



BetterWork
Jordan



Dormitories Inspection/Assessment Guide (2019)



International
Labour
Organization



International
Finance
Corporation
WORLD BANK GROUP

Dormitories Inspection/Assessment Guide

Jordanian Ministry of Labour

Jordanian Ministry of Health

Better Work Jordan

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ABOUT THIS GUIDE

This Guide is a joint publication of Better Work Jordan and the Jordanian Ministries of Labour and Health.

Better Work Jordan conducts assessments, while the relevant governmental bodies carry out inspections. For consistency purposes, the Guide refers to both assessments and inspections throughout. The term 'visits' refers to both assessments by Better Work, and to inspections by governmental authorities.

INTRODUCTION:

Adequate housing is a basic need, like food and clothing, and fundamental for guaranteeing human dignity. It is also essential for a stable society whereby individuals can lead satisfying and productive lives both at work and at home. Therefore, dormitories play a key role in complementing the occupational safety and health (OSH) system in the work environment. These dormitories greatly affect the physical and mental health of factory workers and provide them with a place to rest after working hours, thus impacting, positively or negatively, on their quality of life as well as their capacity for production and work.¹

Moreover, in Jordan, accommodation is part of the in-kind wage that employers provide to workers² in sectors that have this requirement, such as the textiles, garment and clothing sector. This creates an obligation for employers to provide housing that is equivalent to the estimated value agreed on as an in-kind wage, in accordance with the sectoral collective bargaining agreement (CBA). This housing is considered part of the legally required wage provided to workers.³

Dormitory inspections are considered an integral part of the inspection/ assessment regime of factories and are performed through on-site visits. The aim is to examine the conditions of these dormitories, assess their suitability as accommodation and ensure that employers fulfill the necessary requirements and conditions laid out in national legislation, such as preventing health hazards*, accordance with building codes (Jordanian national building constitution)*, Jordanian standards and specifications*, and international labour standards⁴.

¹ The Universal Declaration of Human Rights, adopted by the United Nations General Assembly, states the following: "Everyone has the right to a standard of living adequate for the health and well-being of himself and of his family, including ...housing ..."

² The in-kind housing provided in the textile, garment, and clothing sector has been estimated at 56 Jordanian dinars monthly based on a study conducted by the audit firm Ghosheh & Co (member of Nexia International), adopted in accordance with the recent CBA that was deposited with the Ministry of Labor under Number 28/2017 dated 20/2/2017 and which took effect on 1/3/2017.

³ Article 2 of the Jordanian Labour Law defines a wage as everything that a worker is entitled to in cash or in kind, plus all other entitlements, etc. Therefore, an in-kind wage is considered part of the definition of wage according to the law.

⁴ Such as Recommendation Number 115: Recommendation of the International Labour Organization on Workers' Housing, 1961.

* See: Legal Terms of Reference for Inspection/Assessment of Dormitories

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AIM OF THE GUIDE:

The Guide aims to establish common terms of reference to enable those who conduct dormitory inspections/ assessments to do so in line with consistent, objective standards.

This Guide is based on Better Work's approach for ensuring that conditions in employee dormitories are in line with health and safety standards.¹ The Guide also indicates procedures to be followed during government inspections of dormitories, in all sectors.² The Guide also can be used by employers, trade union representatives and workers to ensure that dormitories are healthy and safe.

¹ This Guide includes public safety requirements and means of protection without mentioning the other conditions of licensing that are within the jurisdiction of other entities.

² The Ministry of Labor and Ministry of Health signed a Memorandum of Understanding on 23/10/2016 with the aim of delegating the powers of inspection of worker dormitories to labour inspectors.

LEGAL TERMS OF REFERENCE FOR INSPECTION/ ASSESSMENT OF DORMITORIES:

Legislation requires employers to adhere to relevant standards to ensure adequate housing. This Guide has been prepared in accordance with the following:

1. Instructions on the Prevention of Health Hazards: Instruction Number 1 of 2013 on the Prevention of Health Hazards Related to Harm to Health Resulting from Housing Units was issued in accordance with Article 49 of Public Health Law No. 47 of 2008. These instructions regulate the health conditions that employers must fulfill for dormitories that they provide for their workers.

2. National Building Code (Jordanian national building laws), which covers, among other subjects, building safety standards.

3. Jordanian Standards and Specifications: These standards are adopted, reviewed, amended, and monitored by the Jordan Standards and Metrology Organization for all products and services based on the Standards and Metrology Law No. 22 of 2000 and its amendments.

4. International Standards on Dormitories: The International Labour Organization issued Recommendation No. 115 on Workers' Housing in 1961. Article VI states that "the competent authority should, in order to ensure structural safety and reasonable levels of decency, hygiene and comfort, establish minimum housing standards in the light of local conditions and take appropriate measures to enforce these standards."

STAGES OF DORMITORY INSPECTIONS/ASSESSMENTS:

Dormitory visits are an important part of the inspection/ assessment of the enterprise in general and good planning and preparation are required. The inspector/ assessment team leader should identify factors such as the persons responsible for visiting the dorms, the time needed, means of transport, and other important elements for a successful dormitory inspection/ assessment.

Dormitory inspections/ assessments are made up of the following stages:



STAGE 1. PREPARATION

Preparing for inspecting/assessing dormitories usually starts when preparing to conduct a factory inspection/ assessment.¹ The leader of the inspection/ assessment team must identify the person(s) who will carry out the dormitory visit and the time needed to do so.



The plan must take into consideration the following:

- The number of dormitories used by the factory and their names and locations.
- The distance between the dormitories and the workplace (factory).
- The number of floors in each dormitory building.
- The number of workers who occupy each dormitory and their nationalities and gender.
- Whether there are dormitories for supervisors.

¹ Inspections can involve the dormitory alone.

Better Work collects this kind of preliminary information through its "pre-assessment questionnaires." For Labour inspectors, this information could also be obtained from enterprises or the Ministry of Labor's labour inspector database.¹

The team leader should share planning with the other members of the team for review purposes. In addition, the inspection/assessment team should meet with any colleagues who may have information about the factory before the visit to discuss any issues pertaining to the factory or the dormitories.²

If necessary, the inspector/ assessment team leader must ensure a means of transport is available to travel to the factory and between dormitories. Personal protection equipment must also be prepared for the visit³, as well as any other necessary equipment, such as cameras.

¹ The foreign labour system at the Ministry of Labor shows the numbers of foreign workers at the enterprise, in addition to the electronic inspection system.

² For example, Better Work assigns an Enterprise Adviser (EA) to each factory to help it during the improvement process to comply with the Labour Law and international labour standards. The EA is likely to be knowledgeable about the factory and/or the dormitories.

³ The team might need to use disposable face masks and rubber gloves to protect them from contagion and diseases that are communicated by touch or through the respiratory system.

STAGE 2. CONDUCTING THE DORMITORY VISIT:

ONSITE PRELIMINARY MEETING WITH MANAGEMENT:

Before the inspection begins, an onsite meeting with company management should be held. During this meeting, the team should request all relevant information on the dorm(s) for comparison and update purposes. The inspector/ assessor must also ask factory management to have a representative accompany them during the dormitory tour and that this person is prepared and able to provide access to some of the workers' rooms¹.

Permission to take pictures² of the dormitory and facilities (when necessary), such as rooms, cooking and dining areas, hallways, etc. must also be sought and the inspector/ assessor must carry a camera during the visit for this purpose. Management should be informed that preliminary observations and data from the visit will be documented and shared with them at a final, close of inspection meeting.

Important Note: Dormitory and factory assessment/inspecting teams should share information so that it can be cross-referenced and confirmed with workers in factories, where possible.

Example: If the inspector/ assessor observes that there are bed bugs on the dormitory mattresses, they should pass this information on to the team at the factory, especially those interviewing workers, to confirm whether workers have observed insects on their mattresses and to see whether workers show signs of having been bitten by bed bugs.

¹ At least four rooms on each floor in the dormitory must be visited.

² Photos in which individuals may be identified, as well as photos of workers' personal belongings are to be avoided.

INSPECTING/ ASSESSING DORMITORIES:

The inspector/assessor, accompanied by a management representative, will visit the dormitory after the preliminary meeting. If required, transport should be arranged in advance.

To ensure that all issues are identified, the inspector/ assessor should conduct the visit and collect information systematically, using a checklist.

This will also ease reporting and facilitate discussions with management in the final meeting.

Note: The inspector/ assessor should determine which dormitory to visit first if there are multiple dormitories. It is important that the inspector/ assessor controls the sequence of dormitory visits, as factory owners may have their own reasons for selecting a particular sequence.

Dormitory inspections include the following components:

THE SURROUNDING ENVIRONMENT

Before entering the dormitory, the inspector/ assessor should check the surrounding environment for the following:

- a) The dormitory must be at least 500 meters away from any sources of pollution or noise, including for example, carbon monoxide, sulphur dioxide, nitrogen oxides or exhaust emissions; sewerage systems; wastewater; and noise pollution.
- b) The name of the dormitory should be indicated on a sign posted at the entrance of the dormitory. Such a sign is useful in reporting an emergency at the dormitory (e.g., during a fire or rescue operation) and facilitates the arrival of civil defence (emergency service) teams.

¹ See attached checklist that can be used during dormitory visits.

- c) The premises must be clean and free from waste, rubble, and stagnant water. Stagnant water, waste, insects, and rodents can lead to mosquito-borne diseases, such as malaria and dengue fever, which are considered among the greatest hazards of stagnant water.



- d) Dormitories should have a supervisor, appointed by management, with knowledge of public health and safety issues related to the dormitory. A dormitory supervisor helps maintain health and safety by acting as a link between the workers living there and company management, including the public safety supervisor of the company. A dormitory supervisor also should be able to take immediate action in the event of an emergency, such as:

- Disconnecting the power supply and shutting off sources of gas at the dormitory.
- Activating the manual alarm system (if it exists) when required and immediately reporting any accidents.
- Extinguishing fires with manual fire extinguishers and hose reels after making sure that no one is trapped in the dormitory, and providing any necessary

rescue and first aid until specialized teams arrive on the scene.

- Supervising the evacuation of workers from the dormitory in accordance with an evacuation plan prepared in advance and being responsible for the final head-count.
- Organizing the transport of the injured to medical clinics or hospitals if necessary, in cooperation with the safety supervisor at the factory.
- Observing good organization, order, and hygiene at the dormitory and following it up with the safety supervisor at the factory.

Note: Having the dormitory supervisor accompany the inspector/assessor during the visit is helpful. The supervisor will be familiar with the locations of warning signs and alarms, will open locked dormitory rooms, and can guide the team to the dormitory facilities.

- e) If workers with disabilities live in the dormitory, the inspector/ assessor must make sure that the employer is providing reasonable accommodation for those workers, such as ramps at dormitory entrances, special warning signs, and alarms that can be detected by all disabled workers at the dormitory (e.g., visual as well as audible alarms)¹. Workers with disabilities should be housed on the ground floors when possible.

INSIDE THE DORMITORY – FIRE, FIRST AID AND EMERGENCY PROCEDURES

After checking the dormitory premises, the inspector/ assessor will enter the dormitory and check the following on all floors, for the following:

Manual Fire Extinguishers:

The dormitory must be equipped to allow its occupants to carry out preliminary firefighting measures using manual fire extinguishers, which must be proportionate, in quantity and quality, to the places that are to be protected and the hazards that might occur, as well as the area of the site and the number of workers in the dormitory:

¹ Article 2 of the Rights of Persons with Disability Act No. 20 of 2017 defines reasonable accommodation as adjustment of the environmental conditions or within a specific context of time or place to enable the person with a disability to practice a right and freedom, or to gain access to services on an equal basis with others. For more information, see the Building Code for Persons with Disability and the Convention on the Rights of Persons with Disabilities of 2008.

- A dry chemical powder or carbon dioxide extinguisher must be allocated for each floor, while also providing these extinguishers in kitchens, near cooking equipment, in warehouses, at places for storage and use of gas cylinders, in all paths and hallways and throughout the dormitory.
- Fire extinguishers should be placed or hung close to doors and exits in visible places that are easily accessible.
- Fire extinguishers must be regularly maintained so that they are always fit for use. They must be tested and refilled in accordance with the instructions of the manufacturer within not less than six months¹ and by an agency that is specialized in testing and refilling extinguishers. The date of testing and refilling must be written on a label attached to the extinguisher.



Hose Reels:

Hose reels are fixed structures that are permanently attached to separate and pressurized water supply tank and designed to enable workers to control the direction of the hose to carry out preliminary firefighting activity without delay. The following must be taken into consideration:

¹ In accordance with the instructions of the Jordanian Civil Defense.

- The reels and hoses must be in line with relevant standard specifications¹ and must be fitted with an on-off valve that is easy to use. At the end of the hose, a multipurpose metal nozzle must be attached.
- Hose reels must be installed in paths and hallways and near the stairs so that they are easily accessible.
- Signs must be posted to provide clear instructions on how to use hose reels.
- Hose reels must be tested periodically to make sure that they are operational and that the water pressure is suitable.

During the tour, the inspector/ assessor should test one of these reels to make sure that water reaches it and that it operates efficiently.

Automatic Fire Alarm System:

The automatic fire extinguishing system must be linked to the automatic alarm system. These systems must provide both a sound and light alarm. The opinion of the Civil Defense Directorate should be taken into consideration to check the suitability of the proposed systems for the site before implementation. The Civil Defense Directorate will approve and propose the right systems after looking at the layout. Also, a person should be trained with the necessary instructions to inform the persons in charge at the site and the nearest Civil Defense station in case of emergency. The inspector/ assessor should check the following in regard to automatic fire alarm systems:

- The system should be tested by the safety supervisor in front of the inspector/ assessor to make sure that it is working effectively and that there are no faults in the control panel or what is known as a general fault.
- The sound of the alarm must be different from that of any other alarms used for other purposes. There should be a flashing light that can be seen by workers who have a hearing disability.
- Automatic fire alarms and other alarm systems must have been installed by a duly authorized specialist company after conducting the necessary technical studies to ensure conformance with standard technical specifications and the

¹ See Specification No. M.Q.A. 1603-1, 2004: Fixed systems for extinguishing fires - hose systems, part (1) hose reels that have semisolid reels. This specification determines the requirements and testing methods for the installation and performance of hose reel systems that have semisolid hoses to be used in buildings and other facilities and that are permanently connected to a source of water for the use of the residents.

code of fire alarm systems¹.

- These systems should be periodically maintained and tested to confirm that they are operational in accordance with the instructions of the manufacturer. In addition, the battery and connections should be checked to ensure that the systems work in case of a power outage.

First Aid Box:

The inspector/ assessor must make sure that there is a first aid box at each dormitory that contains the necessary medical supplies for first aid. It should be in a visible place and known to all the residents of the dormitory.

This box must include the following items²:

- Antipyretic and analgesic drugs
- Medical roll
- Plaster for wounds of various sizes
- Hydrogen for cleaning wounds
- Triangular bandage
- Medical scissors
- Ointment for burns
- Medical gauze
- Medical tape
- Medical iodine
- Medical container
- Medical gloves
- Vaseline
- Medical cotton
- Antiseptic/colourless spirit
- Support bandage
- Medical tweezers

The inspector/assessor must also make sure that the box is open. The employer may lock the box and give the keys to the dormitory supervisor or any other worker inside the dormitory. In this case, the inspector/assessor should make sure that the picture and telephone number of the person who has the keys are clearly posted on the box. The employer may keep the items at nearby factory clinic, if the factory clinic is too far, the employer should keep these items with dormitory supervisor who has first aid training.

Evacuation Map (Emergency Plan):

The employer must post an emergency map or plan at the entrance of each floor, showing emergency exits and directions. The plan must be clear and must show the actual layout of the building with exits, first aid boxes, water hoses, and fire

¹ See the Code on Fire Alarm Systems developed by the Royal Scientific Society and the Building Research Centre for the Jordanian National Building Council.

² Decision issued by the minister of labour in accordance with the provisions of Article 78 of the Labor Law on medical aid means and equipment for workers at enterprises of 1997.

extinguishers. The plan should be updated as necessary. Also, each floor must have illuminated arrows and signs indicating escape routes.

The inspector/ assessor must make sure that the plan was developed in the language(s) of the dormitory residents.

Emergency Contact Sign:

The employer must post a sign at the dormitory bearing emergency and Civil Defense numbers and instructions for handling accidents, using the language of the dormitory residents.

The inspector/ assessor must make sure that this sign is posted at the entrance of each dormitory.

EMERGENCY ESCAPE ARRANGEMENTS AND METHODS:

Safe escape routes such as staircases, paths, and hallways that lead to a safe place outside the dormitory are considered very important for the protection of workers in the event of a fire or other hazard. The escape routes must lead to the internal and external assembly points. They include:

1. Emergency Exits: These exits are designated to be used in cases of emergency to speed up the evacuation of the residents in case of danger. They must be unlocked at all times (push bar handles can be used for this purpose). The employer must provide at least two emergency exits for each floor.

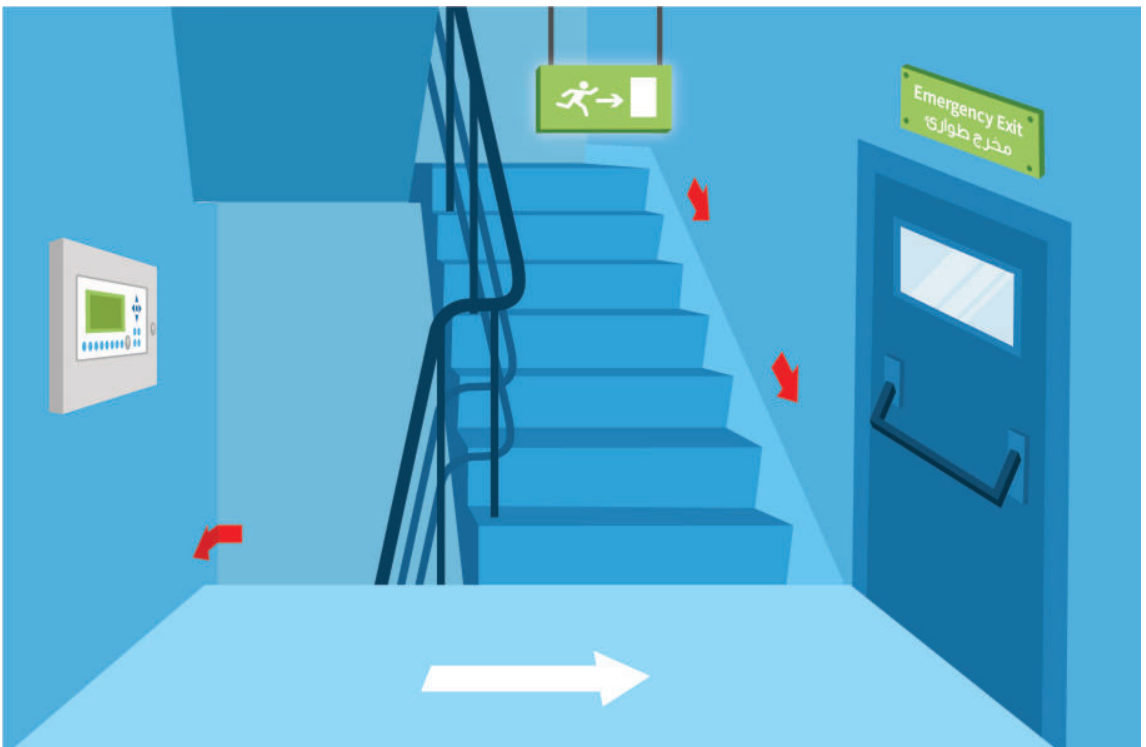
Depending on the layout of the dormitory, the two emergency exits should be located on opposite sides of the building.

The doors of the emergency exits must be easy to open from inside and the exit paths must be clearly marked¹, and it's recommended that the doors open outwards.

¹ The Code of Prevention of Fire stipulates that each building whose occupants face danger because it is impossible to use the only means of escape due to fire or smoke must be equipped with two separate means of escape on each floor, the place of each will be determined to minimize the chances of it being impossible to use them both at the same time due to a fire or any other emergency.

The inspector/ assessor must confirm that these exits are adequate and accessible and that they are not locked.

2. Emergency Staircase: This staircase is designated for use in cases of emergency only, in addition to the other main stairs at the dormitory, in order to carry out the evacuation plan quickly. The staircase must have handrails and other barriers to ensure the safety of users. Usually, an external emergency staircase is connected with emergency exits on each floor in the dormitory.



3. Emergency Arrows, Illuminated Signs, and Exit Paths: All exit signs, arrows and escape paths, including in rooms, hallways, corridors, on floors and staircases must be illuminated. They must have a dual power supply, including the main electricity outlet and a backup source in the event of a power outage. The emergency illumination system must turn on automatically as soon as the main power supply shuts off to ensure that these places continue to be illuminated under all circumstances.

4. Assembly Points: Assembly points are places designated outside the dormitory to assemble people who are evacuated. Assembly points must be connected to exits from the dormitories. They must be safe, secure, with natural ventilation, and must be accessible to cars and public service teams.

Note: The inspector/assessor must review the emergency plan posted at the entrance of the dormitory as this indicates the building layout, including sanitary facilities, kitchen, dining room, etc. and will make it easier to tour the dormitory.

GENERAL REQUIREMENTS IN THE DORMITORY

During the tour of the dormitory, the inspector/ assessor must make sure that the below requirements are met:

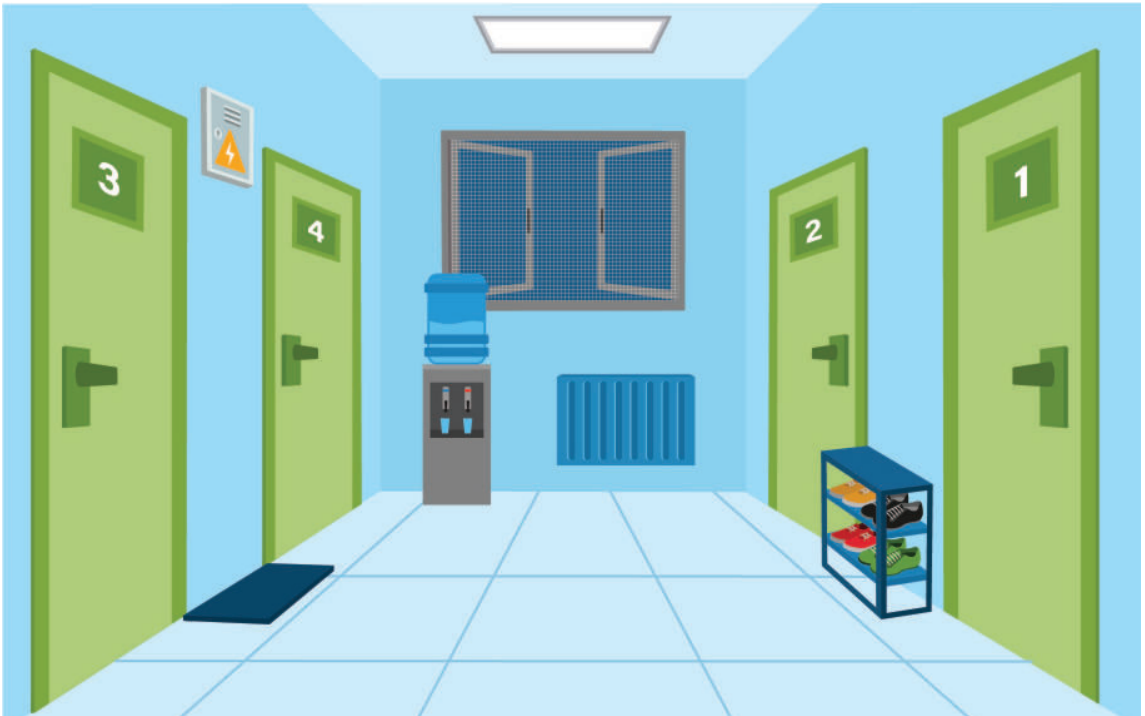
1. Natural Ventilation: The dormitory, including all its facilities and sections, must have good ventilation¹, part of which must be natural. Good ventilation in the dormitories removes carbon dioxide and water vapour, which is important for the health and well-being of the residents. Controlling humidity helps prevent fungi and microbes, which can negatively impact health. Overcrowding and small spaces increase the risk of unsafe levels of carbon dioxide and the microbial load in the air. Inspectors/ assessors must make sure that there are sufficient windows and doors to provide fresh air in enclosed spaces. When it is difficult to design windows and other openings as needed or when vapours and gases are present, such as in or near kitchens, alternative means of ventilation can be used, such as suction fans/ ducts or air conditioners.

Inspectors/ assessors must also confirm that there is no dampness or mould inside the dormitories.

¹ Please see the Natural Ventilation and Hygiene Code, which addresses ventilation in buildings designed for human occupancy. The code explains the broad outlines warranting ventilation at buildings. It includes the necessary airflow averages for various buildings according to usage, and the principles for using natural ventilation versus industrial ventilation. The code further explains the principles for designing natural ventilation systems and discusses issues related to hygiene for various types of occupancy.

2. Lighting: Lighting must be natural as much as possible¹ and be sufficient in all parts of the dormitory.²

Lights must be fixed and must not come into contact with any materials that are stored in high places. Electrical fixtures, including lights, switches, power outlets, and plugs must be covered.



3. Electrical Wiring: The employer must make sure that electrical wiring and plugs inside the dormitory are safe and that electrical boxes are covered.³ The inspector/assessor must confirm that all electrical fittings and services inside the dormitory are well insulated and protected against damage or excessive current.

¹ Please see the Natural Light Code, which provides definitions related to lighting using daylight at buildings in terms of quantity and quality. The code also provides the basic principles for designing lighting by daylight and elements of controlling it, in addition to simple methods of calculating daylight by using tables under circumstances that are determined, depending on the place. The aim is to use calculated lighting to light buildings or complement it with industrial lighting to provide viewing comfort for people inside them.

² Please see the Internal Lighting Code, which discusses the role of lighting in public safety and operation and comfort while carrying out various activities inside buildings. It also stresses the need to maintain standard lighting requirements to ensure effective work, safety, and public interest. This code includes definitions and general design considerations for lighting, in addition to methods of designing, classifications of lighting systems, and the general principles and calculations of lighting.

³ Please see the Electrical Wiring and Installation Code, which primarily discusses regulations concerning the design and installation of electrical wiring in and around buildings. This includes testing and inspecting wiring.

Electrical devices and equipment, such as heaters, cookers, ovens, refrigerators, air conditioners, and others, must be safely connected. All electrical devices and circuits must have earth connections according to standard specifications. In addition, all electrical installations and wiring must be installed under the supervision of a specialized technical service provider. Workers must not be allowed to tamper with or modify these connections.

Additionally, circuit breakers must be provided to guard against short circuits in all places. There must be a general circuit breaker that allows for disconnecting electricity throughout the dormitory, which is installed in a safe location close to the exit and easily accessible in cases of emergency.

4. Heating: The employer must provide and pay for safe heating. Inspectors/ assessors must confirm that heating is provided, especially in the winter, and that heating devices are safely connected and not likely to cause a fire if electricity is used. They should also be proportionate with the area of the room and number of workers. It is advisable to use heating that has a separate source of power, such as central heating, which uses radiators,¹ and air conditioners, depending on the resources of the factory, and avoid using heating that relies on power directly, e.g., kerosene, gas, and electrical heaters, as much as possible.

5. Window Screens: Screens must be installed on windows of the housing unit and all facilities to prevent insects and stray animals from entering the dormitories, especially in the summer. This will reduce the possibility of diseases. Inspectors/ assessors must ascertain whether screens are installed on all windows and whether they are in good condition.

6. Storage of Raw Materials: No part of the dormitory may be used for work or storage of work-related materials. The inspector/ assessor must determine whether there are any materials stored at the dormitory, aside from dorm-related materials, such as furniture, blankets, and food supplies that are necessary for use by the workers

¹ Please see the Central Heating Code, which covers the design and implementation of central heating systems by hot water and the usage of devices, such as finned radiators, panel radiators, and portable radiators. This code does not include independent heating devices that operate on gas or electricity.

at the dormitory. Production-related materials should be stored in separate warehouses constructed from non-flammable materials.

7. Flooring: The floor must be tiled and must have suitable drainage, fitted with covers for floor drainage holes. Walls and floors must be free from cracks and other construction defects.¹

8. Gas Cylinder Storage: Gas cylinders must be stored safely if used. They must not be directly exposed to the sun or any other source of heat. Gas cylinders must be fitted with safety valves, including one for quickly closing them (level gauge). Gas tanks must be installed outside the dormitory. Also, periodic maintenance of tanks, cylinders, and connections is required, with the help of a specialized technician. It is preferable to mark empty cylinders and isolate them from filled cylinders prior to removing them.

9. Shoe Racks: The employer must provide shoe racks in hallways on every floor that are sufficient for the number of workers in the dormitory to maintain hygiene and orderliness.

10. Waste Disposal: Each floor of every dormitory must be provided with one container or more for solid waste (3 litres per worker) and must be emptied at least once a day.

11. Drinking Water: The dormitory must receive water from a safe source, in line with the Jordanian standard specification.² The available water for consumption per person must not be less than 60 litres per day for personal consumption including

¹ Large cracks that have a 45 degree angle are considered dangerous. For more information, please see the Building and Walls Code, which addresses design requirements for load-bearing walls and other walls. These walls must be able to withstand various loads and must be stable and firm. The code also includes other recommendations to prevent cracks in walls and how to treat them when exposed to rain. The code further contains requirements and recommendations for designing, manufacturing, handling, storing, transporting, and installing precast concrete structures precast concrete structures.

² Article 36 of Public Health Law No. 47 of 2008 stipulates that the Ministry (reference to the Ministry of Health) shall, in coordination with concerned entities and based on its own legislation, monitor drinking water, whatever its source, to confirm that it is fit for drinking and shall adopt the necessary measures to prevent the use of any water that is not fit for drinking. This includes taking samples and testing it at its laboratories or any other accredited laboratories. Also, the board of directors of the Jordan Standards and Metrology Organization agreed, in its session No. 1/2008 held on 23/1/2008, to adopt the standard specification No. 268/2008 as a mandatory technical rule concerning drinking water and to consider it effective as of 2/6/2008. This is based on the powers vested in it under Article 8, Paragraph B, of the Standards and Metrology Law No. 22 of 2000.

drinking water¹. The inspector/ assessor must ascertain whether clean drinking water is available at the dormitory and that workers can easily access it.

12. Privacy: The dorms must offer workers sufficient privacy. Women’s dormitories must be separate from those for men.

SLEEPING ROOMS:

During the visit, the inspector/assessor must enter the workers’ bedrooms to make sure that they meet the required conditions. The following points should be checked:

1. The floor area must not be less than 3.5 square meters per worker (including facilities, corridors, and area inside the rooms).
2. If bunk beds are used, the floor area of 3.5 square meters applies for both the workers in the lower bed and the upper bed. The distance between the two bunks must not be less than 70 centimetres and they must meet safety standards.



¹ Please see the Code on Supplying Buildings with Water.

3. The height of the bed must not be less than 30 centimetres from the floor and the beds must be separated from each other by not less than 70 centimetres.
4. The rooms must contain a suitable bed and closet, with lockable space, for each worker.
5. The rooms must not be less than 2.8 meters high.
6. The rooms must not accommodate more than 12 workers.
7. Workers may not cook inside the rooms and no gas cylinders are allowed to be kept inside rooms.
8. No uncovered food leftovers may be kept inside the rooms.
9. The windows of the rooms must be fitted with insect screens.
10. The rooms must have good ventilation and lighting.
11. The rooms must be free from insects, such as cockroaches and bugs in the mattresses.

Note: Upon entering workers' rooms, inspectors/ assessors may observe customs that reflect certain religious beliefs. They must respect these traditions. They must not open rooms and enter alone; they should always be accompanied by a management representative if possible.

COOKING AREAS AND FACILITIES

The employer must provide places designated for cooking food (kitchen) that have walls with ceramic tiles that are not less than 2 meters high. They should have a safe source of drinking water, sink(s) for dishwashing, separate cabinets for storing food and detergents, a refrigerator for keeping food, and a cooker/oven for cooking food, while providing the following:

- A self-closing screen door for the kitchen.
- Suction fans/ducts inside the kitchen.
- Pest and rodent control devices inside the kitchen.
- Proper waste baskets with a lid.

- Valid health certificates for kitchen staff, if any.



Note: Places designated for cooking food may be available on each floor in the dormitory, or the employer may provide one place for cooking food for the entire dormitory.

SANITARY FACILITIES ¹

Each dormitory or set of dormitories must contain sanitary facilities in appropriate numbers, with tiled walls that can be easily cleaned (ceramic). They should be located so as not to cause health hazards, such as foul doors, water flows, or waste collection areas. Each facility must have the following:

1. The distance between the sanitary facilities and the dormitory (building) must not be more than 20 meters if they are separate from the dormitory and the path leading to the facilities must be covered to protect the workers from the elements.

¹ Please see the Code on Supplying Buildings with Water, which includes the general conditions and recommendations related to the design and implementation of cold and hot water systems and the necessary water to fight fires. The Code also defines terms related to pipes, and explains the implementation and maintenance of systems and other similar works.

2. The door of the sanitary facility must not open directly onto the kitchen or the dining room.
3. The distance between the door of the sanitary facility and the kitchen or dining room door must not be less than 4 meters.
4. The sanitary facility must contain at least one toilet per 15 workers and must have a washroom.
5. It must have at least one shower per 15 workers.
6. It must have at least one sink per 15 workers. If it is a common sink with a number of taps, each tap is considered a separate sink.
7. A waste basket must be available at each toilet.
8. A waste basket of a proper size must be available at each sanitary facility.¹
9. It must have a proper changing place.
10. It must have cold and hot water. Hot water may be provided to workers through an electric heater or boilers. Inspectors/assessors must ascertain whether workers are provided with hot water for showering and other uses, especially in



¹ Please see the Code on Waste, which includes methods of storing solid waste and arrangements to facilitate waste collection waste by the competent entity.

the winter. Also, wastewater must be discharged from the dormitories¹ in one of the following methods:

- Connecting it to the public sewerage system, if available, with the approval of the competent authority.
- Draining it to a concrete septic tank with proper specifications, emptying it before it becomes full and disposing of it at places designated by the competent authority.

DINING HALLS

Each dormitory or set of dormitories must contain a dining room/hall that has a suitable number of tables and chairs. The following must be observed:

- It must be free from pollution.
- It must have good ventilation.
- It must have sufficient lighting.
- Noise must be within allowable limits (not more than 55 dB)
- It must have an appropriate temperature (preferably around 22 C)
- The floor must be flat and non-slip and preferably with a mild slope to facilitate washing and cleaning.

Also, break rooms must be fitted with the following furniture and facilities:

- Sufficient comfortable chairs to accommodate the number of individuals expected to be present during breaks or shifts.
- Sturdy tables are suitable for a break or dining hall.
- Escape door on the opposite side of the main entrance or on the side where a large number of workers are present.
- Pest control devices (ultraviolet), as pesticides are not preferred.
- Fire extinguishers, which should be placed in visible locations and within the reach of workers. They should be near the places where the fire is likely to break out.

¹ Please see the Code on Sanitation for Buildings, which discusses the technical principles of designing sewerage systems for buildings in terms of the general requirements and the internal and external sewerage system to the point of linkage with the public system, in addition to ventilation of the systems, rainwater drainage system, and methods of disposing of liquid waste public sewerage systems are not available.



- Self-closing plastic containers for waste collection.
- Soft metal screens on the windows and doors, especially in hot areas where flies abound.

CLOTHES WASHING AREAS

The dormitory must have a place designated for washing (by hand or by machine), with hangers and lines for hanging clothes outside the sleeping quarters and the kitchen at an average of 1 meter of clothes line per worker.

During the tour, inspectors/ assessors must ascertain whether all washing machines, dryers, and electric irons (if available) are safely connected. Also, chemical substances that are used for cleaning, such as acids and other cleaning materials, must be stored safely to avoid burns, especially to the eye. These materials must be stored in a

separate, safe location, and not in the workers' way in the dormitory. The washing and drying area must not be slippery. In addition, separate places outside of the dormitories must be provided for hanging clothes after washing.



STAGE 3. WRITING THE REPORT AND TAKING APPROPRIATE ACTION

To facilitate taking notes during the dormitory tour, use the suggested checklist. After visiting all the dormitories and facilities, the results should be documented. This process differs depending on whether visit was carried out by government authorities or by Better Work.

Better Work assessors enter information into the program's assessment template. Labour inspectors enter the inspection information into the labour inspection system database, and write up warnings or violations, as necessary. Ministry of Health inspectors prepare a special report and take appropriate legal action in accordance with the provisions of the Health Law.

LABOUR INSPECTORS

After inspecting the dormitories, the labour inspector must discuss observations with other members of the inspection team. Following that discussion, the inspectors should then discuss their findings with the employer. Based on this, the inspector should take appropriate action, such as providing oral or written advice and guidance to the employer, or serving a written warning to remove violations by a certain date.

The inspector may issue a violation against the employer if there are violations of legal standards, or if the employer does not comply with the advice, guidance or warning previously served for which the deadline has passed. This authority is granted to the labour inspectorate, according to the Memorandum of Understanding signed between the Ministry of Labor and the Ministry of Health on 23/10/2016.¹

Consequently, warnings and seizures are based on the Instructions on the Prevention of Health Hazards of 2013 issued in accordance with the provisions of Article 49² of the Public Health Law. Violating³ employers who do not comply with the Instructions on the Prevention of Health Hazards may be referred to the competent court in accordance with the provisions of Chapter 15 of Public Health Law No. 47 of 2008

¹ Article 69/A of the Health Law stipulates that the minister may authorize, in writing, any other ministry, establishment, or department to carry out some actions that are within its mandate for the period he deems appropriate.

² This article stipulates that the minister shall issue the necessary instructions to prevent health hazards or remove them if they occur.

³ The labour inspector may be satisfied with serving a warning to the employer as an initial measure prior to writing a violation.

and its amendments. The inspector must also note the inspection visit, and the legal action that has been taken, in the system of inspection database.

BETTER WORK ENTERPRISE ASSESSORS

The 13 questions pertaining to the assessment of worker dormitories in the Better Work compliance assessment tool fall under the OSH cluster.

One additional question relating to the dormitories falls under forced labour, and looks at whether workers are subject to coercive restrictions on their movement when entering or leaving the dormitories or factory premises.¹

The assessors investigate this issue by asking workers whether they can enter and leave the dormitories freely, and through other means. Assessors also observe whether the employer restricts workers' movement by, e.g., locking the dormitory doors, imposing tight curfews, or setting unreasonable conditions for approval before workers can leave the dormitories or premises.

Compliance of the employer with the dormitory requirements is also recorded under freedom of association/ collective bargaining question in relation to the failure of the employer to fully implement the sectoral CBA.²

Assessors must also make sure that drills for evacuating the dormitories are conducted at least once a year, and that all workers take part. After finishing the tour of the dormitories and checking all the records, the assessor must review their findings with the rest of the assessment team.

Before the final meeting, the EAs should meet among themselves to discuss and clarify any comments in relation to the dormitories that came up during worker interviews.

¹ International Labour Organization Convention No. 29.

² The CBA in the textiles, garment, and clothing sector obliges employers to abide by the Instructions on the Prevention of Health Hazards issued by the Ministry of Health.

Note: If the assessor observes non-compliance points in some rooms that were visited during the tour, this could be considered a case of non-compliance if the number of rooms is or over 40 per cent of the total rooms that were visited.

During the final meeting with the factory management, the assessors should clarify the points that are likely to be found as non-compliance, and present them in a clear and accurate manner to management during this meeting. Assessors should obtain management's explanation or response, and include this in the assessment report.

MINISTRY OF HEALTH INSPECTORS

Health inspectors may take legal action, such as issuing violations or warnings, in accordance with the powers they are given under the Public Health Law.

Dorms compliance assessment checklist


Dormitory name:			
Factory name:			
Number of workers:			
Workers' nationalities:			
Dormitory occupants:	Male	Female	
Number of floors:			
Number of rooms on each floor:			
Address:			
Dormitory Supervisor:			

	NC	Non-complaint in	Floors	Rooms	Comments
1	Emergency preparations				
1.1	No poster with dormitory and factory names in the entrance				
1.2	No floor evacuation plan				
1.3	No emergency contact sign				
1.4	No emergency exit in the floor				
1.5	Evacuation corridors are not clearly marked				
1.6	Emergency exits do not open from the inside				
1.7	Evacuation training has not been conducted for over six months				
1.8	No effective fire alarm system				
1.9	No signs for emergency exists				
1.10	No fire-fighting tools				
1.11	No trained staff to deal with emergencies				

2	First aid				
2.1	No supervisor trained to use the first aid kit in dormitories				
2.2	No first aid box abiding by legal requirements				
3	Dormitory independence				
3.1	Dormitory used for storage purposes				
3.2	Dormitory connected to production units				
4	Minimum area				
4.1	Area (worker/floor) is less than 3.7 meters				
4.2	Bed height from the floor is less than 30 cm				
4.3	Vertical distance between beds is less than 70 cms				
4.4	Horizontal distance between beds is less than 70 cms				
4.5	Room occupants exceed 12 workers				
4.6	No shoe racks				
5	Fire safety				
5.1	There are flammable materials, such as gas cylinders inside the rooms				
5.2	Gas cylinders are unsafely stored				
5.3	Electrical wiring, fittings or cables are unsafe				
5.4	Electrical housings are not covered				
5.5	There are fire-prone sources in the room				
6	Hygiene				
6.1	No insect screening on windows				
6.2	dormitory perimeters are dirty				
6.3	There are animals inside the dormitory				
6.4	No tight covers for ground drains				

6.5	Food and cooking are prepared inside the rooms				
6.6	There are food leftovers inside the rooms				
6.7	There are harmful insects				
6.8	There are bed bugs				
7	Privacy				
7.1	There is no bed for all workers				
7.2	Male dormitories are unseparated from female dormitories				
7.3	Beds are not furnished				
7.4	There are no separate lockers for each worker				
8	Cooking areas and facilities				
8.1	There are no cooking areas				
8.2	Ventilation in cooking area is unsuitable				
8.3	There are no fire fighting equipments				
9	Dining halls				
9.1	There are no dining halls or rest rooms				
9.2	There is a lack of tables and chairs in the rest rooms				
10	Water supply				
10.1	Clean drinking water is not supplied				
10.2	There is no water equivalent to 60 litres/worker for daily use				
10.3	There is no warm water in bathrooms				
11	Health facilities				
11.1	The number of toilets is less than one for every 15 workers				
11.2	The number of showers is less than one for every 15 workers				
11.3	The number of sinks is less than one for every 15 workers				

11.4	Showering area is separated from toilet area				
11.5	Drainage is not attached to a drainage system				
11.6	There are no waste bins in every toilet				
11.7	There is not suitable waste bin in every health facility				
11.8	There is no suitable changing area				
11.9	The distance between health facilities and dormitories exceed 20 meters				
11.10	The distance between health facilities and dining hall/cooking areas is less than 4 meters				
11.11	Health facility door leads directly to cooking areas/ dining halls				
11.12	The way leading to health facilities is without ceiling				
11.13	Waste containers of 3litres/ worker are not available				
12	Heat and humidity				
12.1	Floor is not tiled in the dormitories				
12.2	There is no water drainage				
12.3	There are cracks in the walls				
12.4	There is no safe heating system				
12.5	Ventilation is not suitable in rooms				
12.6	There are humidity in rooms				
12.7	The dormitory is not 500 meters away from polluting sources				
13	Clothes washing				
13.1	Water is not available for laundry purposes				
13.2	Space is not provided for clothes washing				
13.3	No drying space of 1meter/worker				

 Do not fill shaded cells

Other comments

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1		
2		
3		
4		



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