

SCHEDULE F HOUSING INSPECTION REPORT SEASONAL AGRICULTURAL WORKER PROGRAM AND AGRICULTURAL STREAM

This Housing Inspection Report is to be used by an authorized private inspector with appropriate certification from the relevant level of government. The employer or a business representative, holding a position of authority within the business, must be present at the time of the inspection. The inspection of the accommodations where foreign agricultural workers will live temporarily must be performed prior to their arrival in Canada. Individual housing inspections must be submitted with the application for a labour market impact assessment (LMIA) for each location where the temporary foreign workers will be housed.

Employers are responsible for any costs that may be associated with having the housing inspected. Under no circumstances can employers recover these costs from the temporary foreign worker.

Please note that where provincial or territorial (P/T) employment, health and safety standards exceed those in this report, P/T standards will prevail.

Personal Information Collection Statement

The information you provide on this form is collected by Employment and Social Development Canada (ESDC) under the authority of the *Immigration and Refugee Protection Act* (IRPA) and *Immigration and Refugee Protection Regulations* (IRPR), for the purpose of providing a Labour Market Impact Assessment (LMIA) in accordance with these statutes. Completion is voluntary; however, failure to complete this form will result in your LMIA application not being processed.

The information you provide may be shared with Citizenship and Immigration Canada (CIC) for the administration and enforcement of the IRPA and IRPR as permitted by the *Department of Employment and Social Development Act* (DESD Act), and may be accessed by the Canada Border Services Agency (CBSA) for the purpose of issuing work permits at Ports of Entry. ESDC may also provide information to CBSA in order for that agency to investigate and enforce the IRPA and IRPR in relation to an LMIA.

The information may also be shared with provincial/territorial governments for the purpose of administration and enforcement of provincial/territorial legislation, including employment standards and occupational health and safety legislation, as permitted by the DESD Act. The information may also be used by ESDC for inspections, policy analysis, research and evaluation in relation to the entry and hiring of TFWs to Canada or the IRPA.

The information you provide is administered under Part 4 of the DESD Act and the *Privacy Act*. You have the right to access and request correction of your personal information, which is described in Personal Information Bank PPU 440 and PPU 171 of Info Source. Instructions for making formal requests are outlined in the Info Source publication available online at infosource.gc.ca.

A person, who contravenes a provision set out under sections 126 or 127 of the *Immigration and Refugee Protection Act* (misrepresentation), could be liable to a fine or to imprisonment, or to both. Also, providing inaccurate information, in the context of this application, may lead to an administrative penalty such as being ineligible to access the Program for a period of two years.

BUSINESS INFORMATION			
1. Business Legal Name:		2. Business Operating Name:	
3. Business Mailing Address (including location as determined by the 911 system):		4. City/Town/County/Municipality:	5. Province/Territory:
6. Postal Code:			
7. Business Address, if different than mailing address (including location as determined by the 911 system):		8. City/Town/County/Municipality:	9. Province/Territory:
10. Postal Code:			
BUSINESS REPRESENTATIVE INFORMATION (if applicable)			
1. Representative Name:		2. Representative Job Title:	3. Telephone Number: Ext.
HOUSING INSPECTOR INFORMATION			
1. Inspector Name:		2. Inspector Organization:	
3. Inspector ID Number:		4. Telephone Number: Ext.	

HOUSING INFORMATION

1. Housing Address of the workers (including location as determined by the 911 system):	2. City/Town/County/Municipality:	3. Province/Territory:	3. Postal Code:
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HOUSING EXTERIOR**1. What type of housing will be provided to the workers?**

A description of the type of housing is required for record-keeping. Choose the 'Other' option if the type of housing is not listed, and provide a description.

- Single Family Dwelling
 Apartment
 Dormitory/Bunkhouse
 Converted Storage Area
 Mobile Home
 Other (type of housing and description):

2. Is the housing located on well-drained ground at least 30 meters (98 feet) from any building intended to be used for sheltering animals or poultry OR separated by a foundation wall?

- Yes No

3. Are the following exterior components of the housing in good condition and weatherproof?

Good condition refers to the components showing normal wear and ageing. The exterior components must be useable and their original purpose must not be impaired. Weatherproof is defined as tight-fitting and not subject to water leaks. If problems beyond the scope of the inspection are identified, the inspector may recommend further action.

The employer is responsible for ensuring that the housing meets the appropriate building code in the jurisdiction where the building is located.

Roof: Yes No Could not be verified Windows: Yes No Could not be verified

Wall Surface: Yes No Could not be verified Doors: Yes No Could not be verified

Downspouts: Yes No N/A Could not be verified

Gutters: Yes No N/A Could not be verified

Other components as per provincial and territorial standards (identify and describe):

For exterior components that could not be verified during this inspection or further action is recommended due to:

4. Is the housing detached from any building or surroundings where highly inflammable materials are used or stored?:

- Yes No

5. Is the housing free of safety hazards and/or chemical substances?

- Yes No Could not be verified during this inspection due to:

6. Are there sufficient rodent-proof garbage containers available outside the housing?

- Yes No N/A Could not be verified during this inspection due to:

7. If the housing is a mobile home, has skirting been installed around the bottom perimeter?

Yes No N/A Could not be verified during this inspection due to:

HOUSING INTERIOR

1. Are the following interior components of the housing in good condition and appropriately sealed?

Good condition refers to the components showing normal wear and ageing. The interior components must still be useable and their original purpose must not be impaired. Appropriately sealed is defined as tight-fitting and not subject to drafts of external air. If problems beyond the scope of the inspection are identified, the inspector may recommend further action.

The employer is responsible for ensuring that the housing meets the appropriate building code in the jurisdiction where the building is located.

Ceiling: Yes No Could not be verified Windows: Yes No Could not be verified

Doors: Yes No Could not be verified Walls: Yes No Could not be verified

Floors: Yes No Could not be verified

Other components as per provincial and territorial standards (identify and describe):

For exterior components that could not be verified during this inspection or further action is recommended due to:

2. Are the ceilings in the living space at least 2.13 meters (7 feet) high?

Ceilings, in all living spaces, must be at least 2.13 meters (7 feet) high to ensure that workers have enough headspace to walk comfortably and that there is enough space for bedroom bunk beds.

Yes No Could not be verified during this inspection due to:

3. Is a permanent heating system that can maintain a temperature ranging between 20 to 23.5 degrees Celsius (68 to 75 degrees Fahrenheit) available within the housing?

A room temperature ranging between 20 to 23.5 degrees Celsius (68 to 75 degrees Fahrenheit) is the minimum standard. Portable space heaters cannot be used as the primary source of heating for any living space within the housing.

Yes No Could not be verified during this inspection due to:

4. Is there adequate and suitable lighting by artificial means in the housing?

The housing must have adequate and suitable lighting by artificial means. Rooms should be equipped with easily accessible light switches and fixtures to minimize the need for human movement into darkness and to reduce the chance of accidents and injuries.

Yes No Could not be verified during this inspection due to:

5. Is there adequate ventilation by either natural or artificial means in the housing?

To prevent poor air quality, adequate ventilation by either natural means (e.g. windows) or artificial means (e.g. ceiling fans) is required.

Yes No Could not be verified during this inspection due to:

6. Do all the windows and doors in the housing have screens covering all openings to the outside?

Screens, typically made of aluminum or fiberglass that is stretched across a frame, are required to prevent the entry of flies, mosquitoes and other pests into the housing. All screens must be in good shape and not torn.

Yes No Could not be verified during this inspection due to:

7. Are there sufficient rodent-proof garbage containers available inside the housing?

Installation of sufficient rodent-proof garbage containers promotes the proper disposal of garbage between collections. Garbage containers should be rust resistant, water tight, large enough to store, and have tight-fitting lids. Although an adequate number of rodent-proof garbage containers should be supplied throughout the housing, it is mandatory to have one container in the kitchen for the disposal of kitchen waste.

Kitchen (mandatory) Living Room Dining Room Bedroom Other:

Could not be verified during this inspection due to:

8. Is the housing interior exempt from all traces of rodents, parasites or (harmful) insects?

Yes No Could not be verified during this inspection due to:

9. Are there sufficient basic furnishings (e.g. tables, chairs, couches, shelves) available inside the housing to accommodate the number of workers?

The basic furnishings may accommodate different schedules and shift-work scenarios. In these cases, the number of kitchen chairs, for example, may be lower than the total number of workers.

Yes No Could not be verified during this inspection due to:

10. In the case of an emergency, can the housing be readily evacuated?

Each bedroom must have an outside window or door which can be easily opened from the inside and which can provide direct access to a safe place outside the housing. Stairs and porches attached to any entry and exits must be in good condition.

The employer is responsible for ensuring that the housing meets the fire and building code standards in the jurisdiction where the building is located.

Yes No Could not be verified during this inspection due to:

11. Is there access to a telephone in working order?

Foreign workers should have access to an on-site telephone or the employer can provide weekly access to a local telephone service.

Access to an on-site telephone in working order Could not be verified since the employer does not provide access to an on-site telephone

HOUSING INTERIOR: SLEEPING AREAS

1. Are the sleeping areas partitioned from other living areas?

Beds, also defined as bunk beds, pull-out beds and futons, must be located within the assigned sleeping areas.

Yes No (automatic fail)

2. Are the mattresses' sizes adequate?

At minimum, a twin-size mattress (99 x 109 cm/ 38 x 75 inches) and bed base must be provided for each worker. A double/queen/king size mattress cannot be shared with other workers unless the individuals are married or in a common-law relationship

Yes No Could not be verified during this inspection due to:

3. Are all beds at least 20 cm (8 inches) off the floor?

Although the frame of a bed can uniformly rest along the floor, at no times should a bed mattress be any less than 20 cm (8 inches) off the floor.

Yes No Could not be verified during this inspection due to:

4. Is there a minimum distance of 45 cm (18 inches) between all beds?

A minimum distance of 45 cm (18 inches) clearance at the sides of the mattress is essential to allow for comfortable movement.

Yes No Could not be verified during this inspection due to:

5. Is there a storage space/compartment available for each worker?

Each worker should be provided with an adequate storage space/compartment for personal belongings within a reasonable distance from the bed. It is recommended that the employer provides a storage space/compartment that can be locked.

Yes No Could not be verified during this inspection due to:

HOUSING INTERIOR: PERSONAL WASHING FACILITIES

1. Are the personal washing facilities partitioned from other living areas?

Assigned personal washing facilities must be located within the housing and must include showers, toilets and hand-washing provisions near the toilets. No personal washing facility can open directly into any room used for the preparation, storage, or serving of food.

Yes No (automatic fail) Could not be verified during this inspection due to:

2. Are toilets and showers guarded with privacy barriers?

Toilets and showers must be guarded with opaque privacy barriers (e.g. doors, shower curtains) and include a locking device that can be activated from the inside. Standing urinals are acceptable if personal washing facilities have a closed door to partition them from other living areas. All portable toilets require walls, a roof and a door.

Yes No (automatic fail) Could not be verified during this inspection due to:

3. Are all toilets operational, in good working condition, and sanitary?

All toilets should operate efficiently, be in good working condition. The term sanitary is defined as a hygienic toilet that is free from elements, such as filth or pathogens, which could endanger the health of a foreign worker.

Yes No Could not be verified during this inspection due to:

4. Have hand washing provisions been installed near toilets?

Hand washing provisions are required to prevent the spread of germs and disease.

- Yes No (automatic fail) Could not be verified during this inspection due to:

5. Is there access to adequate on-site laundry facilities?

There must be one washer and one dryer available for every 10 workers as well as clotheslines on the premises.

- Adequate ratio, good working order Inadequate ratio or not in good working order (automatic fail)
 Could not be verified since there are no on-site laundry facilities and the employer will provide weekly access to a local laundromat.

6. Are all the appliances clean and in good working condition?

All appliances must be clean and free of any waste (e.g. refrigerator interiors must be clear of any old food or spills, oven interiors free of any grease or residue). The appliances must also be in good working condition, useable and repaired immediately if broken or malfunctioning. Adequate refrigerator space for food storage can be provided with one refrigerator for every 6 workers.

- Refrigerators: Yes No N/A Ovens: Yes No N/A
Microwaves: Yes No N/A Stoves: Yes No N/A
Hot plates: Yes No N/A

- Could not be verified during this inspection due to:

7. Is there an adequate amount of protective food storage and cupboard space available within a reasonable distance from the kitchen?

- Yes No

WATER SUPPLY AND SAFETY

1. Is the drinking water from a public drinking water system or a private water supply?

- Public drinking water system (e.g. municipality) Private water supply (e.g. well)

2. If the drinking water is from a private water supply, can the inspector get a copy of the water quality test result showing that the water is safe to drink?

Employers whose water is from a private water supply must have the water in the provided housing tested to ensure it is safe to drink. Failure to provide a copy of the test result will result in failing the housing inspection.

- Not applicable as employer has a public drinking water system Results due: _____
 Yes No (automatic fail) Waiting for the test result (YYYY-MM-DD)

3. Is there a constant supply of hot and cold water?

There must be a readily available supply of hot and cold water of sufficient volume, pressure, and temperature for drinking, washing, food preparation, and laundering.

- Yes No (automatic fail) Could not be verified during this inspection due to:

FIRE SAFETY**1. How many fire extinguishers are available within the housing?**

An adequate number of fire extinguishers have to be available near all room exits and it is mandatory to have one in the kitchen. Employers are responsible for ensuring workers know how to operate the fire extinguishers.

Number of exits: _____ Number of extinguishers: _____

2. Where are the fire extinguishers located within the housing?

Failure to demonstrate that one fire extinguisher is located in the kitchen will result in a failing the housing inspection.

Kitchen near exit (mandatory) Living room near exit Dining room near exit Bedroom near exit

Other:

3. Are the fire extinguishers provided within the housing operational and fully charged?

Employers must have a certificate indicating that the fire extinguishers within the housing are being recharged every 6 years by a fire service, and that the fire extinguishers are being inspected every year. Employers are responsible for ensuring that the housing meets the fire code standards in the jurisdiction where the housing is located.

Yes No Could not be verified during this inspection due to:

4. Are all fire extinguishers easily accessible at all times?

All fire extinguishers must be nearby and within reach in case of emergency. It is recommended that all fire extinguishers are at least 3 meters (10 feet) away from an oven/stove and should be mounted.

Yes No

5. Do all fire extinguishers have, at minimum, an ABC rating?

Multi-purpose dry chemical fire extinguishers labeled ABC put out most types of fires: wood, paper, flammable liquids and electric fires.

Yes No

6. How many smoke detectors are installed within the housing?

An adequate number of operational, clean, and dust-free smoke detectors should be installed within the housing. It is mandatory to have one smoke detector outside each bedroom/sleeping area and in the kitchen.

Number of smoke detectors: _____

7. Where are the smoke detectors located within the housing?

Failure to demonstrate that one smoke detector is located outside each bedroom/sleeping area and in the kitchen, will result in a failing the housing inspection.

Outside each bedroom/sleeping area (mandatory) Kitchen (mandatory) Living room Dining room Other:

Could not be verified during this inspection due to:

8. Have all smoke detectors been securely mounted and tested to ensure they are operational?

Smoke detectors should be tested at least once a month and replaced every year.

Yes No Could not be verified during this inspection due to:

OCCUPANT CALCULATION

- a. Total living space (square meters/square feet): _____ / 7 square meters =75 square feet) per person = _____
- b. Number of showers: _____ x 10 (1 per 10 workers) = _____
- c. Number of toilets: _____ x 10 (1 per 10 workers) = _____
- d. Number of sinks in washroom: _____ x 7 (1 per 7 workers) = _____
- e. Number of ovens or stoves: _____ x 6 (1 per 6 workers) = _____
- f. Number of fridges: _____ x 6 (1 per 6 workers) = _____

What is the lowest value in boxes a. through f.): _____ *

Note:

- Portable toilets are not included in the occupant calculation.
- Each worker must have his/her own bed.

* Figures indicate the maximum number of workers permitted within the inspected housing.

INSPECTION RESULT

The following criteria are **mandatory** and will automatically give rise to a housing inspection failure if they are not respected:

- rodent proof garbage containers in the kitchen and housing exterior
- sleeping quarters and facilities are partitioned from other living areas
- personal washing facilities partitioned from other living areas
- toilets and showers guarded with privacy barriers (e.g. doors and shower curtains) and include a locking device that can be activated from the inside
- hand washing provisions installed near toilets
- fire extinguisher that meets the appropriate Provincial/Territorial fire code standards in kitchen
- smoke detectors that meet the appropriate Provincial/Territorial fire code standards outside each bedroom/sleeping area and kitchen
- in the case of an emergency, the housing can be readily evacuated
- drinking water supply test result by a private service proving that water supply is safe to drink
- on-site laundry facilities compliant in ratio and in good working order, unless weekly transportation to a local laundromat is provided;
- access to an on-site telephone in working order or a weekly access is provided to a public telephone

Inspection Result:

Pass Pass (including items that could not be verified during the inspection) Fail

If, and when "passed" or "passed with follow-up actions" the inspection, the housing is suitable for a maximum of _____ workers.

If "passed with follow-up actions", a follow-up inspection must be conducted and a full "pass" status must be obtained before the arrival of the foreign workers.

List of follow-up actions requested by the authorized inspector to meet inspection standards:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
If there are more than ten actions to be followed-up, list them on a separate sheet.

Date by which all follow-up actions are to be completed by: _____
(YYYY-MM-DD)

General comments (use a separate sheet, if needed)

Were photographs taken during inspection? Yes No

DECLARATION OF HOUSING INSPECTOR

I have read and understand the Personal Information Collection Statement and the Housing Inspection Report content. I declare that the information provided in this Housing Inspection Report is true, accurate and complete.

Yes No

Signature of Inspector _____ Printed Name of Inspector _____ Date _____
(YYYY-MM-DD)

DECLARATION OF EMPLOYER

I understand that a copy of this Housing Inspection Report will be shared with ESDC/Service Canada for the administration of the Seasonal Agricultural Worker Program (SAWP), and the Agricultural Stream. ESDC/Service Canada requires this information in order to assess the Labour Market Impact Assessment (LMIA) application. Should I not consent to disclosing this Housing Inspection Report to ESDC/Service Canada, I will not be considered for the SAWP or the Agricultural Stream and will receive a negative LMIA.

I have read and understand the Personal Information Collection Statement and the Housing Inspection Report content. I declare that the information provided in this Housing Inspection Report is true, accurate and complete.

Yes No

Signature of Employer

Printed Name of Employer

Date

(YYYY-MM-DD)