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
S.N	Sanitary and Toilet Facilities	Status	Comments
22.	Are separate sanitary and toilet facilities provided for men and women? <ul style="list-style-type: none"> ▪ 1 toilet, 1 hand wash basin, 1 urinal and 1 bathroom with bench per 6 to 15 male workers² ▪ Similar number of facilities for female employees which should be separate. 	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
23.	Are sanitary and toilet facilities constructed from materials that are easily cleanable with adequate supply of water?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
24.	Are adequate facilities for washing and drying clothes provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
S.N	Canteen and Cooking Facilities	Status	Comments
25.	Are wall surfaces adjacent to cooking areas made of fire-resistant materials and food preparation tables equipped with a smooth, durable, non-corrosive, non-toxic, washable surface?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
26.	If workers cook their own meals, is kitchen space provided separately from the sleeping areas?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
27.	Are places of food preparation adequately ventilated and equipped?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
28.	Is the kitchen adequately furnished/equipped and provided with facilities to maintain adequate personal hygiene?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
29.	Are adequate facilities for cleaning, disinfecting and storage of cooking utensils and equipment provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
30.	Are there adequate sealable containers to deposit food waste and other refuse? Is refuse frequently removed from the kitchen to avoid accumulation?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	

² Part II I.Section D. Sanitary and toilet facilities of Workers' accommodation: processes and standards

S.N	Medical, leisure and social facilities	Status	Comments
31.	Are first aid kits provided in adequate numbers and adequately stocked?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
32.	Is there an adequate number of staff/workers trained to provide first aid?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
33.	Is guidance on alcohol, drug and HIV/AIDS and other health risk-related activities provided to workers?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
34.	Do workers have easy access to medical facilities and medical staff, including female doctors/nurses where appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
35.	Are basic social collective spaces and adequate recreational areas provided to workers?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
S.N	Managing workers' accommodation	Status	Comments
36.	Is there enough staff to ensure the adequate implementation of housing standards (cleaning, and security in particular)?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
37.	Has a specific and adequate fire safety management plan been designed and implemented?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
38.	Depending on circumstances, have specific emergency plans (i.e. floods) been prepared?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
39.	Has a security plan including clear measures to protect workers against theft and attack been designed and implemented?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
40.	Has a security plan including clear provisions on the use of force been designed and implemented?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
41.	Has the background of security staff been checked for previous crimes or abuses?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
42.	Has the recruitment of security staff from both genders been considered?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
43.	Have security staff received clear instruction about their duty and responsibility?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
44.	Have security staff been adequately trained in dealing with domestic violence and the use of force?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
S.N	Workers' rights, rules and regulations on workers' accommodation	Status	Comments
45.	Is an adequate transport system to the surrounding communities provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
46.	Is the practice of withholding workers' ID papers prohibited?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
47.	Is freedom of association expressly respected?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
48.	Are workers' religious, cultural and social backgrounds respected?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
49.	Are workers made aware of their rights and obligations and provided with a copy of the accommodations' internal rules, procedures and sanction mechanisms in a language or through a media they understand?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
50.	Are regulations on alcohol, tobacco and third parties' access to the camp clear and communicated to workers?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
51.	Is a fair and non-discriminatory procedure to implement disciplinary procedures, including the right for workers to defend themselves, set up?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	

S.N	Consultations and Grievance Mechanism	Status	Comments
51.	Are workers provided with easy means to voice their opinions and lodge complaints?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
52.	In cases where serious offences occur, are there mechanisms to ensure full cooperation with police authorities?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
53.	Has a Grievance Redressal Mechanism for workers' consultation been displayed and implemented?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	