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Environmental Management System

Procedural Documentation **Forestry Camps**

1.0 Purpose:

To provide a means whereby bush camps are located, established, maintained and abandoned in a manner that meets all legal and policy requirements.

2.0 Scope:

This procedure applies to all Contractors and Sub-Contractors for Obishikokaang Resources and Overlapping License Holder (OLLs) or Designates that establish temporary live in bush camps.

3.0 Responsibilities:

- 3.1 ORC Operations Forester or Designates
- 3.2 ORC Silviculture Forester or Designates
- 3.3 All Contractors and Sub-Contractors for ORC and OLL
- 3.4 Overlapping License Holder or Designates (OLL)

4.0 Procedure

Definitions

- **Building:** Any building, vehicle or other structure or premises used or intended to be used for accommodation for employees or for the storage, preparation or serving of food.
- **Camp:** A camp in which buildings are used to accommodate five or more employees who are employed in mining work, logging work or any other labour work in territory without municipal organization.
- **Camp Operator:** A person who, owns or operates personally or by agents a camp, the employer of personnel living at camp.
- **Toilet:** Includes a privy.
- **Grey Water:** Wastewater from sinks, showers, bathtubs and other non-toilet fixtures.
- **Class 1 Systems:** Consist of privies, composting toilets, chemical toilets and incinerating toilets. Used for human waste only.
- **Class 2 Systems:** Consist of trenches, stabilizing pits, or porous vessels. Used for Grey water only.

Requirements:

All OLLs and contractors must follow the policies and procedures set out in their company's own Forestry Camps SOP where that SOP meets or exceeds legal requirements and the requirements set out in the ORC Resources SOP. In the absence of a company's own SOP the following practices must be followed:

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All OLLS and contractors shall be prepared for inspections of camps at any time to ensure compliance with this SOP.

All OLLS and contractors are to contact their district Ontario Ministry of Natural Resources and Forestry office to understand their requirements for Land Use Permits and file the required paperwork with the district.

Should a Land Use Permit, Land Lease, License of Occupation, or written approval be issued OLLS and contractors shall notify ORC Operations Forester or Designate to identify the location and provide a copy of the approval documentation.

Where bush camps are established *The Health Protection and Promotion Act* is to be followed for *Camps in Unorganized Territory R.R.O. 1990, Reg. 554*, as well as, where applicable, *The Building Code Act, S.O. 1992* is to be followed.

Camp areas are kept litter free at all times and waste removed must from the site on a regular basis and upon completion of operations, as per the *Waste Management SOP*.

Any hazardous materials must be properly labeled according to WHMIS requirements, and Material Safety Data Sheets are available onsite of storage.

Propane, fuel and operational or hazardous waste material is to be managed following *Transportation and Storage of Dangerous Goods & Fuel Handling SOP*.

Notice of a Camp

Contact the Health Unit to get your water and sewage permits. Doug (Kenora Office) is the building inspector and he deals with sewage permits and Kyle (Dryden) deals with water.

Their contact info is listed below:

Doug Vergundst –Health Unit Building Inspector and contact for sewage permit

1-800-830-5978 ext# 3225

Kyle Bembencuk –Health Inspector and your contact for water permit

1-807-223-3301 ext 3525

Prior to opening the camp, every contractor/camp operator, will send in writing (or call the Northwestern Health Unit public Health inspector individuals listed above) and ORC Resources, the following:

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- (a) Name and address of the person who employs the employees in the camp.
- (b) Location of the Camp.
- (c) Number of employees that the camp is designed to accommodate.
- (d) The means of access to the camp.
- (e) The nature and expected duration of the work in which the employees to be accommodated will be employed.

Where a camp is to accommodate fifteen or more employees, the notification must include:

- (f) Sketch plan showing building locations, facilities for sleeping, washing, bathing, laundering cloths and storing and preparing food.

Should changes to any of the above (a – f) take place, the contractor must notify the Northwestern Health Unit public Health inspector in writing within 14 days of the change.

Water Supply:

Camp operator is to ensure that camp water is:

- Potable
- Obtained from an approved source
- Readily available and of sufficient quality
- Where water intended for human consumption comes from surface sources, requirements under *The Health Protection and Promotion Act for Camps in Unorganized Territory R.R.O. 1990, Reg. 554* are met, and appropriate approvals from public health inspector are acquired
- Camp operator is to ensure that laundry operations in the camp are not carried out in a river, lake, stream or other natural body of water in or adjacent to the camp

Housekeeping and Waste Management:

Camp operator is to be informed of, and ensure the camp achieves the direction of *The Health Protection and Promotion Act for Camps in Unorganized Territory R.R.O. 1990, Reg. 554* for housekeeping and accommodation including but not limited to:

- Disposal of Garbage and Refuse
- Food Preparation and Storage
- Food Preparation Areas
- Ventilation
- Accommodation and Facilities
- Lighting
- Sanitary Facilities

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All buildings which are meant for living or sleeping must contain

- Working smoke detectors
- Working Carbon Monoxide Detectors

Sanitation:

Camp operator is to ensure that the camp is equipped with sanitary facilities in accordance with *The Health Protection and Promotion Act for Camps in Unorganized Territory R.R.O. 1990, Reg. 554 and the Building Code Act, S.O. 1992.*

- At least one toilet (class 1 systems) provided for every ten employee
- At least one washbasin provided for every five employees of each sex
- Sanitary facilities are kept clean and in good repair
- Superstructure is to be constructed of strong durable material
- Solid floor supported by a sill
- Equipped with one or more seats having covers supported by an enclosed bench
- Privy must have a self-closing door and at least one screened window for ventilation
- Privy bench or riser is to be lined with an impervious material on the interior vertical surfaces
- Ventilating duct is to be screened at the top and shall extend from the underside of the bench to a point above the roof
- Side of pit privy shall be shored to prevent collapse
- Pit of pit privy shall be surrounded on all sides and on the bottom with 0.6 m of earth and bottom of pit shall be at least 0.9 metres above high water table
- The ground around all privies shall be graded to promote surface runoff away from privies and the bottom of the structure shall be at least 0.15 metres above the surrounding ground
- Portable privies shall have a superstructure similar to other privies but it must be constructed to withstand the stresses subjected to it while loading and transporting.
- The bottom metre of a plywood structure should be covered by asphalt shingles or other suitable material to prevent animals from gnawing the wood
- The pit should provide an effective volume of 0.05cu. metres/ person/year for year round use
- Approximate dimensions are 1 metre wide by 1.3 metres deep by
- 2.5 metres high
- Where waste from a class 1 system is transported off the site, it is to be disposed of at an approved facility

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Location:

Locate potential campsite location(s) based upon operational requirements as well as legal and policy requirements as outlined in the AWS and/or FMP. Record the accurate location of the site in UTM coordinates (using a GPS whenever possible). Check proposed area for features or values that might not have been identified previously. If new features or values are discovered, notify appropriate personnel or agencies and consider selecting another site. Prepare a detailed site plan of the proposed camp for inclusion with permit applications. Ensure that all applicable permits and/or approvals are obtained and notify Obishikokaang Resources of camp location.

Camp Maintenance

Ensure that the camp is maintained in conformance with all applicable legal and policy requirements.

Camp Abandonment:

Check with Operations Forester to determine what conditions exist regarding the abandonment of the camp. Where any special conditions or requirements exist relating to the abandonment of the camp, beyond any standard requirements, provide a written copy of these conditions or requirements to the Operations Forester. Ensure that all special conditions or requirements relating to the abandonment of the camp have been met. Date and sign any lists of conditions provided by the Forester and return to the Forester for filing. The camp operator shall ensure that the camp is left in a sanitary and litter free condition, and shall notify the public health inspector that the camp has been closed or abandoned.

Inspections

The contractor should be prepared for camp inspections at any time by ORC staff or the Northwest District Health Unit.

References:

- see *Sewage Permit Process Backgrounder and Guide* at:

[https://www.nwhu.on.ca/ourservices/EnvironmentalHealth/Documents/Part_8_-_BACKGROUND_AND_DESIGN_GUIDE_2014\[1\].pdf](https://www.nwhu.on.ca/ourservices/EnvironmentalHealth/Documents/Part_8_-_BACKGROUND_AND_DESIGN_GUIDE_2014[1].pdf)

Waste Management SOP

Transportation and Storage of Dangerous Goods & Fuel Handling SOP

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References

Document / Form	I.D.#

Revisions

#	Purpose	Prepared by	Approved by	Date
N/A	Original version	EMS Team	Chantal Alkins Certification Coordinator	November 23, 2016
A				
B				
C				
D				
E				