

Audit/Inspection Checklist

Code Title	Employer Supplied Accommodation	Code No.	OSHJ-GL-05	Rev. No.	1.0
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Sr.	Checklist Item	Clause in the Code	Acceptable means of compliance
1.	Are the risks related the employer supplied accommodation identified, assessed and periodically reviewed?	5.1: Risk Assessment	<ul style="list-style-type: none"> – Check Risk assessment. – Verify the suitability of the employer supplier accommodation.
2.	Is there an emergency response plan for employee accommodation?	5.2.1:Emergency Preparedness and Response	<ul style="list-style-type: none"> – Copy of the emergency plan
3.	Are there fire detection, fire fighting and AMAN device installed, inspected and maintained?	5.2.2: Fire Safety	<ul style="list-style-type: none"> – Copy of fire risk assessment. – Copy of regular inspection documents. <p>Visual verification of:</p> <ul style="list-style-type: none"> – Availability of AMAN fire fighting system. – Smoke detectors, fire alarms and fire protection are fitted to each building. – fire evacuation plan displayed.
4.	Are there First Aid boxes available in prominent places and First Aiders certified?	5.2.3:First aid	<ul style="list-style-type: none"> – Verify first aid boxes are distributed. – Check Approved first-aiders documents – Verify the first aid room with a nurse.

5.	Is there a dedicated first aid room available with necessary supplies and MOH approved nurse, if accommodating more than 50 employees?	5.2.4:Medical Service Room	<ul style="list-style-type: none"> – Verify first aid boxes are distributed. – Check Approved first-aiders documents – Verify the first aid room with a nurse.
6.	Are the bedrooms and bathrooms meeting the requirement?	5.2.5, 5.2.6: Bedrooms, bathrooms	<p>Verify the suitability of:</p> <ul style="list-style-type: none"> – -bedroom – -bathrooms
7.	Are all specifications for the accommodations room implemented and maintained?	5.2.5, 5.2.6, 5.2.8, 5.2.10 : Bedrooms, Bathrooms, Dining room, Laundry	<p>Verify the suitability of:</p> <ul style="list-style-type: none"> – -bedroom – -bathrooms – -dining room – -laundry room
8.	Is there a waste disposal procedure for the accommodations?	5.2.11: Waste Management	<ul style="list-style-type: none"> – Visual verification of waste management actions and procedures. – Documents related to waste management, e.g.: contacts / policy / checklists.
9.	is the HVAC implemented and maintained in the accommodation?	5.2.12: Ventilation and Air Conditioning	<ul style="list-style-type: none"> – Verify the ventilation system in all areas of probable contamination – Verify the Air conditioning system in all the areas
10	is the Lighting specifications implemented and maintained in the accommodation?	5.2.13:Lighting	<ul style="list-style-type: none"> – Verify the lighting in all occupied areas (internally and externally)



11	Is there a pest control system for the accommodation done by a licensed pest control company?	5.2.14: Pest Control	– Check Pest control contract with a licensed pest control company.
12	Is the entity educating the employees on health and safety related topics?	5.2.15: Employee Wellbeing Initiatives	– Copy of employee wellbeing initiative records