



# CAMP STANDARD



الجمعية العمانية للخدمات النفطية  
Oman Society for Petroleum Services



وزارة الطاقة والمعادن  
Ministry of Energy & Minerals







# Oman Society for Petroleum Services

## Camp Standard

Document No:  
OPAL-STD-HSE-02 Rev 1

Issue Date: 01/01/2023

### Ministry Endorsement

Ministry of Energy and Minerals	
H.E. Eng. Salim bin Nasser Al Aufi Minister of Energy and Minerals	Signature:
	Date:

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This document was prepared and agreed upon by the Operators represented through the OPAL Operators' Safety, Health and Environment Managers Steering Committee (OSHEMCO).

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### OPERATORS CEO ENDORSEMENT

By endorsing this Camp Standard (OPAL-HSE-STD-02), each entity will individually seek its reasonable endeavor to comply with the said standard with effect from 1<sup>st</sup> January, 2023:

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## 1 TERMS DEFINITIONS AND ABBREVIATIONS

Item	Definition
<b>AED</b>	Automated External Defibrillator
<b>Cluster</b>	A Cluster is comprised of Living Units, accommodating a maximum of 100 occupant and having its own shaded, landscaped outdoor social space.
<b>Community</b>	A Community is composed of multiple Neighborhoods organized around a town center, central square and/or main street that contains commercial, social, recreational and service uses and does not exceed 5000 Occupant/residents.
<b>Company</b>	Company refers to the whole gamut of Contractor, Subcontractor, Local Community Contractor (LCC), Service provider registered with OPAL and.
<b>CPR</b>	Cardiopulmonary resuscitation, commonly known as CPR, is an emergency procedure that combines chest compression often with artificial ventilation in an effort to manually preserve intact brain function until further measures are taken to restore spontaneous blood circulation and breathing in a person who is in cardiac arrest.
<b>dBA</b>	A-weighted decibels, abbreviated dBA, are an expression of the relative loudness of sounds in air as perceived by the human ear. In the A-weighted system, the decibel values of sounds at low frequencies are reduced, compared with unweight decibels, in which no correction is made for audio frequency.
<b>EBRD</b>	European Bank for Reconstruction and Development
<b>Energy Sector</b>	Operators, Contractors and Service providers
<b>Environmental / Social Impact Assessment</b>	A study report that contains assessment to the physical and social environment and addresses impact mitigation due to the project setting.
<b>HACCP</b>	Hazard Analysis and Critical Control Points (HACCP) is a systematic preventive approach to food safety from biological, chemical, and physical hazards in production processes that can cause the finished product to be unsafe, and designs measurements to reduce these risks to a safe level.
<b>HCP</b>	Health Care Provider
<b>Hardscape</b>	Hardscapes are design elements that are solid and unchanging as the years go by; Hardscape refers to the solid, hard elements in landscape design. Examples are driveways, walkways, retaining walls, portacabins, paver patios, etc.
<b>IFC</b>	International Finance Corporation
<b>Life Saving Rule (LSR)</b>	Prohibitory and Mandatory Life Saving Rules related to Operations /activities.
<b>Living Unit</b>	A Living Unit is a self-contained compartment consisting of sleeping rooms, a bathing/toilet room.
<b>LPG</b>	Liquefied petroleum gas or liquid petroleum gas, also referred to as simply propane or butane, are flammable mixtures of hydrocarbon gases used as fuel in heating appliances, cooking equipment, and vehicles.
<b>Lux</b>	Lux is a standardized unit of measurement of light level intensity. The lux (symbol: lx) is the SI unit of illuminance and luminous emittance, measuring luminous flux per unit area. It is equal to one lumen per square meter. A measurement of 1 lux is equal to the illumination of a surface one meter away from a single candle.
<b>MD 79/1994</b>	Ministerial Decision on Regulation of Noise Pollution Control in the public Environment



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Item	Definition
<b>MD 286/2008</b>	Ministerial Decision on Regulation of Occupational Safety and Health for Establishments Governed by the Labour Law
<b>EA</b>	Environmental Authority
<b>MEM</b>	Ministry of Energy & Minerals
<b>MoH</b>	Ministry of Health
<b>MOL</b>	Ministry of Labor
<b>MAFWR</b>	Ministry of Agriculture, Fisheries and Water Resources
<b>SDS</b>	Safety Data Sheet, also known as MSDS.
<b>Neighborhood</b>	A Neighborhood is a public landscaped open space composed of multiple Clusters, planned around dining and recreational activities, and accommodating a maximum of 750 Occupant.
<b>Occupant</b>	The person who stays at the camp at any point of time, either short or long he/she stays and irrespective of his/her profession
<b>IOGP</b>	The International Association of Oil & Gas Producers (now IOGP and formerly known as OGP)
<b>Omani Law</b>	Laws of the Sultanate of Oman.
<b>OPAL</b>	Oman Society for Petroleum Services
<b>Operator</b>	Organization Licensed and registered under MEM for Exploration and Production as Upstream Operator and Downstream Operator including Refinery and HC distribution company.
<b>OS 8/2012</b>	Omani Standard for "Un bottled Drinking Water"
<b>OSHA</b>	The Occupational Safety and Health Administration (OSHA) is an agency of the United States Department of Labor.
<b>OSHEMCO</b>	Operators' Safety, Health and Environment Managers Steering Committee
<b>CDAA</b>	Civil Defense and Ambulances Authority
<b>Pedestrian</b>	The persons who walk or stand on the Road, or in proximity of the Road on foot for any reason.
<b>Permit</b>	All licenses valid to build and operate camp issued from Ministries, local authorities
<b>PPE</b>	Personal Protective Equipment
<b>Road<sup>1</sup></b>	Any path opened for the public to move along whether for Pedestrian, materials, or livestock, or for transportation or towing means, and includes the roads, streets, yards, passages, and bridges over which vehicles or people may cross.
<b>ROP</b>	Royal Oman Police
<b>Service provider</b>	Any organization contracted to provide service(s) to Operator /Company as set out in a contract document. The services may include, but not limited to, constructing, operating and maintaining camp/catering/treatment plants, repair, inspection and audit, training, equipment installation or provision of data.
<b>Softscape</b>	Softscape are elements that are fluid and changing as they mature. It is the living animated part of a landscape. Softscape comprises the other elements such as soil, plants, shrubs, trees, flowers, vegetables, vines, turf and color schemes.
<b>STP</b>	Sewage Treatment Plant
<b>Camp Owner</b>	The Operator/Contractor who build and operate on their own temporary accommodation camps or occupy/use such a facility on lease.



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Item	Definition
<b>UPS</b>	Uninterrupted Power Supply
<b>Vendor</b>	A company that will provide services and or equipment as set out in a contract document, for example, provision of catering.
<b>WHO</b>	World Health Organization
<b>GSO</b>	Gulf Standardization Organization
<b>Transportable Accommodation unit</b>	Skid-mounted units (more than one unit may be mounted on a set of skids) for use in short-term locations, such as rig and other temporary/mobile camps.
<b>CAA</b>	Civil Aviation Authority



## **2 CAMP STANDARD**

### **2.1 Introduction**

This standard sets the minimum requirements expected to be in place for establishing camp related to Energy and Minerals sector and other industries within the Sultanate of Oman.

The standard covers all aspects of camp such as site selection, design, facilities layout, accommodation/ Living Unit, welfare facilities, waste management, etc.

### **2.2 Purpose**

The purpose of this standard is to unify and specify the minimum mandatory requirements for planning, designing and operating camp to ease the burden on contractors working with different Operators or required to satisfy multiple requirements.

It needs to be noted that this document does not supersede the MD 286/2008 (Regulation of Occupational Safety and Health for Establishments Governed by the Labour Law).

### **2.3 Scope**

This standard is applicable to all energy sector. This standard is applicable to all new camps to be constructed after 1<sup>st</sup> January 2023. All existing camps shall comply with these standard requirements latest by 1<sup>st</sup> January 2024.

### **2.4 Legal Requirements**

Camp Owner shall be responsible for obtaining all necessary approvals and permits for establishing and operating the camp, from the governing authorities, including but not limited to, CDAA, Environment Authority and Ministry of Regional Municipalities and Water Resources, Ministry of Health. List of legal and other requirements are shown in **Appendix-B**.

### **2.5 Emergency Situations**

All conceivable emergency or accident scenarios shall be fully considered in the camp design and operation. Camp Owner shall ensure all facilities have the relevant emergency response arrangements in place. This includes the related equipment, the relevant hazard warning, prohibitive, advisory and fire instruction signage in appropriate languages for the occupant.



## 2.6 Governing principles

Every camp shall have the following attributes that enhance living standards

- ✓ Privacy;
- ✓ Comfort;
- ✓ Security;
- ✓ Health;
- ✓ Safety;
- ✓ Utility;
- ✓ Spatial hierarchy;
- ✓ Sense of home and
- ✓ Sense of community.

## 2.7 Non-compliance to the Standard

- 2.7.1 All requirements stated in this standard are the minimum level to achieve and hence no step-out is applicable to them.
- 2.7.2 Non-compliance to this standard shall be treated as inadequate to occupy and operate the camp facility.
- 2.7.3 Operator/Company shall ensure that these are addressed immediately or within minimum time limits as agreed between Camp Owner and the Operator/ Company, failing which the use and operation of the facility shall not be approved and necessary consequence system be applied as per contractual agreement between the parties.



### **3 CAMP DESIGN**

Camp Owner shall comply with the following, ensure as minimum:

#### **3.1 Camp location:**

- 3.1.1 The camp location shall ensure that risks to occupant, impacts to local environmental sensitivities and neighboring communities are controlled to a level that is as low as reasonably practicable.  
Consideration must be given to risk associated with soil properties, groundwater, etc to form the basis of earthworks at the location of installations and foundation design. Also, consider the natural phenomena such as floods, wadies low lying areas as per CDAA requirements.
- 3.1.2 The camp location shall be selected in accordance with Environmental and Social Impact Assessment as well as Process Safety consideration provided by the Operator prior to camp construction project ensuring reasonable safe distance from the worksite.
- 3.1.3 Where temporary camps, structures and transportable Units will be used inside operational plants or close to operating facilities, the requirements of API RP 753 (Management of Hazards Associated with Location of Process Plant Portable Buildings) will be used to ensure the safety of occupants.



### 3.2 **Landscape area<sup>2</sup>:**

- 3.2.1 Minimum landscape area be 30% of total site area (including soft and Hardscape).
- 3.2.2 Softscape be minimum of 15% of the total site area.
- 3.2.3 Ensure built up area or Hardscape shall equal 40% **as maximum**.
- 3.2.4 Provide outdoor landscape space shall be 1.5m<sup>2</sup> per person.
- 3.2.5 Prohibit gravel for walkways in open and access routes.

### 3.3 **Setbacks:**

- 3.3.1 The boundaries shall be a minimum of 6m away from the residential building.
- 3.3.2 Service and utility buildings are a minimum of 10m from the boundary as well streets/Road outside of the boundary.
- 3.3.3 The minimum distance between residential and service/utilities shall be 15m.

### 3.4 **Building location and access:**

- 3.4.1 All living facilities are built with adequate materials kept in good repair and kept clean and free from rubbish and other refuse.
- 3.4.2 Modular construction of accommodation blocks is the preferred method.
- 3.4.3 Consideration of local climate and seasonal variations to take advantage of light, ventilation and heat gain or loss opportunities while designing and orienting buildings and windows.
- 3.4.4 Covered circulation routes for camp accommodation and communal facilities.
- 3.4.5 Living Unit is constructed in unregimented and varied layout to promote aesthetics and social interaction.
- 3.4.6 Layout of access routes must provide for least disturbance to the sleeping or resting occupant.
- 3.4.7 Creating a minimum distance in between the facades of living blocks depending on the CDAA latest fire codes.
- 3.4.8 Creating access routes between the accommodations and service buildings with hard surface to prevent dust arising.
- 3.4.9 Entrance to accommodation shall be fitted with an exterior weather-proofed door and provided with door closure. The maximum force required to open the door shall not be greater than 10 pounds. The swing closing speed of the door, for a swing distance from door open position at 90 degrees to closure, shall not be lesser than 5 seconds to allow latching of the door, but not slamming.
- 3.4.10 Door closers shall comply with **ANSI A156.4** standard requirements and specification.
- 3.4.11 Provide sufficient lighting inside the camp.

<sup>2</sup> Not applicable to mobile/rig camps



### **3.5 Design:**

- 3.5.1 Meet all applicable Omani Laws on health, safety, and environment.
- 3.5.2 Ensure submission of drawings to Operator Company for approval prior to commencing procurement and/or construction activities.
- 3.5.3 Accommodation shall be protected against moisture, wind, and sand and adequately screened against insects.
- 3.5.4 Ensure materials are fire-resistant/ redundant, where applicable as per CDAA.
- 3.5.5 Provide for all aspects of the camp design, materials, and form of construction as suitable for intended lifespan.
- 3.5.6 All accommodation units and associated facilities, both fixed and transportable units shall be designed and constructed to withstand wind load bearing as per metrological data issued by the CAA of the area and ensure suitable mitigation measures are in place for protection against natural phenomenon.
- 3.5.7 Camp foundation and foundation mounts shall be inspected in predetermined frequency and / or post events that may impact the integrity of the foundations such as severe adverse weather conditions, direct physical impact etc.

### **3.6 Foundation and Anchoring**

- 3.6.1 All accommodation units and associated facilities, both fixed and transportable units shall be properly anchored as per the approved anchoring specification; this requirement shall be in place for the following but not limited to; porta cabin accommodations and offices, summer rest shelters, restrooms, construction offices... etc.
- 3.6.2 Minimum requirements for foundations and anchoring.
  - a. Before units are installed, the loads to be imposed on the formation shall be calculated to establish foundation requirements.
  - b. The foundations shall be specifically designed for the units.
  - c. The foundations shall be leveled, firm and stable.
  - d. The foundations shall resist settlement slip or heave
  - e. The foundations shall be capable to withstand with maximum gross design of the unit loads including heavy wind and natural phenomenon.
  - f. Anchor bolts embedded in foundations and fixed to skids, shall be provided to meet the requirements of the exposed atmospheric condition of that concern areas
  - g. Temporary site toilets shall have a steel frame rounded across the temporary toilet with added extra base weight to the portable toilet at the bottom side.
  - h. Drilling rigs fly camps and containerize modular units used for accommodation or rest shelters made of steel, mounted on steel chassis maybe placed into the ground without a concrete foundation provided that the gross weight can withstand the maximum wind load baring

### **3.7 Electrical Safety**

- 3.7.1 All camp and associated facilities shall be subject to approved third party electrical safety inspection that is including but not limited to thermography inspection, earth loop test and resistance check, cable dressing and load balancing against Oman electrical



standards and regulations. The thermographic surveys at accommodation camp and facilities shall be conducted once pre-occupancy and repeated every two years.

- 3.7.2 All electrical installations, design, cabling and distribution panels shall comply with Oman regulations and standards.
- 3.7.3 All electrical appliances used or installed within the camp and associated facilities shall confirm to latest GSO standards, Omani standards with valid certificate of conformity from OEM with CE certification or equivalent.

### **3.8 Noise Limits:**

- 3.8.1 Comply with MD 79/1994 (Regulation of Noise Pollution Control in the public Environment) and MD 286/2008 (Regulation of Occupational Safety and Health for Establishments Governed by the Labour Law).
- 3.8.2 Provide sound attenuation to meet the above regulations, by selection of materials and arrangements that reduce background noise levels within the building.

## **4 LIVING AND SANITATION**

Camp Owner shall ensure and comply with the following, as minimum:

### **4.1 General requirements:**

- 4.1.1 Include residential accommodation units of sufficient number to accommodate occupants.
- 4.1.2 Provide for the impact of the presence of occupants with different lifestyles or cultural backgrounds in particular issues such as religious or other cultural prescriptions, local traditions and Community structure.
- 4.1.3 Provide amenities and recreational facilities to suit the camp population's needs.
- 4.1.4 Ensure each Living Unit contains adequate lighting, ventilation, air conditioning and heating systems. Refer to MD 286/2008
- 4.1.5 Prohibit food preparation/cooking in sleeping accommodation.
- 4.1.6 Accommodation has bathroom/shower unit. The toilets shall have sufficient hot and cold running water supplies.
- 4.1.7 Sanitary and toilet facilities shall be kept in working condition. Cleaning schedule reflecting daily cleaning cycles for toilet, kitchen and accommodation.
- 4.1.8 HSE Inspection or audits are scheduled at frequencies so as to ensure facilities are safe, healthy and in compliance at all times. **Annexure-A** provides a checklist that may be used for **Camp Inspection for Approval/ Re-approval and periodical Audit**.



#### **4.2 Sleeping and Living Unit requirements:**

- 4.2.1 Separate Living Unit for men and women.
- 4.2.2 The surface height of the building's floor shall not be less than 20cm from the level of the exterior surroundings of accommodation place.
- 4.2.3 Minimum total area of 4m<sup>2</sup> per person and a minimum separation distance of 1 meter between beds.
- 4.2.4 A minimum unobstructed ceiling height to be 2.4m, excluding ceiling fans, if any.
- 4.2.5 A separate bed for each Occupant during the day/night shift cycle; the practice of "hot-bedding" is not allowed.
- 4.2.6 Each Occupant shall be provided with a comfortable mattress, pillow, cover and clean bedding.
- 4.2.7 Bed linen be washed at least once every two weeks and if indicated treated with repellents and disinfectants.
- 4.2.8 A full-length wardrobe shall be provided for each Occupant. Refer **Table 1** for a full list of furnishings per person.
- 4.2.9 Sufficient natural and artificial light (a minimum 150 Lux intensity) be provided in all rooms.
- 4.2.10 All doors and windows shall be lockable.
- 4.2.11 Windows be fixed on opposite sides to provide through ventilation. Window be fitted with blinds and insect screens.
- 4.2.12 Air cooling and heating systems shall be provided in case electrical space heating appliances fitted separately, Solid fuel, gas or oil-fired space heating appliances shall not be used. Only oil filled electric portable radiator heaters shall be used.
- 4.2.13 In cases where air conditioners are wall mounted, there should be a minimum clearance of 1.5 meters from floor level and walls shall be adequately reinforced to withstand the load.
- 4.2.14 Separate storage for work boots and other personal protection equipment, as well as drying/airing areas to be provided.
- 4.2.15 The floor shall be covered with a suitable interior flooring material such as tile or linoleum in living areas, rubber (or similar to deaden objectionable noises). Construction shall be such that it prevents ingress of insects and pests.
- 4.2.16 Living Unit shall be built with easily cleanable flooring material.
- 4.2.17 Living Unit shall be aired and cleaned at regular intervals and kept in good condition.



#### **4.3 Water supply and storage facilities:**

- 4.3.1 Occupant shall have access to clean and free of charge potable water at all times in accordance with local drinking water standard (Omani Standard 8/2012) and /or WHO standards.
- 4.3.2 Drinking water quality shall be monitored and tested on monthly basis. The responsible person appointed by the Camp Owner shall collect water samples using clean, sterilized and preserved bottles and send it to relevant authorities or approved third party for bacteriological and chemical analysis.
- 4.3.3 Depending on climate and weather conditions, 80 to 180 liters per person per day be available.
- 4.3.4 Potable water shall be available to Occupant in the same buildings where bedrooms or dormitories are provided.
- 4.3.5 Cold water supply is available including communal buildings and recreation centers.
- 4.3.6 Reserve capacity of water tank to hold the potable supply at least for 24 hours for all residents be provided.
- 4.3.7 All tanks used for the storage of drinking water shall be secured and covered as to prevent water stored therein from becoming polluted or contaminated.
- 4.3.8 Water shall be distributed from source by pipes made from UPVC, non-metallic materials approved by the Operator/ Company. Lead (GI) /steel pipes shall NOT be used.
- 4.3.9 Water storage tanks shall be cleaned and disinfected every six months. The date of next due cleaning be displayed on the tanks.
- 4.3.10 Water shall be stored in aboveground tanks made either from stainless steel, galvanized steel or reinforced fibre glass. Also, portable water storage tanks must not be internally painted or coated by any material to prevent corrosion.
- 4.3.11 Potable water shall be distributed in the camp via water purification system which includes UV filter killing 99% bacteria.

#### **4.4 Sanitary facilities shall be provided:**

- 4.4.1 Adequate privacy, including ceiling to floor partitions and lockable doors.
- 4.4.2 That sanitary and toilet facilities are not shared between men and women.
- 4.4.3 Specific additional sanitary facilities for women.
- 4.4.4 Sanitary and toilet facilities constructed of materials that are easily cleanable.
- 4.4.5 Flooring for shower facilities be non-slippery, of hard washable materials, damp-proof and properly drained, which shall be fitted with plastic slats or rubber mats to give



adequate drainage and minimize risk of fungus infections of the feet; slats so provided shall be washed and air-dried regularly.

- 4.4.6 Shower cubicles with full enclosure .
- 4.4.7 Toilet cubicle which are minimum of 900mm x 1200mm.
- 4.4.8 Adequate space for hanging, drying and airing clothes.
- 4.4.9 Soap for each individual for hygienic reason.
- 4.4.10 Suitable light and ventilation with lighting as per BS standard shall be provided in all toilets, which must have windows opening to outside air or a suitable ventilation system.
- 4.4.11 Shower/bathroom facilities with an adequate supply of cold and hot running water.
- 4.4.12 Aerated shower heads to reduce water consumption.
- 4.4.13 Installations for low-flush toilets.
- 4.4.14 Toilet fittings of good quality and approved by the Operator/Company.
- 4.4.15 Water heaters complete with pressure/temperature relief valve, drain cock and labeled local isolator.
- 4.4.16 Hand washing, shower and Toilets and other sanitary facilities in the same building as rooms and dormitories. These shall be located no more than 20m from the sleeping units and preferably be connected to individual sleeping units (en-suite).
- 4.4.17 Toilet rooms be located without any individual passing through any sleeping room.
- 4.4.18 An adequate minimum number of showers/bathrooms, hand wash facilities, toilets (*Refer Table 2*).
- 4.4.19 Hand wash facilities consisting of a tap and a basin, hand wash soap/liquid and hygienic means of drying hands.
- 4.4.20 Separate cleaning equipment with a colour coding system to prevent cross contamination during the cleaning process (*Refer Table 3*).
- 4.4.21 living quarters and associated facilities must be provided with adequate number of sanitizers that contains minimum 70% ethyl alcohol and can kill 99.99% of harmful germs approved by the local authorities.

#### **4.5 Laundry facilities shall provide for:**

- 4.5.1 Laundry facilities shall be free of charge for all accommodated personnel
- 4.5.2 Inclusion of washing of bed linen, towels, work clothing and personal clothing.
- 4.5.3 Adequate facilities for washing and drying clothes shall be provided. These include sinks or tubs with hot and cold water, cleaning soap, drying lines, washing machines and dryers.
- 4.5.4 Adequate drainage from laundry to prevent stagnant water.
- 4.5.5 Laundry facilities shall be kept clean and maintained in working order.
- 4.5.6 Any laundry from any individual that has an infectious disease be stored and washed separately from other laundry. A medical officer should be consulted to determine any specific washing and handling requirements.
- 4.5.7 Work clothes that are in contact with oils or chemicals (e.g. grease or pesticides) washed separately.
- 4.5.8 Detergents and other laundry-related chemicals be stored in a chemical storage room, adjacent to the laundry working area. This room shall be well ventilated, have adequate lighting and an exhaust fan.
- 4.5.9 A drying area that is protected against dust and animals.
- 4.5.10 Clothes washed/unwashed be stored in trolley baskets separately with marked identification or color difference. No loose clothes be kept on the floor.



**4.6 Pest Control shall ensure:**

- 4.6.1 Pest extermination, vector control and disinfection are carried out throughout the living facilities in compliance with local requirements and/or good practice. Pest and vector monitoring should be performed on a regular basis as required.
- 4.6.2 The pest control program shall address abatement of the following pests but not limited to:
  - 4.6.2.1 rodents, insects, Termites, arachnids, Scorpions, Mosquitoes and other arthropods Flies, Mosquitos, Cockroaches, Camel spiders, Reptiles such as snakes, Grasshoppers, Ticks, bedbugs, Earwig, Beetle.
  - 4.6.2.2 Nests of stinging insects; and
  - 4.6.2.3 Other potential insects' species.
- 4.6.3 Pesticides be sprayed quarterly in a manner that does not affect Occupant and kitchen adversely.
- 4.6.4 Handling of pesticides be done by trained personnel with suitable PPE.
- 4.6.5 Pesticides and related chemicals be stored in a dedicated storage room. This room shall be well ventilated, have adequate lighting and an exhaust fan. Safety data sheet shall be displayed in the storage room for each chemical.

**4.7 Stray animals Control shall ensure:**

- 4.7.1 Disease-carrying animals such as stray dogs and cats, cattle, birds, or pets are NOT entertained in the camp premises.
- 4.7.2 No feeding of animals, so as to encouraging or habituating their entry into the camp.



## 5 FOOD SAFETY AND HYGIENE

### 5.1 General requirements:

- 5.1.1 Camp Owner ensure catering staff shall implement HACCP /Food Safety Management System in their food handling operations and maintain permanent procedures based on the Codex Hazard Analysis.
- 5.1.2 Food provided to occupant shall contain an appropriate level of nutritional value and takes into account religious/cultural and health backgrounds.
- 5.1.3 Food handlers' hand washing area to have hands free taps.
- 5.1.4 Adopt WHO's 5 key recommendations to safer food in **Table 4**.
- 5.1.5 Shall provide CCTV at the kitchen in food preparation area and where applicable.

### 5.2 Cooking facilities shall ensure:

- 5.2.1 Places for food preparation permit good food hygiene practices, including protection against contamination between and during food preparation.
- 5.2.2 A linear flow of activities from goods delivery to serving of meals.
- 5.2.3 Working area inside the kitchen to be a minimum of 1 square meter per cooking staff (IFC /EBRD Guideline 2009).
- 5.2.4 Adequate facilities for cleaning, disinfecting and storage of cooking utensils and equipment are provided.
- 5.2.5 Minimum lighting of 500 Lux intensity in general working areas is provided.
- 5.2.6 All kitchen floors, ceiling and wall surfaces adjacent to or above food preparation and cooking areas consist of durable, impervious, light in color, fire-resistant, non-absorbent, easily cleanable, non-toxic materials without crevices in which dirt, bacteria and insects can lodge. Angles and junctions between floor and wall shall not have gaps and be sealed.
- 5.2.7 No items are kept on window ledges.
- 5.2.8 Fly screens are fitted on all kitchen windows that open to the outside.
- 5.2.9 Doors are tight-fitting and self-closing. Self-closing doors shall not be wedged open.
- 5.2.10 Swing doors have sight panels.
- 5.2.11 Doors be made of fire proof materials.
- 5.2.12 At least two electronic fly-killers be installed.
- 5.2.13 The kitchen be air-conditioned and vented.
- 5.2.14 A hood, including a primary grease filter, be fixed over cooking stove or cookers and an extractor fan of a suitable size shall be installed.
- 5.2.15 Aluminium /stainless steel sheets be fitted at cooking stove or cookers areas if portacabins are used as kitchens. For washing hands, separate, hands free taps with long handles (surgical) be provided in kitchens, together with a liquid soap dispenser, liquid soap and disposable paper towels.
- 5.2.16 Sufficient number of double-unit stainless steel sinks be provided with a supply of running hot and cold water, detergents and sanitising solutions.



- 5.2.17 Cloths shall not be used to wipe and dry dishes, crockery and cutlery. Air drying or disposable paper towels be used.
- 5.2.18 Where large pots are used, a separate pot washing room be provided with AC unit, ventilation, lights and aluminum shelves. The washing platform be raised to the working height and the surface be tiled for easy cleaning.
- 5.2.19 A separate cleaning equipment storage area is required either at the entrance to the kitchen or inside kitchen to store all the cleaning equipments /PPE in use away from the processing area to avoid contamination.
- 5.2.20 The area be appropriate enough and equipped with hooks /SS shelves /SS stands to leave the equipment / PPE to be stored and air dry when not in use.
- 5.2.21 Kitchens be provided with facilities to maintain adequate personal hygiene including a sufficient number of washbasins for cleaning hands with clean, running water and materials for hygienic drying.
- 5.2.22 Food preparation tables be equipped with a smooth, durable, easily cleanable, non-corrosive surface made of non-toxic materials.
- 5.2.23 Stoves not be placed against a wall but leave adequate space for cleaning access.
- 5.2.24 Benches and fixtures not built into the floor, and all cupboards and other fixtures shall have a smooth, durable and washable surface.
- 5.2.25 Adequate drainage be provided. Shallow, glazed half-round floor channels with removable gratings be installed.
- 5.2.26 Food waste and other refuse be deposited in sealable containers and removed from the kitchen frequently to avoid accumulation.

### **5.3 Dining hall or Mess facilities shall ensure that:**

- 5.3.1 It shall be at least 1m<sup>2</sup> per person served (e.g. the area for a mess seating 100 Occupant shall be at least 100m<sup>2</sup>).
- 5.3.2 Dining places be adequately furnished and maintained in a clean condition. This includes providing tables, chairs, individual drinking cups and plates and drinking water dispensers/bottles.
- 5.3.3 Cold drinking water in clean, glass water jugs or food graded material
- 5.3.4 The mess shall be large enough to seat 50% of the camp population at one time.
- 5.3.5 The mess shall be air conditioned and have a minimum light intensity of 300 Lux.
- 5.3.6 At least two electronic fly-killers shall be installed. Electronic fly killers shall not be fixed directly near or above tables where food is served or consumed.
- 5.3.7 All doors to the outside be self-closing and shall not be wedged open.
- 5.3.8 Wash hand basins be provided with a liquid soap dispenser, liquid soap and disposable paper towels. The area shall be well shaded enclosed and protected from dust or sand.

### **5.4 Food Preparation and Preservation shall ensure that:**

#### **Thawing**

- 5.4.1 A facility for defrosting frozen foods be provided. This may be either a purpose built "Rapid Thaw Cabinet", a refrigerator, a chill room with a temperature of 10 -15°C, or a commercial microwave oven provided with a suitable defrosts programme.



5.4.2 Defrosting times of meat and poultry be in accordance with the given requirements (**Table 5**).

5.4.3 Defrosting not be assisted by placing the frozen product in water, warm oven, or hot surface. Thawed food shall not be refrozen and must be cooked within 24 hours of thawing.

### **Cooking**

5.4.4 All food shall be cooked thoroughly. Food shall be cooked as close to the time that it will be served as possible.

5.4.5 Cooked food shall be stored, either above 63°C, or below 5°C.

5.4.6 Cooked food that is to be cooled shall not be at ambient temperature for any longer than 90 minutes.

5.4.7 A digital food probe thermometer shall be used to check that the core temperature of all high risk foods has achieved 75°C (minimum).

5.4.8 Records of cooking, cold holding and hot holding temperatures shall be maintained as part of the food safety management system.

5.4.9 Samples (100g) of all meals collected before being served, shall be marked and kept in a freezer for 96 hours after serving. All samples shall be labelled and recorded (date and time).

### **Cooling Food**

5.4.10 At risk freshly cooked food (raw meat, chicken and milk) undergoing cooling, either for service cold, or for further processing, must be:

- Kept separate from raw foods.
- Portioned, where appropriate, within 30 minutes of the end of the cooking process.
- Cooled as quickly as possible down to a safe temperature in a controlled environment.
- Cooled without increasing the temperature of the other foods under storage.

5.4.11 Cooked food shall be cooled to 5°C within 6 hours. The food must be cooled from 60°C (or higher) to 21°C within 2 hours and from 21°C to 5°C within a further 4 hours.

### **Reheating of Cooked Foods**

5.4.12 Reheating shall be limited to recipes which incorporate cooked and chilled ingredients (e.g. Cauliflower, cheese, fish cakes).

5.4.13 Foods to be minced and pureed after cooking be kept hot during processing to avoid reheating foods.

5.4.14 When reheating foods, a core temperature of 75°C must be achieved for period of 2 minutes. Where reheating is carried out in commercial microwaves oven, the manufacturer's instructions be followed.

5.4.15 Reheated foods for hot service, in common with other freshly cooked hot foods, must be kept at a temperature of 63°C or above prior to service.

5.4.16 Reheated foods not served must be treated as food waste and disposed.



## **5.5 Preventing Cross Contamination shall ensure that:**

- 5.5.1 Cooked and uncooked food shall be prepared and stored separately.
- 5.5.2 Separate areas/surfaces shall be provided for preparation of cooked and uncooked foods.
- 5.5.3 All tables shall be made of stainless steel. Wooden tables are not allowed in kitchens or other food preparation areas.
- 5.5.4 Six Colour coded cutting boards made of polypropylene or other non-absorbent synthetic materials be provided for meats, chicken, fish vegetables etc. (**Table 6**). These shall always shall be kept clean and disinfected after each use.
- 5.5.5 Polypropylene chopping block be provided for cutting large joints of meat. It shall always be kept clean, disinfected, smooth and free of cracks or fissures.
- 5.5.6 A chain glove shall be provided and used when chopping meat, fish and chicken.
- 5.5.7 Staff adopt a policy of “cleaning as they go” throughout the preparation period.
- 5.5.8 All fresh fruits and vegetables consumed without peeling and eaten raw shall be sanitised by immersion in food sanitizer. (Immersion in an 80 ppm chlorine solution for 20 minutes; followed by rinsing to remove all traces of chemicals).

## **5.6 Food Hygiene**

### **Food Handling Areas shall ensure that:**

- 5.6.1 Unauthorised persons shall not be allowed in areas where food is prepared /handled. A notice to this effect be placed outside these areas.
- 5.6.2 Food handling areas shall be designed, or set up to permit food handlers to work hygienically, and keep the areas clean.  
NOTE: The preferred design for food handling areas; preparation section does not overlap with the flow of raw, cooked food and wastes.
- 5.6.3 A recommended design for kitchen and handling area is shown in **Figure 1**.
- 5.6.4 A specific and measurable cleaning schedule shall be prepared and implemented for each food preparation area and all food preparation equipment:
  - what is to be cleaned,
  - frequency of cleaning,
  - chemicals and process required,
  - persons responsible,
  - personal protective equipment used must be documented, and
  - PPE signed off by the supervisor.
- 5.6.5 Waste be stored in a clean area/external room and shall not be permitted to build up in/near food handling areas.
- 5.6.6 Mobile and temporary premises for storing, preparing and handling food are subject to the same provisions as outlined above.
- 5.6.7 A stainless steel thermometer with a probe and digital display unit shall be provided.
- 5.6.8 The probe be cleaned and sanitised before it is used to measure the temperature of a different food, to prevent cross contamination.
- 5.6.9 Cleaning and sanitising shall be done as separate processes. A surface needs to be thoroughly cleaned before it is sanitised.
- 5.6.10 The fixtures, fittings and equipment, as well as compartments of vehicles that are used to transport food shall be clean.



- 5.6.11 No accumulation of garbage, recycled matter, food waste, dirt, grease or other visible matter.
- 5.6.12 All equipment and work surfaces used in the preparation of a meal shall be thoroughly cleaned prior to commencing preparation and cooking of the next meal.
- 5.6.13 Cleaning materials used must stay specific to each area to avoid cross contamination.
- 5.6.14 Utensils such as cutting boards, bowls and knives be thoroughly washed in warm soapy water after use.
- 5.6.15 After washing, the utensils have no food or oily residue.
- 5.6.16 Sinks that are used for washing dishes be sanitised with a chemical sanitiser or very hot water.
- 5.6.17 All utensils shall be thoroughly dried before they are re-used.
- 5.6.18 Cleaning personnel shall not be involved in the preparation of any foods.
- 5.6.19 Food transport vehicle shall be closed vehicle and using food containers for transport the food. Only food handlers allowed serving the food.

**Food Transportation and Food Service shall ensure that:**

- 5.6.20 Vehicles used to transport food shall be designed and constructed to ensure that food contact surfaces can be cleaned and sanitised.
- 5.6.21 Cooked food shall be transported using food thermal containers. Separate containers are required for Hot and Cold food.
- 5.6.22 Hot and cold foods shall be delivered promptly to site at safe temperatures and kept covered until served.
- 5.6.23 Crockery, cutlery and other tableware used in the meal service shall be clean and undamaged. They be transported in closed containers.
- 5.6.24 Stoves or cookers shall be hygienic.

**Food Handlers' Personal Hygiene requirements shall ensure that:**

- 5.6.25 Food handlers' personal hygiene practices and cleanliness minimise the risk of food contamination.
- 5.6.26 Food handlers, including waiters and waitresses shall not wear jewellery.
- 5.6.27 Each food handler shall be provided with a minimum of three uniforms, aprons, caps and non-slip footwear. Uniforms be in good repair and easy to clean.
- 5.6.28 Food handlers have a clean and tidy appearance, clean hands with short fingernails and hair be covered during food preparation.
- 5.6.29 Any injured food handler shall make sure that bandages or dressings on any exposed parts of the body are covered with a waterproof covering.
- 5.6.30 Food handlers shall not smoke or use tobacco or similar preparations where food is handled.
- 5.6.31 Food handlers shall wash their hands with antibacterial soap after every activity.
- 5.6.32 Hand washing shall be restricted to wash-hand basins and hand drying to paper towels. Sinks for food equipment not be used for hand washing.
- 5.6.33 Hands are washed:
  - On entering and re-entering the kitchen or food service area.
  - Before handling any prepared foods. After handling all raw food.
  - After handling all food and non-food waste or refuse.
  - After any cleaning procedure. After touching ears, nose, mouth or hair. After using the WC.



5.6.34 Food handlers wear plastic disposable gloves whilst serving food. Gloves be replaced after each use.

#### **Food Allergies**

5.6.35 High risk known allergens used in food preparation shall be displayed next to the dish served (Peanuts, tree nuts (almonds, cashews, Brazil, hazelnut, pistachios, pine nut,) egg, milk, fish, shellfish, sesame, soy and wheat).

### **5.7 Service provider shall ensure that:**

- 5.7.1 All food handlers possess a current Medical Fitness Certificate issued by a recognised medical facility.
- 5.7.2 The camp supervisor appointed by the Camp Owner keeps copies of all certificates readily available on site.
- 5.7.3 The Operator/Company Public Health Adviser have the right to review Medical Fitness Certificates and to stop the work of any employee who fails to produce their certificate.
- 5.7.4 No personnel work in a food environment if suffering from skin inflammation, vomiting, diarrhoea, a fever or a sore throat, eye, nasal or ear discharge or illnesses that can be passed on through food.
- 5.7.5 Any food handler suffering from any of the above health conditions or cuts in his hands or body immediately report to his supervisor and be kept away from food handling work until he gets clearance from an approved medical practitioner.

### **5.8 Food handler training requirements shall ensure that:**

- 5.8.1 All food handlers receive a basic induction to Level 1 food hygiene before commencing any food preparation activities.
- 5.8.2 All food handlers shall be trained mandatorily in Level 2 food hygiene(Refer **Table 7- Mandatory Training Requirements for Food Handlers**).
- 5.8.3 Refresher training for all food handlers on Level 2 food hygiene shall be conducted every 2 years.

### **5.9 Storage and warehouse requirements shall ensure that:**

#### **Dry store**

- 5.9.1 All food items shall be stored in an adequately spaced, well-lit and air-conditioned room.
- 5.9.2 Food shall be stored to ensure good stock rotation, viz. "First-in, First-out" practice shall be observed.
- 5.9.3 All dry food shall be stored on stainless steel shelves or stainless-steel half/low tables.
- 5.9.4 All shelves, racks and pallets shall have a minimum clearance of 30cms from ground level.
- 5.9.5 A wall mounted thermometer shall be provided. Room ambient temperature shall not exceed 25 C.
- 5.9.6 Loose grains, flour etc. is stored in metal or plastic bins with tight fitting covers on plastic pallets.



### **Cold store**

- 5.9.7 Sufficient number of refrigerators and deep freezers be provided.
- 5.9.8 Thermometers be provided and temperatures recorded a minimum of twice daily. Record charts shall be posted on the chiller/freezer unit with unit identified on the chart.
- 5.9.9 Frozen food shall be stored at minus 18°C and Refrigerated food from 1°C to 4°C.
- 5.9.10 Fish and chicken/mutton shall be stored separate in deep freezers.
- 5.9.11 Walk-in freezers / chillers shall have metal shelves and good lighting (150 lux). They be equipped with safety devices to prevent accidental lock-in.
- 5.9.12 Ice-cream and ice are not to be stored in the same freezer as meat, fish or poultry.
- 5.9.13 Each item in the walk-in refrigerator, freezer and dry storage be in a sealed labelled container, or package with the contents and date received.

### **General store**

- 5.9.14 A general store shall be provided for cleaning chemicals, detergents, mops and brushes.
- 5.9.15 The general store shall have a window opening to the outside air or is provided with adequate artificial ventilation.
- 5.9.16 Splitting stores that contain inflammable materials, products or waste by using fire-resistant separators and doors must be provided with fire extinguishers.
- 5.9.17 Each store be provided with an external power disconnection unit at the end of work or during emergencies.

### **LPG Storage**

- 5.9.18 Bulk Storage shall be a minimum of 20m away from combustible materials.
- 5.9.19 Gate locks shall be provided for bulk storage.
- 5.9.20 Adequate highly flammable LPG warning signs and no naked flame shall be provided.
- 5.9.21 Cylinders shall be chained and secured.
- 5.9.22 Smoking shall be prohibited in the vicinity.
- 5.9.23 LPG emergency shutdown system shall be provided inside the kitchen so as to arrest the flow of LPG immediately.
- 5.9.24 Walkway access to gas cylinder storage area shall be constructed.
- 5.9.25 Gas cylinder bottle trolley with chain shall be provided.



## **6 HEALTH CARE FACILITIES**

### **6.1 General requirements shall ensure that:**

- 6.1.1 The camp shall be equipped with basic facilities to provide on-site primary medical care.
- 6.1.2 Sufficient first aid and trained personnel shall be available on site.
- 6.1.3 The clinic and the Health Care Provider (HCP) comply with the Ministry of Health requirements, Directorate General of Private Health Establishments.
- 6.1.4 Adequate provision of emergency medical services and health care in camps in remote sites;
- 6.1.5 The ratio of medical staff is reflected in the OPAL Industrial Hygiene and Occupational Health Standard.

### **6.2 Clinical Facility requirements shall ensure that:**

- 6.2.1 Camp clinical facilities as minimum include:
  - a. Observation room with two beds.
  - b. Hot and cold potable water supply.
  - c. Adequate work area and cabinets for safe and efficient storage of equipment and medication.
  - d. Clean consultation and treatment/procedures room with an examination couch and chair.
  - e. Sheltered waiting area.
  - f. Toilet.
  - g. Adequate room lighting and proper overhead/portable examination light.
  - h. Emergency lighting/backup power.
  - i. Climate control and adequate ventilation.
  - j. Lockable cabinet for storage of medical records.
  - k. Lockable cabinet or room for medication storage.
  - l. Lockable refrigerator to keep certain medications and vaccines.
  - m. Telephone/fax.
  - n. Emergency treatment/procedures room.
  - o. Isolation room

- 6.2.2 Sleeping quarters for HCP be in close proximity to the clinic.

### **6.3 Health Care Provider requirements shall ensure that:**

- 6.3.1 Health Care Provider (HCP) possess and present evidence of the following:
  - a. Current certification in Advanced Cardiac Life Support (ACLS), Basic Trauma Life Support (BTLS), ITLS (International trauma life support) or equivalent critical life support training.
  - b. Ability to provide training in first aid and basic CPR to personnel at the work site.
  - c. Must hold a license to work within the Sultanate of Oman (issued by the Oman Ministry of Health).
  - d. Approval by the medical officer in charge of the main Operator/ Company.
- 6.3.2 HCP have experience not less than 4 years and training in placing peripheral intravenous lines and administering infusions of systemic antibiotics and IV fluids. (for infections) and colloid/ solutions.

### **6.4 Maintenance of the clinical facility requirements shall ensure that:**

- a. The clinic is maintained in a clean and tidy state of readiness at all time.
- b. Arrangements are made for the cleaning/disinfecting of floors and toilet facilities on a daily basis and at additional times as required.



- c. All working surfaces are thoroughly cleaned on a daily basis and after each treatment as appropriate (e.g. to control blood borne pathogens).
- d. "Sharps" are stored in a specific container designed to receive such consumables safety and disposal is in accordance with applicable laws and regulations and Operator/ Company procedures (e.g. to control blood borne pathogens).
- e. Medical items are properly maintained/secured at all time to prevent unauthorized access/use.
- f. The clinic shall be clearly identified.
- g. The HCP hold regular clinic hours at appropriate times taking into account shift patterns and ensure that all employees are aware of these times.
- h. The HCP shall be available 24 hours a day for routine and emergency medical care and ensure that all personnel are aware of the procedure for obtaining medical care at any time.
- i. Equipment are checked and serviced or calibrated as appropriate on a regular basis.

## **6.5 Ambulance requirements shall ensure that:**

- 6.5.1 Ambulance shall be purposely built and approved by MOH and ROP and comply with ambulance specifications set out in OPAL RSS
- 6.5.2 6.5.2 Ambulance driver shall be trained and certified to levels specified in OPAL RSS.
- 6.5.3 Available in close proximity to the clinic and capable of carrying at least one ill or injured person from work sites, heliport or airport to the clinic or to another provider facility available in close proximity to the clinic.
- 6.5.4 Meet the following requirements:
  - a. 4 wheel drive, properly maintained and mechanically reliable.
  - b. Ability to navigate the local terrain safely.
  - c. One properly secured stretcher with blanket.
  - d. Adequate space for a health professional to render care in transit.
  - e. Easy access for stretcher in/out of ambulance.
  - f. Adequate ventilation and temperature control.
  - g. Availability of communication facility-RADIO or Thuraya phone Availability of a well-stocked First Aid Kit inside the vehicle.
  - h. Availability of a defibrillator (AED) which can be used during patient evacuation.
  - i. Designated locations in the cabin to properly secure accessible life support equipment, including:
    - i.Oxygen/suction with AC/DC capability.
    - ii.Intravenous drip stand/hook.
    - iii.Intravenous fluids and other advanced life support medications.
    - iv.Dressings, splints, cervical collars and spinal board.

## **6.6 Drugs and Equipment requirements shall ensure that:**

- 6.6.1 All minimum required equipment is available and dependent on
  - a. Number of personnel at the work location.
  - b. Distance from the nearest acceptable medical facilities.
  - c. Frequency and time required for resupply.
  - d. Recommended Drugs and Equipment: These medications should include the following:
    - i. cardiac preparations,
    - ii. antibiotics,
    - iii. anti-emetics,
    - iv. analgesics,
    - v. anti-inflammatories,
    - vi. muscle relaxants,
    - vii. antihistamines,



viii. decongestants,  
ix. steroids,  
x. bronchodilators,  
xi. analeptics,  
xii. topical,  
xiii. ophthalmological,  
xiv. otorhinolaryngologicals,  
xv. intravenous solution and  
xvi. miscellaneous items.

- e. The soft goods package should include the following:
  - i. dressings,
  - ii. bandages,
  - iii. suture materials,
  - iv. respiratory items,
  - v. orthopedic items,
  - vi. intravenous equipment and
  - vii. miscellaneous items.
- f. Additional preparations should be considered based on locational needs.

## **6.7 Confidential Medical Records:**

- 6.7.1 Medical records of all clinical interactions, discussions and consultations and include
- 6.7.2 Evidence that:
  - a. Effective management of ongoing medical conditions is occurring.
  - b. Proper continuity of care.
  - c. Enable identification of possible work-related illness or injury.
- 6.7.3 Records be stored in suitable locked cabinets/ containers or electronically and accessible only to medical personnel.
- 6.7.4 The HCP maintain a confidential medical file as per MOH standard for each employee at site with the following information:
  - a. Name
  - b. Date of Birth
  - c. Job Title
  - d. Employer
  - e. Address and contact number of patient and next of kin
  - f. Any known allergies
  - g. Past medical history
  - h. Present treatment/medication
  - i. Blood group, if known.

## **6.8 Daily Clinic Attendance Record requirements ensure that:**

- 6.8.1 A daily log of personnel reporting to the clinic be maintained by the HCP.
- 6.8.2 It shall not contain confidential medical information regarding specific diagnosis and treatment.

## **6.9 First aid facilities requirements ensure that:**

- a. A number of first aid kits adequate to the number of residents are available.
- b. First aid kits are adequately stocked.
- c. A 24/7 first aid service/facility is available.
- d. An adequate number of staff/Occupant is trained to provide first aid.
- e. Automatic External Defibrillator



# Oman Society for Petroleum Services

## Camp Standard

Document No:  
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### First aid kit contents

- i. Individually wrapped sterile adhesive dressings plasters (assorted sizes)
- ii. Two sterile eye pads
- iii. Four individually wrapped triangular bandages (preferably sterile)
- iv. Six safety pins
- v. Six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings
- vi. Two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings
- vii. One pair of disposable gloves.
- viii. One pair of scissors



## **7 FACILITY MANAGEMENT**

### **7.1 Transport requirements shall ensure:**

- 7.1.1 Transport from the camp to worksite and back is safe and free, if the walking distance exceeds 500m.
- 7.1.2 Transport system is provided free of charge to and from local communities' shopping, market, banking, and recreation facilities at least weekly.
- 7.1.3 Dust suppression, as appropriate to the road and traffic needs.

### **7.2 Access, Exit routes and pathways requirements shall ensure that:**

- 7.2.1 Pedestrian routes be planned to minimize walking distance.
- 7.2.2 Elevated foot paths of at least 1.5m width be provided on one side of roadways.
- 7.2.3 Vehicular routes and foot paths and cycling routes are well lit and physically separated with zebra cross over points; signs and speed bumps are set where necessary.
- 7.2.4 Service Road adjacent to accommodation be fenced/screened and access be controlled.
- 7.2.5 Each accommodation has two secured primary entry routes and exits.
- 7.2.6 Internal Road be a maximum of 8m wide.
- 7.2.7 Road shall be constructed with appropriate material and maintained to prevent dust.
- 7.2.8 Speed limits be 20 km/hr. or less within the camp.
- 7.2.9 Turnings / sharp bends be fitted with mirrors to show opposing traffic or people movement.
- 7.2.10 Emergency vehicles such as ambulance, firefighting be able to access accommodation without obstruction and have access to primary and secondary ingress/egress.
- 7.2.11 A bus stop be no more than 200m from the Living Unit.

### **7.3 Parking requirements ensure that:**

- 7.3.1 Dedicated transport arrangement for embark / disembark be available on camp perimeter.
- 7.3.2 Sufficient numbers of parking slots shall be given to take care of Occupant and visitors to the camp.
- 7.3.3 Adequate lighting and security provided.
- 7.3.4 All vehicles **reverse park**; with suitable and visible signs positioned.
- 7.3.5 Parking areas be covered for ambulance and firefighting vehicle.
- 7.3.6 Construction equipment and heavy trucks be parked separately and sufficiently away from accommodation.

### **7.4 Admin office requirements shall ensure that:**

- 7.4.1 Space allotted for Occupant who performs office work should not be less than 7 cubic meters.
- 7.4.2 Office has adequate toilet facility and washbasin separate for women and men.
- 7.4.3 Office has all necessary equipment and furniture.
- 7.4.4 Office has air conditioner in working order.
- 7.4.5 Office has electricity power supply.
- 7.4.6 Office toilets have sufficient hot and cold running water.
- 7.4.7 Office is cleaned on daily basis.
- 7.4.8 All office workstations meet ergonomic design.



- 7.4.9 Adequate stationery and other office supplies are provided.
- 7.4.10 Adequate lighting be provided (Between 200 to 500 Lux intensity in the office area).
- 7.4.11 Provision of sufficient, adequate, natural or artificial lighting.
- 7.4.12 Adequate fire equipments are provided.
- 7.4.13 Telephones are available with capability to call GSMS etc.

**7.5 Meeting Hall requirements shall ensure that:**

- a. U-shaped/ rectangular conference tables with adequate seats
- b. Overhead projector
- c. Computer
- d. Isolation from external noise sources, to be a maximum of 55 dBA
- e. Lighting with a minimum of 400 lux
- f. All necessary stationery shall be provided
- g. Whiteboard including accessories

**7.6 Recreational Facilities requirements shall ensure that:**

- 7.6.1 Indoor facilities are available and include TV with satellite connection, 'keep fit' exercise rooms with appropriate equipment and games.
- 7.6.2 Outdoor facilities are provided and may include a swimming pool, football/cricket pitch and tennis court.

**7.7 Worship facilities shall ensure that:**

- 7.7.1 Provision of space for religious observance needs be considered, taking account of the local context and potential conflicts.
- 7.7.2 The prayer facility (Masjid) is provided according to the camp's population with ablution area, furnished with carpets / prayer mat and shoe racks.

**7.8 Telecommunication and Intra-/Internet Facilities requirements shall ensure that:**

- 7.8.1 Every Occupant has access to telecommunication.
- 7.8.2 Wi-Fi link shall be maintained and be free of charge, where such infrastructure is available from the internet service provider.
- 7.8.3 IT services shall be fully operational and maintained.

**7.9 Power requirements shall ensure that:**

- 7.9.1 Diesel power generation is allowed subject to municipal power unavailability.
- 7.9.2 Generators and fuel tank shall be in designated restricted areas and access controlled Safety signage be erected including a telephone number for access.
- 7.9.3 Power provision meets local standards with appropriate protection, earthing, reliability for equipment to operate continuously, stable.
- 7.9.4 Power back-up through UPS/generator shall be installed for critical areas of camp such as clinic, freezer/storage areas in the kitchen, fire pump.



**7.10 Consultation and grievance mechanism requirements shall ensure that:**

- 7.10.1 The Occupant shall be made aware of any rules governing the accommodation and the consequences of breaking such rules.
- 7.10.2 Mechanisms or Processes shall be designed and implemented that allow for consultation between site management and the Occupant. These include formal processes that allow Occupant to lodge any grievances about their accommodation.
- 7.10.3 Occupant subjected to disciplinary proceedings arising from behavior in the accommodation should have access to a fair and transparent hearing with the possibility to contest decisions and refer the dispute to independent arbitration or relevant public authorities.
- 7.10.4 In case of conflicts between Occupants, or between Occupant and camp staff, they can access a fair conflict resolution mechanism.
- 7.10.5 In cases where more serious offences occur, including serious physical or mental abuse, there shall be mechanisms available to ensure full cooperation with the police authority.



## **8 WASTE AND WASTEWATER MANAGEMENT**

Waste management requirements shall ensure the following.

### **8.1 Drainage and Sewage system**

- 8.1.1 Building site shall be adequately drained to avoid the accumulation of stagnant water.
- 8.1.2 All waste including floor washing water shall be disposed of such that it does not present a hazard to health and environment.
- 8.1.3 Prohibit leakage and environmental contamination of untreated wastewater.
- 8.1.4 Wastewater shall be disposed through wastewater/sewage treatment facilities either public infrastructure or facility custom built on-site (STP) within the camp.
- 8.1.5 STP shall be adequately designed according to the Occupant population.
- 8.1.6 Wastewater, sewage, food and any other waste materials are discharged in compliance with Ministry of Environment and Climate Affairs standards.
- 8.1.7 Specific containers for rubbish collection are provided. These are adequate leak proof, non-absorbent, rust and corrosion-resistant waste containers.
- 8.1.8 The waste containers are to be located away from Living Unit on a wooden, metal, or concrete stand. They be protected from stray animals.
- 8.1.9 These containers are to be emptied at regular intervals (to be determined based on temperatures and volumes generated) to avoid unpleasant odours associated with decaying organic materials.
- 8.1.10 Waste oil/cooking waste oil shall be stored separately in a container and disposed in approved location and not to be disposed in the sewer network.
- 8.1.11 Approved sewage tankers be used for disposal of sewage from ablution, waste consignment records shall be maintained.

### **8.2 Waste management requirements ensure that:**

- 8.2.1 Sufficient number of covered bins lined with plastic bags shall be provided in all residential areas, work sites, food premises.
- 8.2.2 Waste shall be collected from the food premises on daily basis.
- 8.2.3 Domestic waste shall be collected not less than twice a week from living quarters / working sites within the camp.
- 8.2.4 Garbage bags shall be tied-up to the designated waste collection point.
- 8.2.5 Waste collection point shall be kept tidy and sanitized.
- 8.2.6 Medical waste shall be disposed through contracted medical waste management company registered with Be'ah (Oman Environmental Services Holding Company) facilities and records maintained for each consignment.
- 8.2.7 All waste shall be segregated according to EA standards.



## **9 FIRE PREVENTION AND EMERGENCY MITIGATION**

Fire prevention and emergency mitigation requirements shall ensure the following:

### **9.1 Emergency Response:**

- 9.1.1 Assembly Points shall be designated.
- 9.1.2 Emergency Escape Routes shall be marked.
- 9.1.3 Sketch to reach assembly point shall be displayed in all Living Unit.
- 9.1.4 Sufficient number of Fire bells/siren shall be installed and audible in all areas.
- 9.1.5 Adequate and appropriate Fire Extinguishers shall be installed.
- 9.1.6 All means of firefighting equipment and devices shall be periodically inspected and maintained to be readily available and valid to use at any time.
- 9.1.7 Install smoke/heat detectors as per legal requirements.
- 9.1.8 Camp shall be fenced/wall and fitted with emergency escape and all emergency escape gates be painted in red colour.
- 9.1.9 Adequate number of emergency light shall be installed in dining hall, kitchen and evacuation routes.
- 9.1.10 Fire blankets and suitable fire extinguishers shall be provided in the kitchen. All kitchen staff be trained in the use of a fire extinguisher.
- 9.1.11 In case of fire alarm in the kitchen provision shall be made to
  - a. Shut down the kitchen hood exhaust fan (and supply fan, if any).
  - b. Shut off the gas, or electrical, supply to appliances.
- 9.1.12 Manual fire alarm call points shall be located on emergency escape routes, staircase landings and at exits to the open air. Alarms, initiated by manual call points, be clearly audible in every part of the area at risk.
- 9.1.13 First aid box be stored in kitchen.
- 9.1.14 Sufficient camp inmates be trained on basic firefighting, Fire Warden training and First Aiders training.
- 9.1.15 Fire Mock drills be conducted on a defined frequency.

### **9.2 Means of Escape:**

- 9.2.1 Suitable escape routes from Living Unit shall be provided giving direct access to the assembly point/muster area. Doors in escape routes are easily openable from the inside. Internal escape routes be no less than 1800 mm high x 600 mm wide, free from obstructions.
- 9.2.2 Associated assembly points shall be planned in the design, and locations clearly identified to Occupant.
- 9.2.3 All exit doors shall be indicated with illuminated exit signs on the inside and white lights installed at the exterior doors.
- 9.2.4 All emergency doors shall be fitted with panic bars and exits clearly identified and illuminated. Fire instructions shall be posted in the habitable rooms in English and Arabic.
- 9.2.5 In establishing suitable escape routes, the following factors be taken into account that include:
  - a. Number of Occupant.
  - b. Unit type and use.
  - c. Height above grade.
  - d. Travel distance to final exit
  - e. Escape route fire resistance.
  - f. Location of hazards, e.g., gas bottles, electrical incomers etc.



### **9.3 Fire Protection:**

9.3.1 Camp Owner provides fire alarm and firefighting equipment as per CDAA.

9.3.2 Accommodation buildings, kitchens, bakeries, laundries, mess-halls and other high fire risk buildings shall be constructed using fire resistant/retardant materials approved by CDAA accredited labs in accordance with local regulations.

9.3.3 Minimum requirements for fire safety include;

- Adequate fire extinguishers / firefighting equipment provided throughout camp.
- Fire plans shall be posted in all buildings. These should show locations of stairs, fire exits and fire extinguishers.
- Smoke/heat based fire detectors shall be provided across the camp facility.
- Smoke detectors shall be installed in each sleeping room, ablution unit, dry room and common areas.
- Heat detectors shall be installed in kitchen, laundry rooms.
- Prohibit Smoking inside buildings. Designated smoking areas shall be established throughout the Camp in areas selected with zero to minimal fire risk.
- Camps and temporary facilities shall be designed and laid out with fire breaks between buildings to prevent fire from spreading from one building to another.
- A fire break gap of 6 meters (20 feet) minimum shall be provided between units.

9.3.4 Walls may be used as fire breaks in lieu of separation provided:

- The wall fire resistance is for a minimum of 60 minutes.
- The wall height is at least equal to that of adjacent units.
- a minimum clearance of 1 m is maintained each side of the wall  
For access and escape purposes.

9.3.5 Minimum requirements for drilling and temporary camp facilities (fly camps):

- Provision of an automatic firefighting media for all cooking appliances installed in the kitchen.
- Use of LPG cooking gas is prohibited for all cooking appliances installed in drilling camps; only electric cooking appliances shall be used.
- All camps and temporary facilities shall be made of fire resistant/retardant materials and/ or shall be treated with other materials that are resistant to fire and provide proof of evidence from the original manufacturer of the associated camps and/ or the treated materials agent acceptable to CDAA.
- All materials & equipment used in the kitchen shall be in accordance with the specifications approved by the CDAA, including but not limited to (cooking appliances, electrical wiring, and civil protection devices).
- All means of firefighting equipment and devices shall be inspected and certified by third party company approved and licensed by the CDAA.
- Camp and temporary facilities owner's shall appoint a qualified team to carry out monthly inspection for All firefighting equipment and devices.
- All portable firefighting devices must be inspected and re-certified by CDAA approved third party agent minimum every 6 month.
- All drilling camps licensed by CDAA shall specify a specific rig number.

The above requirements shall not apply to the current camps built or mobilized to the sites before 1<sup>st</sup> November 2022.

All other temporary camp owners must obtain CDAA civil protection permit as per CDAA requirement for the energy sector based on ref # 2022/1/7161/1/196 agreement.



## 10 DEMOBILIZING AND SITE RESTORATION

Demobilization and site restoration requirements shall ensure the following.

### 10.1 Decommissioning and Removal shall ensure:

- 10.1.1 Camp Owner be responsible for the demobilization and timely removal of camp at the completion of works.
- 10.1.2 Underground facilities such as foundations, piping, cables and ducts be removed and disposed of properly.
- 10.1.3 The land be brought back to its original natural state, or as close as possible after decommissioning.
- 10.1.4 Reinstatement considering future use and be subject of agreement with local authorities and/or landowners.
- 10.1.5 Abandonment includes morphological, environmental (including soil and groundwater contamination) and ecological reinstatement.
- 10.1.6 At the end of the removal phase, clear documentation be sought from landowner and authorities to confirm all obligations have been satisfactorily discharged.



## 11 APPENDICES

### Appendix A: Tables and Figures

**Table 1: Furnishings per Person**

Bed-single	
Mattress (6cm thickness) as minimum	
Bed sheets	Two
Blanket	One
Pillow and case	Two pillows and two pillow cases.
Clothes hanger hook or racks	Minimum 4 hooks
Full length wardrobe – lockable	one
Waste paper basket, laundry bag, side table, chair and light	
Blind/curtain – black out (per window)	

**Table 2: Number of Sanitary Facilities as per Population Density**

Number of people	Urinals	Bath /Toilets	Hand washbasins
1-5	1	1	1
6-25	2	2	2
26-50	3	3	3
51-75	4	4	4
76-100	5	5	5

**Table 3: Cleaning Equipment Colour Coding System**

Area	Colour Code	Cleaning Equipments
General low risk Areas. Office, corridors, stairs, Dining Hall (Mess), Rooms.	Blue	Cleaning cloths, dish cloths, disposable cloths, cleaning sponges, abrasive
General food preparation and Kitchen	Green	cleaning pads, mop heads, mop handles, wringer buckets, pales, brooms, hand
Restrooms(Toilets), Infectious Areas	Red	brushes, dust pans, lobby brushes, dish
Clinical	Yellow	brushes, protective neoprene gloves.



**Table 4: WHO's 5 Key Recommendation to Safer Food**

<b>1. Keep clean</b>		
Wash your hands before handling food and often during food preparation.	While most microorganisms do not cause disease, dangerous microorganisms are widely found in soil, water, animals and people. These microorganisms are carried on hands, wiping cloths and utensils, especially cutting boards and the slightest contact can transfer them to food and cause food borne diseases.	
Wash your hands after going to the toilet.		
Wash and sanitise all surfaces and equipment used for food preparation.		
Protect kitchen areas and food from insects, pests and other animals.		
<b>2. Separate raw and cooked</b>		
Separate raw meat, poultry and seafood from other foods.	Raw food, especially meat, poultry and seafood, and their juices, can contain dangerous microorganisms which may be transferred onto other foods during food preparation and storage.	
Use separate equipment and utensils such as knives and cutting boards for handling raw foods.		
Store food in containers to avoid contact between raw and prepared foods.		
<b>3. Cook thoroughly</b>		
Cook food thoroughly, especially meat, poultry, eggs and seafood.	Proper cooking kills almost all dangerous microorganisms. Studies have shown that cooking food to a temperature of 70°C can help ensure it is safe for consumption. Foods that require special attention include minced meats, rolled roasts, large joints of meat and whole poultry.	
Bring foods like soups and stews to boiling to make sure that they have reached 70°C. For meat and poultry, make sure that juices are clear, not pink. Ideally, use a thermometer.		
Reheat cooked food thoroughly.		
<b>4. Keep food at safe temperatures</b>		
Do not leave cooked food at room temperature for more than 2 hours.	Microorganisms can multiply very quickly if food is stored at room temperature. By holding at temperatures below 5°C or above 60°C, the growth of microorganisms is slowed down or stopped. Some dangerous microorganisms still grow below 5°C.	
Refrigerate promptly all cooked and perishable food (preferably below 5°C).		
Keep cooked food piping hot (more than 60°C) prior to serving.		
Do not store food too long even in the refrigerator.		
Do not thaw frozen food at room temperature.		
<b>5. Use safe water and raw materials</b>		
Use safe water or treat it to make it safe.	Raw materials, including water and ice, may be contaminated with dangerous microorganisms and chemicals. Toxic chemicals may be formed in damaged and mouldy foods. Take care in selection of raw materials and implement simple measures such as washing.	
Select fresh and wholesome foods.		
Choose foods processed for safety, such as pasteurised milk.		
Wash fruits and vegetables, especially if eaten raw.		
Do not use food beyond its expiry date.		
<i>Source: World Health Organization, Food Safety</i>		
<a href="http://www.who.int/foodsafety/publications/consumer/en/5keys_en.pdf">www.who.int/foodsafety/publications/consumer/en/5keys_en.pdf</a>		



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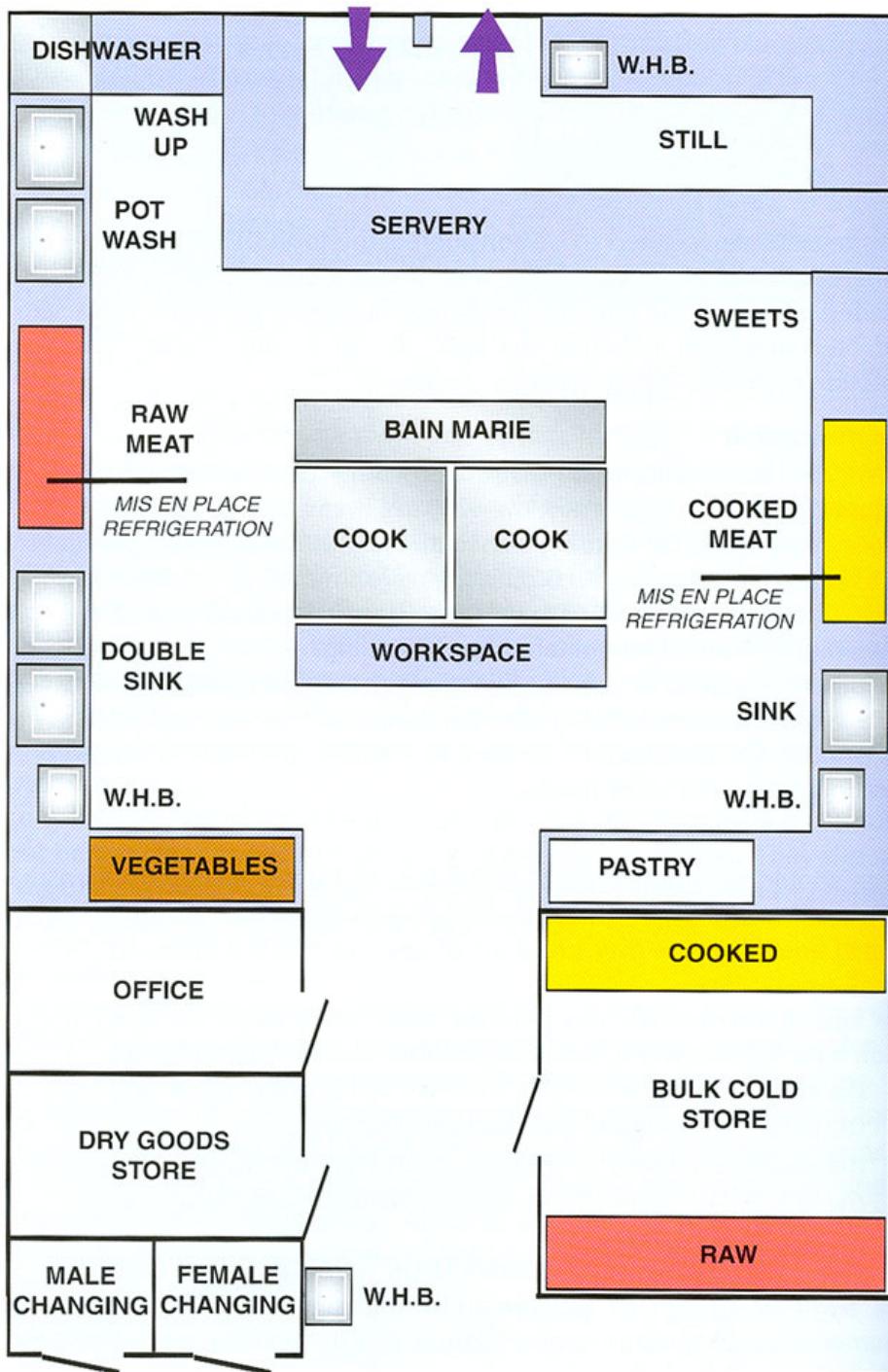
**Table 5: Thawing and Cooking Times of Frozen Meat and Poultry**

Weight (kg)	Approximate thawing time at 10°C - 15°C (Hours)	Minimum cooking time in foil at 180°C (Hours)
2.25	15	2.50
4.50	18	3.50
6.75	24	4.75
9.00	30	5.75

**Table 6: Cutting Board Colour Coding System**

Colour code for Cutting-board	
Red	Raw meat
Blue	Raw fish
Yellow	Cooked meat
Green	Salad/fruit products
Brown	Vegetable products
White	Dairy and bakery products
White h/d butchery block	Large joint of meat or fish

Fig 1: A Well-designed Kitchen Model





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**Table 7: Mandatory Training Requirements for Food Handlers**

Job Title	Food Safety (Level 2 )	Food Safety (Level 3 )	Food Safety Management (HACCP) Level 3	Food Safety Management Auditing and (HACCP) Level 4
Catering operation manager				Before commencing onsite with external assessment from authorized HACCP training institute
Food Hygienist				Before commencing onsite with external assessment from authorized HACCP training institute
Camp boss		Mandatory before commencing on-site	Before commencing onsite with external assessment from authorized HACCP training institute	
Head Chef / Chef /Cook			Before commencing onsite with external assessment from authorized HACCP training institute	
Assistant Cooks e.g. Butcher, Baker, Salad prep, etc.				
Waiters, store keepers, general assistants	Mandatory before commencing on-site			



**Table 8: Minimum Medical Staff Requirement**

**For minimum medical staff requirements refer to OPAL Industrial Hygiene / Occupational Health standard.**



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## Appendix B: Oman Legal framework, International Standards and Code of practices

### Oman Legal and Regulatory requirements:

Document Id	Title
MD 286/2008	Regulation of Occupational Safety and Health for Establishments Governed by the Labour Law (Omani Ministerial Decree)
MD 79/1994	Regulation of Noise Pollution Control in the public Environment
	Civil Defense Law - Part 7
	Fire Safety Requirements Part 1 - Buildings Fire Prevention and Protection Requirements
OS 8/2012	Omani Standards on Un Bottled Drinking Water

### International Guidelines and Standards:

Document Id	Title
OSHA 1910.142	Occupational Safety and Health Standards – Temporary Labour Camps
OSHA 1926.152	Safety and Health regulations for Construction; Fire Protection and Prevention; Flammable Liquids (OSHA guideline)
OGP 343	Managing Health for Field Operations in Oil & Gas Activities, OGP Report
Shell, April 2014 V 1.0	Accommodation and Welfare Guide - Onshore villages and camps (PG17d)
IFC/EBRD August 2009	Workers' accommodation: processes and standards – A guidance not by IFC and the EBRD
API RP 753	(Management of Hazards Associated with Location of Process Plant Portable Buildings)



## 12 ANNEXURE

### A: Camp Inspection for Approval / Re-approval and periodical Audit Checklist.

#	Question	Compliance (Yes / No)	Details/ Remarks
<b>1.0</b>	<b>Camp Design</b>		
1.1	The site for camp is selected in accordance with Environmental and Social Impact Assessment that ensures reasonable safe distance from the worksite, and that risks to Occupant, impacts to local environmental sensitivities and neighboring communities are controlled.		
1.2	The following percentage of total campsite area is provided for landscaping: <ul style="list-style-type: none"><li>• landscape area is minimum 30% (including soft and Hardscape) of the total site area;</li><li>• Softscape is minimum 15% of the total site area;</li><li>• Hardscape is maximum 40% of total site area;</li><li>• Outdoor landscape space provided within camp is at least 1.5 sq.m per person considering maximum occupancy.</li></ul>		
1.3	Gravel for walkways in open area and access routes is prohibited.		
1.4	The following setback distances are provided within camp: <ul style="list-style-type: none"><li>• Minimum 6m between residential buildings and boundaries;</li><li>• Minimum 10m between service / utility buildings and the boundary</li><li>• Minimum 10m between streets/Road outside of the boundary and boundary.</li><li>• Minimum 15m between residential buildings and service/utilities.</li></ul>		
1.5	Minimum distance in between the facades of living blocks is provided as per the CDAA fire codes.		
1.6	All living facilities are built with adequate materials kept in good repair, clean and free from rubbish and other refuse.		
1.7	Access routes between the accommodations are provided with hard surface to prevent dust arising.		
1.8	Entrance to accommodation is fitted with an exterior weather-proofed door and door closure.		
1.9	Sufficient lighting is provided within the camp.		
1.10	Meets all applicable National regulations on health, safety, and environment.		
<b>2.0</b>	<b>Living Unit</b>		
2.1	Accommodation is protected against moisture, wind, and sand and adequately screened against insects.		
2.2	There is a grade difference of at least 20cm between the building's / accommodation unit's floor and the exterior surroundings.		



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#	Question	Compliance (Yes / No)	Details/ Remarks
2.3	A minimum total area of 4 sq. m per person and a minimum separation distance of 1m between beds is provided within each accommodation unit.		
2.4	A minimum unobstructed ceiling height of 2.4m, excluding ceiling fans, if any, is provided.		
2.5	A separate bed for each Occupant during the day/night shift cycle; the practice of "hot-bedding" is prohibited.		
2.6	Food preparation / cooking are prohibited within accommodation units. There should be no evidence of cooked food, smoking and / or incense burning in the room.		
2.7	Accommodations are provided with bathroom/shower unit. Toilets have sufficient hot cold running water supplies and ventilation.		
2.8	Each Occupant is provided with a comfortable mattress, two pillows, cover and clean bedding.		
2.9	Bed linen is washed at least once every two weeks and treated with repellents and disinfectants. Washing records are maintained.		
2.10	The full list of furnishings, as per the appendix in the OPAL Camp Standard, is provided for each Occupant.		
2.11	Sufficient natural and artificial lighting (a minimum 150 Lux intensity) is provided in all accommodation units.		
2.12	Sufficient air conditioning is provided and includes cooling and heating system.		
2.13	Separate storage for work boots and other PPE, as well as drying / airing areas is provided.		
2.14	Rooms/dormitories are aired and cleaned at regular intervals and kept in good condition. Records of cleaning are maintained.		
2.15	External walls and surroundings of accommodation units are maintained and clean: No paint chipping or rotting of walls No standing water / waste / debris under or around accommodation units Appropriate waste receptacles (with closing lids) provided No leaks from plumbing, e.g. water and drainage lines.		
2.16	Drinking water quality is regularly monitored and tested to be of acceptable quality. Records are maintained.		
2.17	There is a program for pest extermination, vector control and disinfection to be carried out throughout the living facilities. Pest and vector monitoring is performed on a regular basis. Records are maintained.		
2.18	Pesticides are sprayed quarterly in a manner that does not affect Occupant and kitchen adversely. Handling of pesticides is done by trained personnel with suitable PPE.		
2.19	Pesticides and related chemicals are stored in a dedicated storage room. This room is well ventilated, has adequate lighting and exhaust fan. Safety data sheet is displayed in the storage room for each chemical.		



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#	Question	Compliance (Yes / No)	Details/ Remarks
<b>3.0</b>	<b>Sanitary and Laundry</b>		
3.1	Occupant have access to clean and free of charge potable water at all times in accordance with local drinking water standard (Omani Standard 8/2012) and /or WHO standards. Potable water in the camp to be processed via approved and well maintained UV filter killing 99% bacteria.		
3.2	Sanitary and toilet facilities are kept in working condition. Cleaning schedule reflecting daily and deep cleaning cycles are maintained.		
3.3	Water is distributed from source by pipes made from UPVC, or non-metallic material of construction approved by the Operator/ Company. GI and steel pipes shall NOT be used.		
3.4	Water storage tanks are cleaned every six months. Water tankers, if any used, are cleaned and disinfected every six months. Records are maintained.		
3.5	Adequate privacy is provided at sanitary facilities, including ceiling to floor partitions and lockable doors.		
3.6	Sanitary and toilet facilities are not shared between men and women and specific sanitary facilities for women are provided, if applicable.		
3.7	Hand washing, shower, toilets and other sanitary facilities are in the same building as accommodation units and shall be located no more than 20m away. Toilet room is located such that any access does not require an individual to pass through any sleeping room.		
3.8	Flooring for shower facilities is non-slippery, of hard washable materials, damp-proof and properly drained, which shall be fitted with plastic slats or rubber mats. Slats so provided shall be washed and air-dried regularly.		
3.9	Toilet cubicles are minimum 900mm x 1200mm.		
3.10	Adequate space for hanging, drying and airing clothes is provided.		
3.11	Suitable light and ventilation with lighting of at least 200Lux is provided in all toilets, which must have windows opening to outside air or a suitable ventilation system.		
3.12	Sanitary facilities are provided with water conservation measures including as minimum a) aerated shower heads and b) low-flush toilets.		
3.13	An adequate minimum number of bathrooms, hand wash facilities, toilets, as per the appendix in OPAL camp standard, are provided.		
3.14	Hand wash facilities consisting of a tap and a basin, hand wash soap/liquid and hygienic means of drying hands.		
3.15	Separate cleaning equipment with a color coding system to prevent cross contamination during the cleaning process.		



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#	Question	Compliance (Yes / No)	Details/ Remarks
3.16	Laundry facilities/services are provided to Occupant free of cost. Adequate facilities for washing and drying clothes shall be provided.		
3.17	Laundry facilities are kept clean and maintained in working order. Adequate drainage is provided from laundry to prevent water stagnation.		
3.18	Provisions are in place to separately store and wash cloths from any individual who has an infectious disease.		
3.19	Provisions are in place to separately store and wash work clothes that have come in contact with oils or chemicals (e.g. grease or pesticides).		
3.20	Detergents and other laundry-related chemicals are stored in a designated chemical storage room. The room is well ventilated, has adequate lighting and exhaust fan.		
3.21	The cloths drying area is protected from dust and animals.		
3.22	Staff is provided with appropriate breathing mask.		
<b>4.0</b>	<b>Kitchen and Mess Facility</b>		
4.1	Catering staff have implemented HACCP / Food Safety Management System in their food handling operations and maintain permanent procedures based on the Codex Hazard Analysis.		
4.2	A specific and measurable cleaning schedule is implemented for each food preparation area and all food preparation equipment. Records are maintained.		
4.3	Food handlers' hand washing area have hands-free taps.		
4.4	World Health Organization's 5 key recommendations to safer food has been adopted.		
4.5	Unauthorised persons are not allowed in areas where food is prepared /handled. A notice to this effect is placed outside these areas.		
4.6	Working area provided inside the kitchen is minimum of 1 sq. m per cooking staff.		
4.7	Minimum lighting of 500 Lux intensity in general kitchen / food handling working areas is provided.		
4.8	All kitchen floors, ceiling and wall surfaces adjacent to or above food preparation and cooking areas consist of durable, impervious, light in color, fire-resistant, non-absorbent, easily cleanable, non-toxic materials without crevices. Angles and junctions between floor and wall shall not have gaps and be sealed.		
4.9	Fly screens are fitted on all kitchen windows that open to the outside.		
4.10	Kitchen doors: <ul style="list-style-type: none"><li>• Are tight-fitting and self-closing and made of fire proof materials.</li><li>• Self-closing doors are not wedged open.</li><li>• Swing doors have sight panels.</li></ul>		
4.11	At least two electronic fly-killers are installed.		



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#	Question	Compliance (Yes / No)	Details/ Remarks
4.12	The kitchen is air-conditioned and well vented.		
4.13	A hood "industrial standard", including a primary grease filter, is fixed over cooking stove or cookers and an extractor fan of a suitable size is provided. Aluminum / stainless steel sheets are fitted at cooking stove or cookers areas if port-a-cabins are used as kitchens.		
4.14	Sufficient number of double-unit stainless steel sinks is provided with a supply of running hot and cold water, detergents and sanitizing solutions.		
4.15	Air drying or disposable paper towels are used to wipe and dry dishes, crockery and cutlery. Cloths are NOT to be used.		
4.16	A separate cleaning equipment storage area is provided either at the entrance to the kitchen or inside kitchen to store all the cleaning equipment / PPE in use. Cleaning materials used must stay specific to each area to avoid cross contamination.		
4.17	Cleaning and sanitising are done as separate processes. A surface needs to be thoroughly cleaned before it is sanitised.		
4.18	Food preparation tables are equipped with a smooth, durable, easily cleanable, non-corrosive surface made of non-toxic materials. All tables are made of stainless steel. Wooden tables are not allowed in kitchens or other food preparation areas.		
4.19	Colour coded cutting boards, as per the appendix in OPAL camp standard, made of polypropylene or other non-absorbent synthetic materials are provided and are kept clean and disinfected after each use.		
4.20	A purpose made polypropylene chopping block is provided for cutting large joints of meat. It is kept clean, disinfected, smooth and free of cracks.		
4.21	A chain glove is provided and used when chopping meat, fish and chicken.		
4.22	Waste bins in the kitchen are of foot operated hand free type.		
4.23	Stoves are not placed against a wall and adequate space for cleaning access is provided.		
4.24	Benches and fixtures are not built into the floor, and all cupboards and other fixtures have a smooth, durable and washable surface.		
4.25	Food waste and other refuse are deposited in sealable containers and removed from the kitchen frequently to avoid accumulation. Waste is stored in a clean area / external room and not permitted to build up in/near food handling areas.		
4.26	Dining hall or mess facilities area is at least 1 sq. m per person served.		
4.27	Dining places are adequately furnished and maintained in a clean condition. This includes providing tables, chairs, individual drinking cups and plates and drinking water dispensers/bottles.		



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4.28	The mess facilities are large enough to seat at least 50% of the camp population at one time.		
4.29	The mess area is air conditioned and has a minimum light intensity of 300 Lux.		
4.30	At least two electronic fly-killers are installed in the mess. These should not be fixed directly near or above tables where food is served or consumed.		
4.31	All doors to the outside are self-closing type and are not wedged open.		
4.32	Wash hand basins are provided with a liquid soap dispenser and disposable paper towels. The area is well shaded, enclosed and protected from dust or sand.		
4.33	The fixtures, fittings and equipment, as well as compartments of vehicles that are used to transport food are maintained clean.		
4.34	Cooked food is transported using food thermal containers. Separate containers are required for Hot and Cold food.		
4.35	Hot and cold foods is delivered promptly to site at safe temperatures and kept covered until served.		
4.36	Food handlers, including waiters and waitresses do not wear jewellery.		
4.37	Each food handler is provided with a minimum of three uniforms, aprons, caps and non-slip footwear. Uniforms be in good repair and easy to clean.		
<b>5.0</b>	<b>Food Preparation and Preservation</b>		
5.1	A facility for defrosting frozen foods is provided as per the OPAL camp standard.		
5.2	Defrosting is NOT assisted by placing the frozen product in water, warm oven, or hot surface. Thawed food is not refrozen and must be cooked within 24 hours of thawing.		
5.3	Cooked food is stored above 63°C or below 5°C.		
5.4	Cooked food that is to be cooled is not kept at ambient temperature for longer than 90 minutes.		
5.5	A digital food probe thermometer is used to check that the core temperature of all high risk foods has achieved minimum 75°C.  The probe is cleaned and sanitised before it is used to measure the temperature of a different food, to prevent cross contamination.		
5.6	Records of cooking, cold holding and hot holding temperatures are maintained as part of the food safety management system.		
5.7	Date and time labelled samples (100g) of all meals collected before being served, are marked and kept in a freezer for 96 hours after serving.		
5.8	All fresh fruits and vegetables consumed without peeling and meant to be eaten raw are sanitised by immersion in suitable food sanitizer.		
5.9	Cooked at-risk food, undergoing cooling, is: • Kept separate from raw foods.		



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	<ul style="list-style-type: none"><li>Portioned, where appropriate, within 30 minutes of the end of the cooking process.</li><li>Cooled as quickly as possible down to a safe temperature in a controlled environment.</li><li>Cooled without increasing the temperature of the other foods under storage.</li></ul>		
5.10	Cooked food is cooled to 5°C within 6 hours. The food is cooled from 60°C (or higher) to 21°C within 2 hours and from 21°C to 5°C within a further 4 hours.		
5.11	Reheating cooked foods is limited to recipes that incorporate cooked and chilled ingredients. When reheating foods, a core temperature of at least 75°C is achieved for period of 2 minutes. Where reheating is carried out in commercial microwave ovens, the manufacturer's instructions are followed.		
5.12	Reheated foods for hot service, in common with other freshly cooked hot foods, are kept at a temperature of 63°C or above prior to service.		
5.13	Reheated foods not served are treated as food waste and disposed.		
5.14	Cooked and uncooked food are prepared and stored separately. Separate areas/surfaces are provided for preparation of cooked and uncooked foods.		
5.15	Each food handler is provided with a minimum of three uniforms, aprons, caps and non-slip footwear. Uniforms are in good repair and easy to clean.		
5.16	Food handlers have a clean and tidy appearance, clean hands with short fingernails and hair covered during food preparation.		
5.17	Any injured food handler makes sure that bandages or dressings on any exposed parts of the body are covered with a waterproof covering.		
5.18	Food handlers do not smoke or use tobacco or similar preparations where food is handled.		
5.19	Food handlers wash their hands with antibacterial soap after every activity. Hand washing is restricted to hand-wash basins and hand drying to paper towels. Sinks for food equipment are not used for hand washing.		
5.20	Food handlers wear plastic disposable gloves whilst serving food. Gloves are replaced after each use.		
5.21	High risk known allergens used in food preparation are displayed next to the dish served.		
5.22	All food handlers possess a current Medical Fitness Certificate issued by a recognised medical facility. Records available at site.		
5.23	Personnel do not work in a food environment if suffering from skin inflammation, vomiting, diarrhoea, a fever or a sore throat, eye, nasal or ear discharge, or illnesses that can be passed on through food.		
5.24	All food handlers have received the food safety and hygiene trainings as mentioned in the OPAL camp standard e.g. level 3 and 4 for catering manager; Level 3 for chef / cook and level 2 for other catering staff, etc. Valid certificates are available.		



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#	Question	Compliance (Yes / No)	Details/ Remarks
<b>6.0</b>	<b>Standards for Storage</b>		
6.1	All food items are stored in an adequately spaced, well-lit and air-conditioned room. A wall mounted thermometer is provided (10 to 16°C).		
6.2	Food is stored to ensure good stock rotation, viz. "First-in, First-out" practice is observed.		
6.3	All dry food is stored on stainless steel shelves or stainless steel half/low tables. All shelves, racks and pallets have a minimum clearance of 30cms from ground level.		
6.4	Loose grains, flour etc. is stored in metal or plastic bins with tight fitting covers on plastic pallets.		
6.5	Sufficient number of refrigerators and deep freezers are provided.		
6.6	Fish and chicken/mutton are stored separate in deep freezers. Similarly, ice-cream and ice are not stored in the same freezer as meat, fish or poultry.		
6.7	Thermometers are provided and temperatures recorded a minimum of twice daily. Record charts are posted on the chiller/freezer unit.		
6.8	Frozen food is stored at minus18°C and Refrigerated food from 1°C to 4°C.		
6.9	Walk-in freezers/chillers have metal shelves and good lighting (150 lux). They are equipped with safety devices to prevent accidental lock-in.		
6.10	Each item in the walk-in refrigerator, freezer and dry storage are in a sealed labelled container, or package with the contents and date received.		
6.11	A general store is provided for cleaning chemicals, detergents, equipment. The store has window opening to the outside air or is provided with adequate artificial ventilation		
6.12	Stores that contain inflammable materials, products or waste are split by using fire-resistant separators and doors and the stores are provided with fire extinguishers.		
6.13	Each store is provided with an external power disconnection unit at the end of work or during emergencies.		
6.14	Bulk LPG storage is a minimum of 20m away from combustible materials. Gate locks, and warning signs i.e. 'highly flammable LPG' and 'no naked flame' is provided.		
6.15	LPG cylinders within storage are chained and secured.		
6.16	Smoking is prohibited in the vicinity of LPG storage.		
6.17	LPG emergency shutdown facilities are provided inside the kitchen so as to arrest the flow of LPG immediately.		
6.18	Walkway access to LPG cylinder storage area is constructed. Gas cylinder bottle trolley with chain is provided.		
6.19	Empty LPG cylinders stored separately and store is marked "empty LPG cylinders".		



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6.20	Full and empty LPG cylinders are all fitted with head protection caps.		
6.21	LPG cylinders are transported in proper cylinder carrier.		
<b>7.0</b>	<b>Health Care Facilities</b>		
7.1	The camp is equipped with basic facilities to provide on-site primary medical care.		
7.2	The clinic and the Health Care Provider (HCP) comply with the Ministry of Health requirements, Directorate General of Private Health Establishments. Records / certificate available at site.		
7.3	Sufficient health care providers / personnel viz. nurses and doctors are provided as per the ratio set out in OPAL camp standard.		
7.4	The clinical facilities include the minimum list set out in OPAL camp standard.		
7.5	Health care equipment are checked and serviced or calibrated as appropriate on a regular basis. Records are maintained at site.		
7.6	The HCP: <ul style="list-style-type: none"><li>• Possesses current certification of ACLS, BTLS, ITLS, or equivalent critical life support training;</li><li>• Is able to provide training in first aid and basic CPR to personnel at the work site;</li><li>• Holds a license to work within the Sultanate of Oman;</li><li>• Have experience not less than 4 years and training in placing peripheral intravenous lines and administering infusions of systemic antibiotics and IV fluids and colloid/solutions.</li></ul>		
7.7	The clinic is maintained in a clean and tidy state of readiness at all time. All working surfaces are thoroughly cleaned on a daily basis and after each treatment as appropriate.		
7.8	Arrangements are made for the cleaning/disinfecting of floors and toilet facilities on a daily basis and at additional times as required.		
7.9	“Sharps” are stored in a specific container designed to receive such consumables safely and disposal is in accordance with applicable laws and regulations.		
7.10	Medical items are properly maintained/secured at all time to prevent unauthorized access/use.		
7.11	The clinic is clearly identified and the HCP holds regular clinic hours at appropriate times taking into account shift patterns and ensures that all employees are aware of these timings.		
7.12	The HCP is available 24 hours a day for routine and emergency medical care and ensures that all personnel are aware of the procedure for obtaining medical care at any time.		
7.13	An ambulance, approved by ROP and MoH, is provided. In addition, the ambulance meets all the minimum requirements set in the OPAL Camp Standard (Cl. 6.5) and OPAL Road Safety Standard.		



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7.14	The ambulance is available in close proximity to the clinic and capable of carrying at least one ill or injured person from work sites, heliport or airport to the clinic or to another provider facility.		
7.15	The HCP maintains a confidential medical file for each employee at site. Confidential medical records are stored in suitable locked cabinets/containers or electronically and accessible only to medical personnel.		
7.16	A daily log of personnel reporting to the clinic is maintained by the HCP.		
7.17	A 24/7 first aid service/facility is available at the camp including: <ul style="list-style-type: none"><li>• A number of first aid kits adequate to the number of camp Occupant are available;</li><li>• The first aid kits are well stocked with the minimum contents specified in the OPAL camp standard; and</li><li>• An adequate number of camp staff is trained to provide first aid.</li></ul>		
<b>8.0</b>	<b>Camp Facility Management</b>		
8.1	Transport from the camp to worksite and back is safe and free, if the walking distance exceeds 500m.		
8.2	Transport system is provided free of charge to and from local communities' shopping, market, banking, and recreation facilities at least weekly.		
8.3	Dust suppression is provided, as appropriate to the Road and traffic needs.		
8.4	Each accommodation has two secured primary entry routes and exits.		
8.5	Internal Road within camps are a maximum of 8m wide and constructed with appropriate material and maintained to prevent dust.		
8.6	Vehicular speed limits is restricted to maximum 20km within the camp.		
8.7	Emergency vehicles such as ambulance, firefighting are able to access accommodation without obstruction and have access to primary and secondary ingress/egress.		
8.8	A bus stop is provided no more than 200m from the main sleeping units.		
8.9	Sufficient numbers of parking slots are provided to take care of Occupant and visitors to the camp. All vehicles reverse park; with suitable and visible signs positioned.		
8.10	Covered parking areas are provided for ambulance and firefighting vehicle.		
8.11	Construction equipment and heavy trucks are parked separately and sufficiently away from accommodation.		
8.12	Camp administration office is available and clearly marked. Space allotted for Occupant who performs office work should not be less than 7cu.m.		



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8.13	Camp administration office is air conditioned, well lit (Between 200 to 500 Lux intensity), and is provided with necessary office furniture/equipment.		
8.14	A meeting hall is provided within the camp that contain the minimum requirements set out in the OPAL camp standard.		
8.15	Indoor recreational facilities are available and include TV with satellite connection; 'keep fit' exercise rooms with appropriate equipment and games.		
8.16	Outdoor recreational facilities are provided and may include a swimming pool, football/cricket pitch and tennis court.		
8.17	Provision of space for religious observance is considered, taking account of the local context and potential conflicts.		
8.18	The Prayer facility (Masjid) is provided according to the Camp's population with ablution area, furnished with carpets/prayer mat and shoe racks.		
8.19	IT services is fully operational and maintained. Every Occupant has access to telecommunication. Wi-Fi link is maintained and available free of charge, where such infrastructure is available from the internet service provider.		
8.20	Generators and fuel tank are installed in designated restricted areas and access control led safety signage is erected including a telephone number for access.		
8.21	Power provision meets local standards with appropriate protection, earthing, reliability for equipment to operate continuously, stable		
8.22	All electrical appliances used in the accommodations and offices are of high standards. Substandard equipment/appliances are prohibited.		
8.23	Electrical immersion heater is prohibited in rooms.		
8.24	Tube lights must be spaced down if installed on ceiling with flammable material.		
8.25	Power back-up through UPS / generator is installed for critical areas of camp such as clinic, freezer/storage areas in the kitchen, fire pump.		
8.26	All residents be made aware of any rules governing the accommodation and the consequences of breaking such rules.		
8.27	Mechanisms or processes are designed and implemented that allow for consultation between site management and the Occupant. These include formal processes that allow occupants to lodge any grievances about their accommodation.		
<b>9.0</b>	<b>Waste and Wastewater Management</b>		
9.1	Building site is adequately drained to avoid the accumulation of stagnant water. All wastewater including floor washing water is disposed such that it does not present a hazard to health and environment.		



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9.2	Leakage of untreated wastewater or discharged to open space/desert and environmental contamination is prohibited.		
9.3	Wastewater is disposed through wastewater / sewage treatment facilities either public infrastructure or facility custom built on-site (STP) within the camp.		
9.4	Wastewater, sewage, food and any other waste materials are discharged in compliance with Ministry of Environment and Climate Affairs standards.		
9.5	Specific containers for waste collection are provided and are to be emptied at regular intervals. These are adequate leak proof, non-absorbent, rust and corrosion-resistant waste containers.		
9.6	The waste containers are located away from Living Unit on a wooden, metal, or concrete stand and protected from stray animals.		
9.7	Waste oil / cooking waste oil are stored separately in a container and disposed in approved location and not in the sewer network.		
9.8	Approved sewage tankers are used for disposal of sewage from ablation. Waste consignment records are maintained at site.		
9.9	Sufficient number of covered bins lined with plastic bags is provided in all residential areas, work sites, food premises. Garbage bags is tied-up to the designated waste collection point.		
9.10	Waste is collected from the food premises on daily basis. Domestic waste be collected not less than twice a week from living quarters / working sites within the camp.		
9.11	Waste collection points are kept tidy and sanitized.		
9.12	Medical waste is disposed through MOH facilities and records maintained for each consignment.		
9.13	All waste are segregated according to EA standards.		
<b>10.0 Fire Prevention, Detection, Mitigation and Response</b>			
10.1	Assembly points are designated and emergency escape routes are clearly marked.		
10.2	Plan showing the routes to reach assembly point is displayed in all Living Unit.		
10.3	Suitable escape routes from Living Unit and offices are provided giving direct access to the assembly point / muster area. Escape doors well maintained, open outwards and lead to safe exits. Internal escape routes are no less than 1800 mm high x 600 mm wide and maintained free from obstructions.		
10.4	All emergency doors are fitted with panic bars and exits clearly identified and illuminated. Fire instructions are posted in the habitable rooms in the appropriate languages.		
10.5	Camp and offices owner has provided fire alarm and firefighting equipment as perCDA requirements: <ul style="list-style-type: none"><li>• Smoke / Heat based fire detectors be provided across the camp facility.</li></ul>		



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	<ul style="list-style-type: none"><li>• Smoke detectors are installed in each sleeping room/office, ablution unit, dry room and common areas.</li><li>• Heat detectors be installed in kitchen, laundry rooms.</li><li>• Sufficient number of fire bells/siren are installed and audible in all areas including manual siren.</li><li>• Adequate and appropriate Fire Extinguishers are installed throughout the camp and offices.</li><li>• Fire-Fighting and emergency equipment are available and checked regularly and always maintained to use readily.</li><li>• Fire plans to be posted in all buildings. These should show locations of stairs, fire exits and fire extinguishers, break glass units etc.</li><li>• Wind sack as applicable.</li></ul>		
10.6	Accommodation buildings, kitchens, bakeries, laundries, mess-halls and other high fire risk buildings are constructed using fire resistant / retardant materials in accordance with local regulations.		
10.7	Smoking inside buildings is prohibited. Designated smoking areas are established throughout the camp in areas selected with zero to minimal fire risk.		
10.8	Camps and temporary facilities be designed and laid out with fire breaks between buildings to prevent fire from spreading from one building to another.		
10.9	A fire break gap of 6 meters (20 feet) minimum be provided between buildings.		
10.10	Camp is fenced / walled and fitted with emergency escape. All emergency escape gates are painted red color. Main access and escape gates are earthed and kept free of optical.		
10.11	Adequate number of emergency light are installed in dining hall, kitchen and along evacuation routes.		
10.12	In case of fire alarm in the kitchen provision is made to: <ul style="list-style-type: none"><li>• Shut down the kitchen hood exhaust fan (and supply fan, if any).</li><li>• Shut off the gas, or electrical, supply to appliances.</li></ul>		
10.13	Manual fire alarm call points are located on emergency escape routes, staircase landings and at exits to the open air.		
10.14	Sufficient number of camp Occupant are trained on basic firefighting, fire warden and first aiding		
<b>Score in % = (0/204) *100</b>			
<b>Location:</b>		<b>Project /Contract No:</b>	
<b>Name of Auditor(s):</b>		<b>Name of Auditee(s) (Company/Contractor/Service provider:</b>	



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#	Question	Compliance (Yes / No)	Details/ Remarks
Contact Number:		Contact Number:	
Maximum Occupancy at the accommodation/shift:		Date & time of inspection:	
Next Inspection due:			



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## NOTES



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