Part 12: Welfare-Dormitories, Canteen and Medical

ICTI Code Requirement: 2c) that there is adequate medical assistance available in emergencies, and that designated employees are trained in first aid procedures; 2h) that there are facilities or appropriate provisions for meal and other breaks; 2i) if a factory provides housing for its employees, it will ensure that dormitory rooms and sanitary facilities meet basic needs, are adequately ventilated and meet fire safety and other local laws;

Welfare-Dormitories

12.1 Are dormitory facilities located in a separate non-industrial facility?

Factory Guidance

- All dormitory and/or childcare facilities must be located in a separate non-industrial facility.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.2 Is worker number per room not more than 12?

Factory Guidance

- It is recommended but not mandatory that the targeted number of persons per room should not exceed 12. It is recognized that current facilities may not comply with this requirement. All new facilities should have no more than 12 people to a room and must at a minimum comply with the requirements of 12.3.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.3 Does each worker have sufficient living space and have a secure locker in the dormitory?

Factory Guidance

- Dormitory rooms should not be overcrowded. Determine how many persons are living in one room. The minimum amount of square footage allocated per worker should be 20 square feet (1.8 square meters) per person, which includes sleeping area and available floor space. Workers must be provided with a secure locker of at least 1ft³ or 0.03m³.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Living space per worker:
12.4 Are there adequate toilet and shower facilities?

Factory Guidance

- Toilet and shower or bath facilities should be provided with an adequate number for the dormitory facilities. A minimum of one (1) shower or bath stall and one (1) toilet per 12 workers should be available. For dormitories built prior to November 2000, the bath and toilet ratio can be up to 15 workers per one (1) shower or bath stall and one (1) toilet. Toilets, and whenever possible showers, should be on the same floor as that of the dormitory room. Hot water for shower should be available for all workers.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Number of workers per shower facility for male and female:/Number of workers per toilet stall for male and female:

Specific Criteria:
- Hot water for shower available?

12.5 Are dormitories kept clean and maintained in good condition?

Factory Guidance

- Dormitory rooms, common areas, toilet, bath and shower facilities should all be maintained in a functional, clean condition, and be free of foul odor. Dormitory rooms should have a bed and personal storage area for each occupant. A secure storage area for items of value should be available. Adequate ventilation, including fans or heating as appropriate for the conditions should be available. There should be a program which ensures regular cleaning of the dormitory rooms, toilets, and shower areas. Workers should be provided some means of privacy while showering and using the toilet. The shower areas should have running water. Hot water must be available a reasonable distance from the toilet. The shower areas must be well ventilated. An effective flushing system (mechanical or manual) must be available.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

12.6 Is a laundry facility available?

Factory Guidance
- Provisions should be made for residents to launder clothes in accordance with local expectations.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.7 Is a recreation area available?

Factory Guidance
- Some provision for recreation, adequate for the number of residents, should be available. For example, this may include table tennis, video, library, television, etc..
- Nursery area should be set up at ground floor of a non-production area (if applicable). (Updated on August 1, 2016)

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.8 Does building appear structurally sound and in good repair?

Factory Guidance
- The physical and structural integrity of all buildings should be assessed by a professional to ensure that the buildings are capable of and/or suitable for housing people within it. Local, regional or national regulations should be consulted to determine the qualifications or licensing needed to carry out such an assessment. The physical condition of buildings and surrounding property such as walls, floors, sidewalks, etc. should be maintained free of damage which can cause personal injury. Holes, uneven surfaces, and cracks can cause hazards if left in disrepair. A copy of assessment results should be maintained on file by site management.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
The latest inspection date and authority name:
Section 2: Audit Checklist

12.9 Are there written dormitory rules for residents and/or guests to follow? If so, are they posted in the local language?

Factory Guidance
- Dormitories should have general rules for its residents and/or guests to follow. These rules may pertain to hours for recreation and use of common areas, etc., and also for the safety of residents.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.10 Are appropriate actions taken for not following dormitory rules?

Factory Guidance
- Actions should be consistent with Section 6-Disciplinary Practices.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.11 Are workers permitted to exit and re-enter the dormitory freely during their personal time off from work?

Factory Guidance
- It is recognized that reasonable curfew times may be in place for the safety consideration of the residents. Workers should be able to exit and re-enter the dormitory based on their own personal needs during the curfew time. Workers should be able to exit the dormitory immediately in case of emergency.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Curfew times:
Section 2: Audit Checklist

12.12 Are dormitory rooms, toilets, and showers provided with privacy and segregated between men and women?

Factory Guidance
- Dormitory rooms, toilets, and showers should be separate for men and women.
- Management should recognize and provide with privacy in providing maintenance and supervision of dormitory areas.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.13 Are security measures taken to protect workers and their property?

Factory Guidance
- Security provisions should be made to prevent unauthorized persons and vehicles from entering and exiting the dormitory area and to guard against theft at the site. Procedures should be in place for security personnel to conduct periodic rounds of the dormitory areas to ensure rules are being followed and potential fire hazards are eliminated, etc..

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.14 Does the dormitory have a written procedure for fire safety and emergency preparedness in compliance with Section 10?

Factory Guidance
- The dormitory should follow all fire emergency and emergency and preparedness in accordance with Section 10.0 Fire Protection.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Document Number/Name:/Date of Issue:
Section 2: Audit Checklist

12.15 Are emergency exit doors in the dormitory unlocked when occupied to allow unobstructed evacuation?

Factory Guidance
- All exit doors should be free to open. Exit doors should open and swing in the direction of evacuation and workers should be able to open the door without any special knowledge or hardware such as keys.
- Exit doors should be side-hinged.
- Revolving doors are prohibited from serving as emergency exit doors as they will not allow adequate and safe evacuation from a building.
- Sliding doors and overhead gates are not encouraged, but if they exist, they should be kept in an “open” position, and unintentional closing cannot occur whenever the premises are occupied.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.16 Are dormitory aisles and exits clear to allow unobstructed evacuation?

Factory Guidance
- Exit paths should be clear and consideration should be given to adequate path width for number of occupants. If possible, barriers or guards should be placed on the exit discharge area to protect the worker from vehicles. Guardrails are often used to direct the workers out of danger. Weekly inspections should be conducted to ensure the area is free of obstructions on the exit paths, exit door, and discharge area. The exit doors, path, and discharge area should be kept clear of obstructions.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.17 Is trash properly disposed of in dormitory facilities?

Factory Guidance
- To minimize fire hazards, trash (rubbish) removal should be done regularly and in accordance with the rate of generation. Dedicated non-combustible containers for trash (rubbish) removal should be provided and in place both inside and outside the dormitory.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
### Section 2: Audit Checklist

<table>
<thead>
<tr>
<th>12.18</th>
<th>The dormitories meet all national and local regulations regarding dormitory/living conditions?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Audit Checklist</td>
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<tr>
<td></td>
<td>☐ Yes / ☐ No [Non-compliance]</td>
</tr>
</tbody>
</table>

**Welfare-Canteen/Cafeteria Services**

<table>
<thead>
<tr>
<th>12.19</th>
<th>Does the canteen/cafeteria meet all national and local regulations regarding canteen/cafeteria conditions?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Audit Checklist</td>
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<tr>
<td></td>
<td>☐ Yes / ☐ No [Non-compliance]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.20</th>
<th>If food preparation areas are subject to national and local government audit or licensing, has approved audit/license been received?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Factory Guidance</td>
</tr>
<tr>
<td></td>
<td>• The factory should be aware of and determine what laws cover the preparation and service of food in commercial establishments. Inspection should be carried out annually at a minimum. The factory should determine what laws are available covering food services and record the date of issue. All food service areas, equipment, and activities should meet the applicable laws, ordinances, and regulations of the jurisdiction in which they are located. A copy of the license, if applicable, should be present and of current date.</td>
</tr>
<tr>
<td></td>
<td>Audit Checklist</td>
</tr>
<tr>
<td></td>
<td>☐ Yes / ☐ No [Non-compliance]</td>
</tr>
<tr>
<td></td>
<td>Comment Details:</td>
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<td></td>
<td>License number and valid date:</td>
</tr>
</tbody>
</table>


Section 2: Audit Checklist

12.21 Are food service areas kept clean and hygienic?

Factory Guidance
- All food service areas and activities should be carried out in accordance with sound hygienic principles. The food dispensed should be wholesome, free from spoilage, and should be processed, prepared, handled, and stored in such a manner as to be protected against contamination. Food service personnel should ensure that multi-use food preparation, serving equipment and utensils are properly cleaned before they are reused. Food should be properly cooked. Food service personnel should effectively clean their hands before handling any food in order to prevent contamination.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

12.22 Is there a system in place to ensure that food handlers are in good health and well trained?

Factory Guidance
- There should be a system in place that assures that personnel who handle, prepare, and/or serve food are in good health so as not to contaminate food with communicable diseases. Check if the health record is current. At a minimum, an annual physical exam record should be on file for all such workers. Workers who are found to have communicable diseases such as Hepatitis B or tuberculosis, must not be allowed to work in the food service area.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of health check and name of check organization:/Number of Food handlers:/Number of health certification:/The latest training date:

12.23 Is food kept clear of the floor areas?

Factory Guidance
- Food scraps and debris should be kept in containers and cleared of floor areas to prevent the likelihood of insects and vermin being attracted to the food preparation and storage areas.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

12.24 Are food storage methods and controls adequate to prevent spoilage?

Factory Guidance
- Perishable food should be stored in appropriately temperature-controlled storage areas. Check the sign of spoilage and the expiry dates of the food if available to ensure that it is not expired. Care should be taken not to store cooked and uncooked food together.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Welfare-Medical Services

12.25 Does the factory have written procedure for handling medical emergencies?

Factory Guidance
- The factory should have a written procedure on the subject of handling medical emergencies in compliance with local laws or where local laws do not exist, based on the advice of local medical authorities. The procedure should include provisions for providing emergency medical treatment, training for first-aid personnel, management and location of first-aid supplies.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Document Number/Name:/Date of Issue:

12.26 Is an on-site medical clinic or a nearby public emergency medical treatment facility available?

Factory Guidance
- Emergency medical treatment must be available to the factory. The medical service available can be an in-house or, at a nearby hospital, medical center, or clinic, located within a reasonable distance. The time to safely travel such distance in a medical emergency situation should be known, and ideally should not exceed 15-minutes. Where it is not possible due to the lack of such facilities, the location, time and distance to the nearest facility should be known and posted to ensure that the shortest time for a transfer is effected. If the medical service available to the factory is in-house, it should be staffed by medical personnel trained for common industrial emergencies and operated in accordance with local laws and standards.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
12.27  Does the factory keep injury/illness records and are they used for corrective actions?

Factory Guidance

- The factory should maintain injury records. Records should include date of injury, name of injured person and a description of the injury and its causes. Effort should be taken to identify the root cause as well as any other conditions. The factory having clinic should maintain illness record. It is preferable that an injury and illness log be maintained so as to evaluate for trends, and for calculating injury/illness statistics. These logs should be analyzed periodically to identify occurrences or trends and for corrective action determination and evaluations.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
The latest injury date and analysis date:

12.28  Does each shift have adequate personnel trained in first aid and cardiopulmonary resuscitation (CPR)?

Factory Guidance

- Each shift should be adequately staffed if the factory is relying upon in-house personnel to handle medical emergencies. Medical staff members or selected worker(s) should have current first aid and/or cardiopulmonary resuscitation (CPR) training. At a minimum, in a smaller factory, two (2) persons per shift should have current first aid and/or CPR training. A larger factory would require proportionally more first aid and/or CPR trained personnel, 1 percent of total workforce.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Number of trained personnel of each shift and the latest training date:
Section 2: Audit Checklist

12.29 Are first aid supplies reasonably available at the production facility and dormitory?

Factory Guidance
- First aid supplies should be available at the factory in accordance with recommendations made by a local medical provider or as required by law. If first aid supplies are locked, workers should be able to get them within 3 minutes.
- In absence of a medical provider recommendation or regulatory requirements the following criteria should be followed: At a minimum, these should consist of a standard first aid kit to include the followings (Note: No prescription medication intended to be taken by mouth is to be found in the first aid box).
- For locations with less than 50 workers, please refer to Column One. For locations with over 50 workers and for each 100 workers, please refer to Column Two.
- First aid stations should be posted with a first aid sign. First aid supplies should be located such that they are reasonably available in the factory and dormitories. In cases where first aid supplies are locked for security reasons, the supplies must be accessible to the first aid and CPR staff within 3 minutes. At a minimum, one first-aid kit per production floor is required.

<table>
<thead>
<tr>
<th>Suggested Components</th>
<th>Column I</th>
<th>Column II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copy of first aid hints</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booklet in local language</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Sterile un-medicated dressings</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small size for injured fingers</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Medium size for injured hands or feet</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Adhesive wound dressings of assorted sizes</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>Triangular bandages of unbleached calico with the longest side not less than 1.3 meters (4.3 feet approx) and each of the other sides not less than 0.9 meters (3 feet approx)</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Roll of adhesive plaster (zinc oxide) at least 4.5 meters (long) x 25 mm (wide) (15 feet x 1 inch approx)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>1 Packets of absorbent cotton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wool each of 30g</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Pressure bandage</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Safety Pins</td>
<td>a sufficient quantity</td>
<td>a sufficient quantity</td>
</tr>
<tr>
<td>Dressing Scissors</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Disposable Gloves</td>
<td>a sufficient quantity</td>
<td>a sufficient quantity</td>
</tr>
</tbody>
</table>

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

12.30 Does the factory have a bloodborne pathogen process?

Factory Guidance

- The factory should have a documented process to prevent the potential transmission of communicable diseases from contact with body fluids. The documented process should include the identification of job classifications, which may have exposure to blood borne pathogens, (i.e., nurses, first aid personnel, cleaners), medical and first aid staff training, handling and disposal of blood contaminated waste, needles, or other biohazardous waste, to prevent a potential transmission of communicable diseases through contact with blood.
- Training should include the following:
  - General discussion of bloodborne disease, including symptoms and modes of transmission;
  - Use and limitations of methods that prevent or reduce exposure, including appropriate engineering controls, work practices, and PPE;
  - Information on types, proper use, location, removal, handling, decontamination, and disposal of PPE, including the basis for the selection of PPE;
  - Information on the Hepatitis B vaccine and an explanation of the vaccination program;
  - Information on the appropriate actions to take and persons to contact in an emergency involving bodily fluids and an explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that is made available;
  - Information on the post-exposure evaluation and follow-up that is provided for the worker following an exposure incident;
  - An explanation of the signs and labels and/or color-coding used.
  - Training records for occupationally exposed personnel are maintained for a minimum of one year and include the date of the training, the training content, and the attendees.
  - Any worker who has been occupationally exposed to potentially infectious material, such as blood or other bodily fluids, reports the exposure. All exposures are documented and follow-up care is provided.
- All workers receive awareness training at the time of recruitment.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Document Number/Name:/Date of Issue:
Section 2: Audit Checklist

12.31 Is medical waste segregated and properly disposed of?

Factory Guidance
- The factory should be segregating all medical waste from other waste, and disposing of it in a manner that prevents accidental contact or contamination. This could be accomplished by labeling and disposing of such medical waste through incineration at local hospital. The disposal of needles should be into containers labeled to indicate that it contains sharp objects. Blood contaminated waste disposal should be in accordance with local regulations.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Description of disposal method: