

GUIDELINES

FOR TEMPORARY CONSTRUCTION WORKERS' **AMENITIES AND ACCOMMODATION**

CIDB TECHNICAL PUBLICATION NO: 185



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MALAYSIA

GUIDELINE FOR TEMPORARY CONSTRUCTION WORKERS' AMENITIES AND ACCOMMODATION

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This document "GUIDELINE FOR TEMPORARY CONSTRUCTION WORKERS' AMENITIES AND ACCOMMODATION" is published by CIDB to ultimately raise awareness and standards of the temporary construction workers' amenities and accommodation. This guideline acts as the basic reference for the design, built and managed the workers' amenities and accommodation. The guideline serves as reference to assist contractors, owners and the operators of the workers' amenities and accommodation to comply with the Malaysian Standard MS 2593:2015 and regulations and local regulatory authorities act.

This guideline is developed to improve workplace safety and worker's amenities in construction Industry. The CIDB take the initiative and collaborate with the industry players to facilitate and upgrade of the construction workers' living quarters to the standards-compliant. By improving the living conditions of construction workers will support greater productivity and drive further progress of the industry.

The CIDB would like to express their gratitude to local authorities and all industry players who were involved in the development of this Guideline. We hope that this Guideline will serve as a beneficial reference for industry players, thereby improving the standards construction workers' wellbeing. This is consistent with the government's vision of enhancing the Malaysian construction industry's quality, safety and professionalism.

Safety, Health & Environment Division,
Technology Development Sector,
Construction Industry Development Board(CIDB)

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EXECUTIVE SUMMARY



INTRODUCTION

This guideline is published by CIDB to ultimately raise awareness and standards of existing and new build of the temporary construction workers' amenities and accommodation across all workers accommodation.

The guideline should be referred by user as a source of information only. It is responsibility of users to judge the relevance and applicability of this information to their own situation. Where the temporary construction workers' amenities and accommodation are designed, built or managed by entities such as the employer, this information should be used to assist employer to comply with the Malaysian Standard MS 2593:2015 conditions of the temporary construction workers' amenities and accommodation as far as reasonably practicable. All requirements must be endorsed, met and exceeded where possible.

This guideline does not itself alter or determine compliance responsibilities because interpretations and enforcement policy may change over time, for additional guidance on compliance requirements, the user should consult current regulations and decisions by relevant local regulatory authorities.





SCOPE

The word

‘Temporary Construction Workers’ Amenities and Accommodation’

should be in form of standard cabins or constructed of metal deck IBS component or other suitable materials up to an integrated development accommodation shelter of workers.

In this guideline, the term ‘Temporary Construction Workers’ Amenities and Accommodation’ is used only to cover amenities and accommodation for construction workers. It is implicit in the above that the focus is on single-gender male-only camps. Female accommodation if provided must be separate. This guideline assumes that current environmental standards should be addressed and implemented.

This guideline is not intended to raise the cost of workers accommodation but to raise awareness of the Malaysian Standard MS 2593:2015 already available as minimum requirement and best practices in Construction Industry.





PRINCIPLE & GUIDELINE

THE FOLLOWING BASIC PRINCIPLES SHOULD BE APPLIED:

1

The temporary construction workers' amenities and accommodation provided shall reflect company vision and values, designed to limit the hazards present, and appropriate for the numbers of users and their needs.

2

Temporary construction workers' amenities and accommodation shall meet or exceed local laws or other stated requirements.

3

Temporary construction workers' amenities and accommodation shall be safe, hygienically clean, tidy, private, secure, comfortable and in good working order.

THE FOLLOWING GUIDELINES SHOULD BE APPLIED:

LAYOUT AND DESIGN



Building shall be certified by a qualified engineer particularly in areas subject to extreme weather (eg. storm, heavy raining, flooding). This is to ensure compliance to local codes, statutes and by laws for structural adequacy, fire safety and protection, electrical grounding, lightning protection and other regulations as required.

Accommodation are based on dormitories type



Temporary construction workers' amenities and accommodation area should be adequately drained, plumbed and graded to prevent flooding and pooling of water



Bathroom, laundry and cooking / kitchen / dining / food storage facilities and adequate other relevant facilities should be provided.



ACCOMMODATION SPACE



No cooking shall be allowed in bedrooms.



Accommodation should have adequate ventilation with fly screen fitted where practicable. Where not, other forms of insect protection may be employed such as mobile mosquito nets.



Different cultures should be catered for eg. Interfaith facility such as prayer space.



All room doors should be fitted with one way locks to prevent workers being trapped inside rooms in the event of an emergency.



Men and women accommodation should be on separate fenced compound.



Workers should be able to move freely in the accommodation area



Adequate security should be provided to protect workers and their belongings eg. perimeter fencing and patrols when unoccupied.



Lockable storage facilities should be provided to secure personal belongings.



Bedding that is provided should be clean and appropriate.



Facilities shall be ventilated naturally or mechanically to a reasonable level of comfort.



Where beds are provided they should be spaced apart, raised off the floor and safe access provided. Other forms of bedding, such as roll out mattress, are acceptable where industry norms dictate; however, other forms should only be implemented if they meet the basic principles of this guideline.



Linen, if provided, should be cleaned on regular basis.



The number of people per sqm should also be reviewed in compliance with the Malaysian Standard MS 2593:2015.



Recreation / living areas should be encouraged to provide eg. TV's and sport equipments.



Triple deck bunks should not be utilised due to risk of falls.



There should be at least 1 refuse bin per 25 workers staying at the quarters to dispose their litter.



All important contacts including nearby hospital, emergency contact (fire brigade, police, etc.), shall be displayed in a prominent place (e.g. at main access gate, management office and the main notice board at the locations identified) and in all languages present. The contact details management key person who are handle the emergency case should also include in the list.



SANITARY FACILITIES

- Sufficient toilet facilities shall be provided, in easy access of accommodation, and connected to the sewer, where practicable.
- All toilets shall be cleaned and serviced regularly.
- Washing facilities shall be provided and be adequate for the numbers of workers.
- These areas shall be made of impervious materials, water resistant, non-slip / slip & easily washable.
- Privacy shall be provided for changing clothes and toilet facilities.
- Separately male and female toilet and bathing facilities shall be provided.
- Toilets shall be separated from sleeping and food preparation areas.



LIGHTING AND VENTILATION

- Areas shall be well ventilated and kept free of damp and mould.
- Areas shall be well lit and able to be switched on or off at all hours.



CANTEEN, COOKING AND DINING AREAS

- Clean potable water shall to be provided.
 - Canteen, cooking and dining areas shall be made of impervious materials, water resistant, non-slip / slip and easily washable
 - If food is provided, it shall cater for different cultural needs eg. Halal, vegetarian etc. and also in good balanced diet.
 - High standards of hygiene shall be adopted.
 - Persons / companies preparing the food should be trained in proper food handling and preparation techniques and hold appropriate qualifications where required.
 - These areas shall have adequate cupboards or similar for the storage of wet and dry goods, they shall also have adequate tubs / sinks for cleaning and washing.
-



EVACUATION

- All buildings shall have lit, clear and signed means of escape in case of emergency and workers shall be made aware of evacuation procedures.
 - All evacuation exits shall be kept unlocked and clear of obstructions.
 - Evacuation plans shall be posted throughout the temporary construction workers' amenities and accommodation area and visible
 - Evacuation drills shall be conducted regularly.
 - There shall be nominated and trained personnel to handle fire and emergency evacuation.
-



FIRST AID / EMERGENCY

- First aid facilities shall be provided and accessible at all times.
 - Contact details of the nearest emergency services should be clearly publicised.
 - The names and phone numbers of qualified first aiders should be publicised.
 - Access shall be provided to enable entry by emergency services eg. ambulance or fire brigade.
 - Potential health outbreaks shall be monitored and measures taken to prevent disease outbreak.
 - Vaccination for workers are recommended to prevent widespread diseases eg. malaria, cholera, etc.
-



HAZARDOUS AREAS

- Generators shall be on stable ground, with required clearances, ventilation and etc.
 - Fuel stores shall comply with local dangerous goods laws and all combustible materials are to be kept clear of buildings.
 - Liquefied petroleum gas (LPG) stores shall be external to occupied structures.
 - Hazardous materials eg. diesel shall be stored in bunded area and spill kits provided.
 - Clear and multilingual signage shall be provided around hazardous storage areas.
-



FIRE SAFETY AND FIRE FIGHTING

- Open fires/ burning shall be strictly prohibited.
 - Fire prevention and fire fighting/ control facilities shall be provided, particularly in food preparation areas.
 - Fire fighting hoses shall be engineered to provide full coverage of temporary construction workers' amenities and accommodation perimeter and be capable of delivering the appropriate water pressure to fight fire.
 - All structure shall be constructed with fire resistant material (metal deck or IBS Component or any suitable material).
 - Fire and smoke alarms shall be installed in all accommodation areas (if applicable).
 - Where possible, buildings shall be separated from each other by providing space or fire resistant material.
-



MECHANICAL AND ELECTRICAL SAFETY

- Electrical equipment and cords shall be maintained and physical protected to prevent the risk of electrocution or shock.
- Mechanical equipment shall be operated by trained personnel only.
Electrical circuit breakers shall be fitted to all distribution boards.
- Electrical register of equipment shall be maintained and testing to be undertaken and recorded by qualified electrician.



HOUSEKEEPING

- Waste shall be centrally located in a segregated area, easily cleaned area, kept in rodent and fly tight containers. Grounds area must be kept free from rubbish, debris and other refuse. Provide adequate number of Mobile Garbage Bin (MGB) and scheduled waste collection.
 - Effective housekeeping measures shall be taken to ensure pests are not attracted to the temporary construction workers' amenities and accommodation eg. removal of all food sources and breeding areas.
 - No pets, birds or livestock shall be kept or fed unless approved by management.
 - Areas shall be kept free of hazards eg. slips, trip or fall hazards.
-



PEST CONTROL

- In mosquito prone areas, checks for mosquito breeding, including the presence of larvae in all stagnant water within the temporary construction workers' amenities and accommodation shall be carried out at least once a week. Thermal fogging should be carried out at least once fortnight (where risk assessment deems this a necessary control).
 - Adequate control shall be placed to prevent pest infestations eg. inspections and preventative measures such as baits and other controls.
-



TRANSPORTATION

- If transport facilities are provided, these should be safe, with trained drivers and in accordance with local laws.
 - In remote areas or areas without public transport, transport facilities eg. van, bus etc. should be available to assist workers to nearby towns during free time.
-

A





SPECIFICATION OF
**TEMPORARY
CONSTRUCTION
WORKERS'
AMENITIES
AND
ACCOMMODATION**



A1. TYPE OF WORKPLACE

Temporary workers' amenities and accommodation that should be available based on three (3) types of workplace.

TYPE OF WORKPLACE	EXAMPLES	COMMON CHARACTERISTICS	TYPE OF AMENITIES
Type 1: Minor construction	- Small scale construction	- Temporary - Local/ foreign workers - Gender separation	- Basic amenities and accommodation facilities
Type 2: Major construction	- Commercial building - Engineering construction - Multiple residential construction	- Temporary - Local/ foreign workers - Gender separation	- Basic amenities and accommodation facilities
Type 3: Off-site workers' amenities	- Rail track line - Bridge - Tunnel - Offshore construction - Dam - Urban/city development	- Temporary or permanent - Local/ foreign workers - Gender separation	- Basic amenities and accommodation facilities - Medical facilities - Recreational and leisure facilities - Interfaith facilities - Canteen - Management office

a) Basic temporary construction workers' amenities and accommodation



Comfortable bedroom/dormitory



Suitable sanitary facilities



Proper cooking and dining area



Utilities



Complete first aid and medical facilities



Complete first aid and medical facilities



Proper signage

b)



Leisure and social facilities

c)



Interfaith facilities eg. Prayer room

d)



Canteen

A2. BUILDING

- a** The buildings shall be referred to the relevant provision in the Uniform Building By-Laws 1984 and Street, Drainage and Building 1974 (Act 133) and other relevant authorities, particularly those, related to accommodation that are either permanent or transportable.
- b** The location of the building shall be complying with the regulation of relevant authorities before the erection.
- c** The building shall be devoid of obstructions and nuisance to the works and public, and also laid out in an approved and orderly manner.
- d** The building shall be in the form of standard cabins or constructed of metal deck or IBS component or other suitable materials up to an integrated development accommodation shelter of workers.
- e** The building shall be provided at least two exits from every floor.
- f** The building shall be built in the way that is able to prevent flooding and other natural disasters, located within a reasonable distance from the worksite (where possible), free and safe transportation to worksite, adequate materials are kept in good repair, and clean from rubbish and other refuse.
- g** The building shall be completed with the all basic and accommodation, including temporary lighting, plumbing and water storage.



(Photo courtesy of MRT CLQ)

Figure A1

A3. BEDROOM/ DORMITORY

1 Room size and capacity

Use below formula to define the number of worker in each room:

$$\text{Number of worker per room} = \frac{\text{area of the room (m}^2\text{)}}{3 \text{ m}^2}$$

Room height shall not be less than 2.4 m

2 Provide adequate size of bed for each worker

- separated for each worker;
- where double-deck bunks are used, there shall be enough clear space between the lower and upper bunk of the bed. The minimum space range is from 0.70 m to 1.10 m; and
- each worker is provided with a mattress and pillow.

3 Provide adequate size personal locker for storage of personal belonging.

4 Every room shall be provided with windows having and aggregate area of not less than 5% of the floor area of the room or provide a mechanical ventilation.

5 It is recommended to use either sliding window or casement window type for safety purposes which the window can use as escape route during emergency.



(a)



(b)

(Photos courtesy of MRT CLQ)

Figure A2

A4. SANITARY FACILITIES

a) The best practices for numbers of toilet per workers are at ratio of at least 1: 15 of workers.

≤ 25 males -1
water closet
or latrine and
1.2 m length of urinal;

> 25 ≤ 50 males - 2
water closet or latrine
and 2.4 m length of
urinal;

> 50 ≤ 100 males - 2
water closet or latrine
and 4.8 m length
of urinal;

>100 males - 2 water
closets or latrines and
2.4 m length of urinal +
1 additional water
closets or latrines and
additional 1.2 m length
of urinal for every 50
males in excess

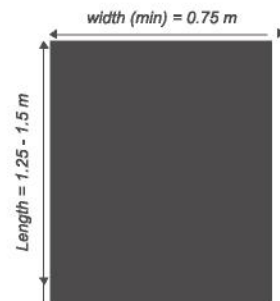
a) Size of toilet shall be:

minimum size of latrines or water
closets with pedestal-type closet
fitting > 1.5 m x 0.75 m; and

minimum size of water-closets with
fittings other than pedestal-type
closet fitting > 1.25 m x 0.75 m.



(Photo courtesy of Sunway CLQ-V201)



Toilet



Figure A3

c) For the hygienic purposes, it is recommended to use squatting type of toilet.

d) Toilets shall be installed so as to provide adequate privacy and lockable door.

e) Toilets shall be connected to the sewer, where practicable.

f) If connection to a sewer is not practicable, one or more of the following options should be adopted:



Fixed type of portable toilets with
on-site holding tank for scheduled
desludging; or

Fixed type toilet with on-site sewage
treatment facilities, adequately provided to
comply with regulated discharged quality.



g) All toilets (connected or not to a sewer) shall be serviced as required.

h) Portable toilets shall be properly installed to prevent them toppling over.

i) Toilet facilities shall be installed in such manner as to prevent any odours reaching dining facilities.



Handwash Facilities

- a) Adequate number of handwash facilities shall be provided. (recommendation 1: 30 workers)
- b) Handwash facilities shall consist of a tap and a basin.



(Photo courtesy of Sunway CLQ-V201)

Figure A4

- a) Flooring shall be made of anti-slip hard washable materials.
- b) Facilities shall be provided with an adequate water supply.
- c) Where individual bathroom was used, the size of the bathroom should be;



Bathrooms

- Bathrooms > 1.5 m × 0.75 m (minimum width); and

- Bathroom with closet fitting > 2 m × 0.75 m (minimum width).

- d) Water trough/water baths (kolah) can be provided but shower is necessary as required for approval by Jabatan Tenaga Kerja (JTK).

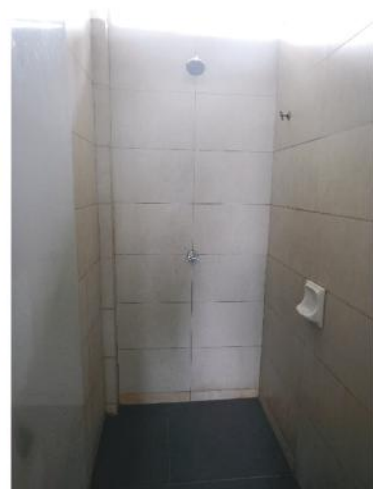


Figure A5



Washing And Drying Area

- a) Facilities for washing and drying clothes are essential for personal hygiene.
- b) Adequate number/size washing area with water supply shall be provided.
- c) Adequate area for drying lines shall be provided.



(Photo courtesy of CLAB CLQ-V1)

Figure A6

- a) Every water-closet, latrine, urinal or bathroom shall be provided with natural lighting and natural ventilation by means of ≥ 1 openings, providing a total area of $> 0.2 \text{ m}^2$ per water-closet, latrine, urinal or bathroom.
- b) Such openings shall be capable of allowing a free, uninterrupted passage of air.



Natural Lighting And Ventilation



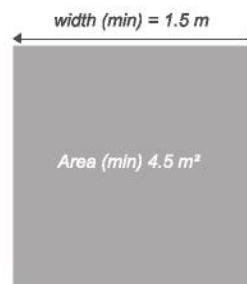
(Photo courtesy of Sunway CLQ-V201)

Figure A7

A5. COOKING AND DINING

Cooking facilities and dining area

a) Minimum size of cooking area shall be :



b) Cooking area height should be not less than 2.25 m.

c) Cooking and dining area should be conducive to the conditions such as:

- Natural and artificial lighting

- Natural or mechanical ventilation

d) Adequate numbers of stove for food heating should be (if provided).

e) Suitable space for food preparation and storage (for food and cooking and dining utensil) shall be provided.

f) Provide a sink unit with adequate size, with clean water supply.

g) Adequate number of suitable tables and seating shall be provided for eating meals.

h) A garbage bins, with removable liners and secure lids shall be provided.



(Photos courtesy of Sunway CLQ-V201))

Figure A8

Water

- a) Water used for consumption should be obtained directly from the authority that provides main water supply.
- b) It is advisable to have water storage to meet consumption.
- c) Where such water supply is not available, potable water should be provided from sources approved by the local authorities.
- d) Potable water should comply with the requirements of the guideline issued by the Ministry of Health Malaysia.



(Photo courtesy of Sunway CLQ-V201)

Figure A9

Electricity

- a) Provide adequate electricity supply.
- b) The electricity should be obtained from any relevant authority.
- c) Where such electricity supply cannot be provided, generator set(s) may be used but safety precautions must be taken.
- d) The use of kerosene lamps shall not be allowed.



Figure A10

Waste Disposal

a) Sullage (grey water) discharge

Wastewaters generated from kitchen sinks, bathrooms and wet areas should be adequately treated prior to discharge in compliance with Environment Quality Act 1974 (Act 127).

b) Sewage disposal and sewerage work

The provision of sewerage facilities shall comply with Water Services Industry Act 2006 (Act 655).

The discharge of treated sewage shall comply with Environmental Quality (Sewage) Regulations 2009.



(Photos courtesy of CLAB CLQ-V1)

Figure A11

c) Solid waste

Handling, transportation and disposal of solid waste by licensed/approved contractors shall adhere to the requirement of the authority, as stipulated in Environmental Quality Act 1974 (Act 127).

For residual waste, provide adequate number of Mobile Garbage Bin (MGB) and scheduled waste collection.



Figure A12

Drainage

a) The presence of stagnant water shall be avoided to address the proliferation of disease vectors such as mosquitoes, flies and others, as stipulated in Drainage Works Act 1954 (Act 354).

b) The building site is adequately drained to avoid the accumulation of stagnant water.

A7. FIRST AID AND MEDICAL FACILITIES

- a) Adequate number and necessary item in the first aid box shall be provided.
- b) Where more than 20 workers stay in the same area of accommodation, trained person in first-aid treatment shall be readily available and responsible.
- c) Provide suitable size of treatment room with basic facilities (if necessary).
- d) Monitor and maintain first aid supply.



Figure A13

A8. FIRE SAFETY, PROTECTION AND EVACUATION

Fire Extinguisher & Small Hose Line

- a) Adequate number and suitable type of fire extinguisher should be provided.
- b) Provide portable firefighting equipment and small hose lines as specified by the Fire and Rescue Department of Malaysia for each 280 m² of the protected building area or major fraction with the travel distance from any point of the protected area to the nearest fire extinguisher shall not exceed 30 m.
- c) All firefighting appliance should be well maintained and readily accessible. The equipment shall be inspected periodically and maintained in accordance with the requirements of Fire and Rescue Department of Malaysia.

d) Portable extinguishers shall be sited in prominent positions on exit routes that are visible from all directions, and similar extinguishers in a building shall be of the same method operation as stipulated in Uniform Building By-Laws 1984.



Figure A14

Evacuation

- a) Evacuation plan shall be provided and placed at suitable location.
- b) All evacuation exits shall be kept unlocked & clear of obstructions.
- c) Suitable assembly point shall be clearly marked.
- d) Evacuation drills shall be conducted regularly.



(Photos courtesy of Sunway CLQ-V201)

Figure A15

A8. SIGNAGE

- a) The sign shall be readable and legible, well-illuminated, clear and placed at a consistent height. The signs shall be made of robust materials and easy to change, clean and repair.

c) The main types of signs are:



Figure A16

A10. LEISURE AND SOCIAL FACILITIES

a) Where there are more than 100 workers provide:

i. a community hall capable of accommodating such number of worker.

ii. facilities for sports and other recreational activities as may be specified.

b) The community hall, sports & other recreational facilities should be well maintained in a satisfactory condition



Figure A17

A11. INTERFAITH FACILITIES

- a) Provide adequate size of prayer space to cater the different religion



(Photos courtesy of Sunway CLQ-V201)

Figure A18

A12. CANTEEN

- a) Adequate canteen facilities and equipment shall be provided with standards range from providing tables, benches, sink, individual drinking cups and plates.
- b) These areas shall be made of impervious materials, water resistant, non-skid/ slip and easily washable.
- c) Areas shall be well ventilated and kept free of damp and mould.
- d) Pest control shall be carried out regularly in kitchen and dining areas.
- e) High standards of hygiene shall be adopted to prevent the contamination of foods & food serving/ dining areas.
- f) Food served shall be able to cater for different cultural needs eg. halal, vegetarian etc. and provide a good balanced diet.



Figure A19



B





MANAGEMENT
& MAINTENANCE
FOR TEMPORARY
CONSTRUCTION
WORKERS'
AMENITIES
AND
ACCOMMODATION





B1. GENERAL

After the living facilities have been constructed and are operational, it is important to ensure the management is effective and ongoing. This comprises issues such as:

- Safety and health and security includes basic rights of workers and neighbouring communities
- Physical maintenance of buildings,



B2. INDUCTION OF WORKERS UPON ARRIVAL AT WORKERS' AMENITIES

The management team representative of the accommodation must ensure that within the first 3 days of the arrival any new resident worker, they are given relevant induction training which should cover, but not limited to:

- General rules and regulations
- Safety and health on site, including fire safety, housekeeping and emergency evacuation
- Medical facilities and what to do in case of an accident
- Food provision and kitchen facilities (if any)
- Welfare facilities on site
- What to do if there is a problem at the camp and the expectations of workers amenities and accommodation area.



B3. TEMPORARY CONSTRUCTION WORKERS' AMENITIES MANAGEMENT TEAM

The management should provide written management policies or plans including:

- Safety and health,
- Security,
- Living conditions,
- Workers' rights and representation,
- Relationships with the communities, and
- Complaint processes.

The employer shall be responsible for overseeing staffs, ensuring the implementation of the temporary construction workers' amenities and accommodation requirements and implementation of the management plans. It is also important that the employer has the corresponding authority to do so.

Part of those policies and plans can take the form of codes of conduct, which shall specify on the quality of worker managing and maintaining the temporary construction workers' amenities and accommodation facilities. Good quality workers shall have a decisive impact on the level of standards that are implemented, and the wellbeing of workers (for instance, on food safety or overall hygiene standards). It is therefore important to ensure that management team are competent.

Provision shall be made for sufficient office for the management team personnel to professionally manage the day to day running of the facility.

B4. MANAGEMENT OF COMMUNITY RELATIONS



It is a good practice to design a thorough community relations management plan. The plan shall contain the processes to implement the findings of the preliminary community impact assessment and to identify, manage, mitigate or enhance on-going impacts of the temporary construction workers' amenities and accommodation to the surrounding communities. Issues to be taken into consideration include the following.

01

Community development: impact of temporary construction workers' amenities and accommodation on local employment and income generation through local sourcing of goods and services.

02

Community needs: ways to identify and address community needs related to the arrival of specific infrastructures such as telecommunication, water, sanitation, roads, health care, education and housing.

03

Community safety and health: addressing and reducing the risk of communicable diseases, corruption, trade in illegal substances such as drugs, alcohol (in the Muslim context), petty crimes and other types of violence as well as road accidents.

04

Community social and cultural cohesion: ways to mitigate the impact of the presence of large numbers of foreign workers, often males, with different cultural and religious backgrounds. Also, the ways to mitigate possible shift in social, economic and political structures due to changes in access to income generation opportunities.

The management team shall take responsibility to control and mitigate the social impact of workers and community surrounding



B5. WORKERS' RIGHTS, RULES & REGULATIONS ON WORKERS' AMENITIES

Every worker has the right to decent temporary construction workers' amenities. The rules and regulations set by management team shall be reasonable and non-discriminatory. The relationship between continuing employment and compliance with the rules of the workers' amenities shall be clear. Best practice might include a code of conduct relating to the amenities to be signed together with the contract of employment.

Workers' gender, religions, cultural and social backgrounds must be respected. Workers shall be made aware of their rights and obligations, and shall be provided with a copy of the internal workers' amenities, rules, procedures and sanction mechanisms in a language or through a media, which they understand.

A fair and non-discriminatory procedure shall be established to implement disciplinary procedures including the right of workers to defend them. The rules and regulations set by the employer shall be obeyed.



B6. SAFETY AND HEALTH

The employer and management team should manage the temporary construction workers' amenities and accommodation in order to ensure workers' physical wellbeing and integrity.

The facilities should be kept in good condition and adequate safety, health policy and plan are designed and implemented. The requirements aspect for safety and health in temporary construction workers' amenities and accommodation shall be as follows:

- safety and health management plans include electrical, mechanical, and structural and food safety are carefully designed and implemented;
- the person in charge of managing the temporary construction workers' amenities and accommodation has the specific duty to report to the health authorities the outbreak of any contagious diseases, food poisoning and other important casualties;
- an adequate number of workers are trained to provide first aid;
- a specific fire safety plan is prepared, including training of fire wardens, periodic testing and monitoring of fire safety equipment and periodic drills to the workers;
- guidance on the detrimental effects from the abuse of alcohol and drugs and other potentially harmful substances, and the risk and concerns relating to HIV/AIDS and of other health risk-related activities is provided to workers. It is of best practice to develop a clear policy on this issue;

- workers have easy access to medical facilities and medical staff. Where possible, female doctors/nurses shall be available for female workers; and
- emergency plans on health and fire safety are prepared. Depending on the local context, additional emergency plans are prepared as needed to handle specific occurrences (floods, earthquakes, if applicable).



B7. SAFETY COMMITTEE

The temporary construction workers' amenities and accommodation, which has 40 or more workers, shall establish a safety committee for the purpose of keeping under review conditions in the area, which may affect the safety and health of the workers therein. The safety committee should consist of:

- Representative of the management team and
- other workers who are appointed as members.

The employer may appoint first aiders who are equipped with skills that range from basic expired air resuscitation (EAR) or cardio-pulmonary resuscitation (CPR) to being able to provide more complex treatment.

Safety committee shall be familiar with the specific conditions and hazards at the workplace and the types of injuries that are likely to require treatment. The number of safety committee at a workplace and the level of training that is needed shall be determined according to the hazards identified at the workplace and the assessed risks.

The safety committee should meet at least once in every three months.

B8. SECURITY OF TEMPORARY CONSTRUCTION WORKERS' AMENITIES & ACCOMMODATION



Security Plan, Policies and Security staff

A security plan should be carefully designed, including appropriate measures to protect workers against theft and attacks. Policies regarding the use of force (force can only be used for preventive and defensive purposes in proportion to the nature and the extent of the threat) shall be carefully designed¹. It is necessary to contract security services or to recruit one or several staff, whose main responsibility is to provide security to safeguard workers and property to implement those plans.

The risk of such arrangements to those within the temporary construction workers' amenities and accommodation are compulsory to assess. The requirements of security of workers' accommodation are as follows¹:

- implementation of a security plan including clear measures to protect workers' against theft and attack, and clear policies on the use of force which has been carefully designed;
- security staff have been checked to ensure that they have not been implicated in any previous crimes or abuses. Where appropriate, security staff from both genders are recruited;
- security staff have a clear mandate and receive clear instruction about their duties and responsibilities; in particular, their duties are not to harass, intimidate, discipline or discriminate against workers;
- security staff have received adequate training in dealing with domestic violence and the use of force;
- security staff have a good understanding about the importance of respecting workers' rights and the rights of the communities;
- body searches are only allowed in specific circumstances and are performed by specially trained security staff using the least-intrusive means possible. Pat down searches on female workers can only be performed by female security staff;
- security staff adopt an appropriate conduct towards workers and communities; and
- workers and members of the surrounding communities have specific means to raise

Roles of Security Guard

All security guards at the temporary construction workers' amenities and accommodation should be uniformed and clearly identifiable as a security operative.

The typical role of the security guard is as follows:

- The first point of contact with the visitors to the facility; their appearance and behaviour must create an effective and professional impression of the organisation and its management.
- Restrict access and only authorised personnel and visitors may enter.
- Maintain a physical presence and deterrent against theft and other crime.
- Monitor suspect people and vehicles
- Keep management informed of any unusual events.

The role of the security guard may be extended to any or all of the following²:

- Authority to carry out spot checks / searches on people or vehicles
- Ejecting worker that fail to comply with the rules
- Detention of suspects until management team or police arrive
- Carry out initial evacuation procedures
- Act as control point in emergencies
- Operate CCTV / access control system / pass card issuance / radio communications
- Provide a first response in the event of an emergency
- Deploy emergency / contingency plan

The temporary construction workers' amenities and accommodation may have their own particular security problems and issues which may include some or all of the following:

- Fighting or bullying
- 'Gang' violence
- Racial or religious discrimination
- Alcohol and / or drug abuse
- Strikes or withdrawal of worker
- Demonstrations / crowd violence or riots

These issues are outside the normal training and experience of most security guards and also often outside the experience of security companies. All the issues mentioned might be occurred and prevention approach should be established by management (employer). In uncontrolled circumstances, the security guard / staff shall immediately inform the management team and police.

B9. CONSULTATION AND GRIEVANCE MECHANISMS



All workers should aware of any rules governing the temporary workers' amenities and accommodation and the consequences of breaking such rules.

Consultation processes that allow for consultation between employer and the workers shall assist in the smooth running of the temporary workers' amenities and accommodation area. These may include the temporary workers' amenities group leader as well as formal processes that allow workers to lodge any grievances or complaint about their accommodation, management decisions, actions or inaction.

The employer should be responsible to set up the consultation and grievance mechanisms. The characteristics of consultation and grievance mechanisms are as follows:

- mechanisms for workers' consultation have been designed and implemented. It is of best practice to set up a review committee, which includes representatives elected by workers;
- processes and mechanisms for workers to articulate their grievances or complaint are provided to workers;
- in case conflicts between workers themselves or between workers and staff break out, workers have the possibility of easily accessing a fair conflict resolution mechanism; and
- in case where more serious offences occur, including serious physical or mental abuse, there are mechanisms to ensure full cooperation with the police authority (where necessary and adequate).



B10. INSPECTION & MAINTENANCE OF BUILDINGS AND FACILITIES TEMPRARY CONSTRUCTION WORKERS' AMENITIES & ACCOMMODATION

Inspections and maintenance services should be carried out according to the Standard Operating Procedure (SOP) of the management including;

- Maintenance: Building, Mechanical, Electrical, Drinking Water Dispenser, Waste water treatment etc.
- Waste disposal
- Painting
- Plumbing
- Kitchen facilities
- Cleaning of building
- Security and access control system
- Pest control
- Fire safety equipment
- Toilet and bathrooms are kept in a clean, sanitary and working condition
- Perimeter drains, outlet drains are kept in a good state and clear of refuse or undergrowth to permit free flow of water.

Whether these services are self-performed or provided by a maintenance contractor, they must be well performed both to maintain the value of the building and equipment assets and to provide the optimum living standard to the workers. It is importance to ensure that water dispenser / water treatment as well as sewerage and waste water treatment and disposal services are performing at maximum capability. A well-Managed Planned Preventive Maintenance program will prolong the assets, maximise facility services while enhancing productivity.



c





APPLICATION
OF APROVAL
FOR TEMPORARY
CONSTRUCTION
WORKERS'
AMENITIES
AND
ACCOMMODATION





This section gives an overview of the important things involved in application of approval for temporary construction workers' amenities and accommodation. It set to define comprehensively the process of obtaining approval that will fully comply with the rules and regulation practiced in Malaysia.

C1. RELEVANT PARTIES & RESPONSIBILITY

Relevant parties are important for the communication of pertinent and essential information relative to the application of approval for temporary construction workers' amenities and accommodation. Those are relevant parties involve and their responsibility for obtaining approval.

Local Authority

All applications must be submitted to the One Stop Centre (OSC) of local authority. Each local authority requirements are different and it is important to ensure that the policies, guideline and other technical requirements are takes into consideration. There are currently 149 local authorities, consisting 12 city hall/ council, 38 municipal councils and 99 district council in Malaysia. Approval will be issued by the local authority once all the requirements fulfil the various prerequisites, approves layout and building plans and the by-laws.

Principal Submitting Person (PSP)

The Principal Submitting Person (PSP) is responsible to complete and obtain approval from the local authorities. The PSP is a qualified person who submits building plans to the local authority for approval in accordance with act. The PSP is defined as a professional architect, professional engineer or building draughtsman registered under the relevant written law. The Street, Drainage And Building Act 1974 clearly state that it is the sole responsibility of the PSP to ensure that any development is dully certified and collated before any construction work can be commenced.

Employer

Even though the PSP is responsible in obtaining approval, information-sharing between the employer and PSP is vital. The more information gathers before submitting an application for approval, the more smoothly the process is likely to run. The approval process often starts outside the jurisdiction of the local authority. It is critical to discuss the proposal for temporary construction workers' amenities and accommodation with the PSP as it assist to identify any plans, policies, and regulations that may apply

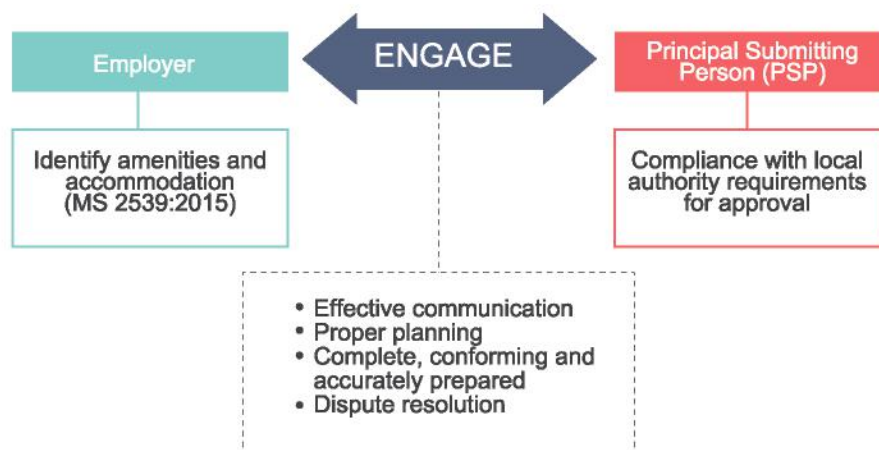


Figure C1

C2. OBTAINING APPROVAL

Approval process for temporary construction workers' amenities and accommodation involves numerous steps. For initial stage, data and information for decision making will be the basis for the application approval. In particular, the proposal prepared by the employer will determine types of approval from the local authority.

Temporary Building Permit from local authority is required upon commencement of the construction works. A temporary building permit can be issued by local authority for a limited period. It is important to ensure that the application for temporary building permit satisfy all the conditions outlined in the First Schedule that emphasis on payment rates for submission of plans. Preparation of plan shall be submitted in accordance with local authority requirements for temporary building permit.

It is best to ensure that the application for temporary building permit is submitted together with the application for development order before beginning of the project if the temporary construction workers' amenities and accommodation were built within the site area. A schematic of process flow for obtaining temporary building permit for the temporary construction workers' amenities and accommodation, is shown in Figure C2.

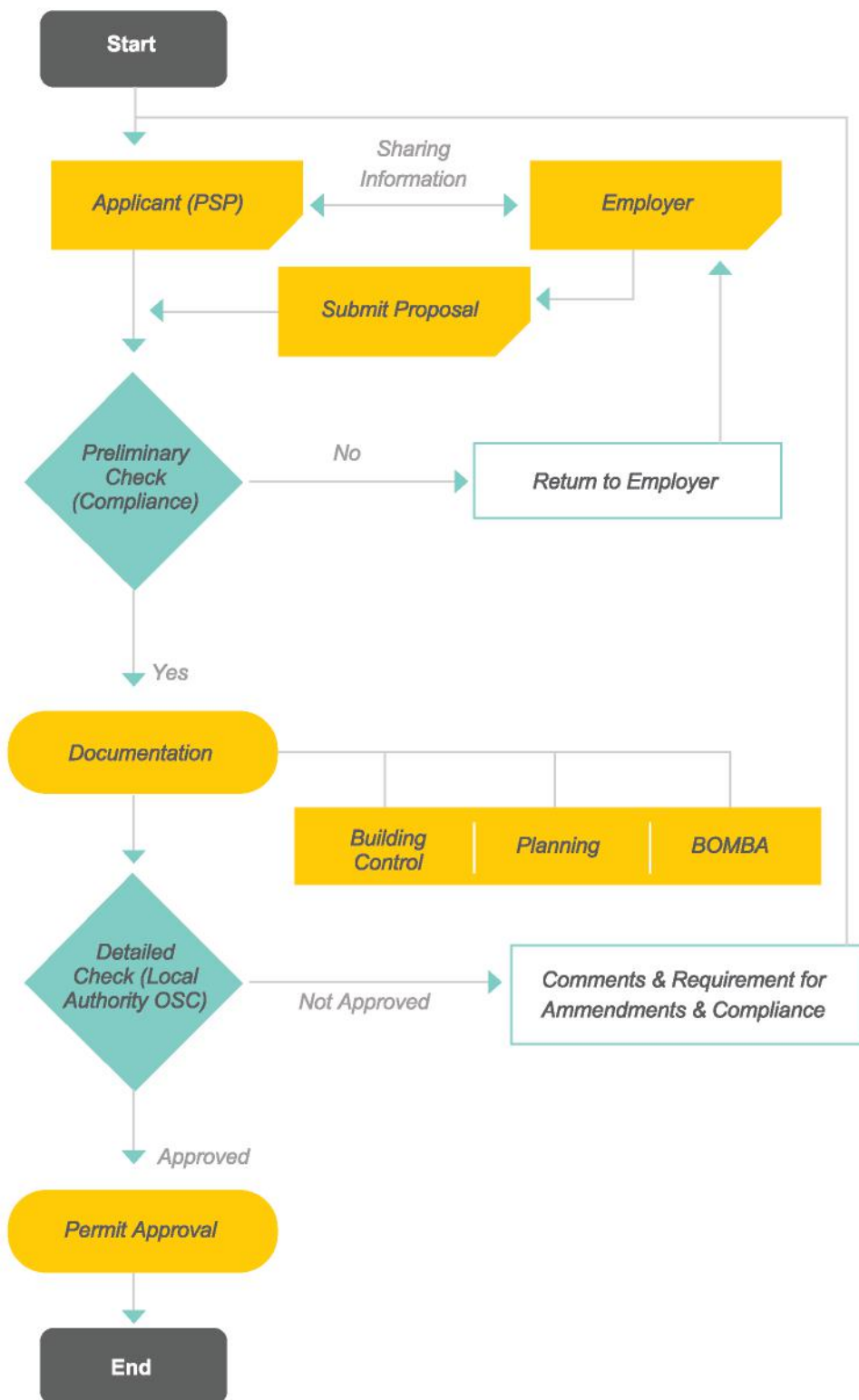


Figure C2



D





ELEMENT OF

COST
ESTIMATION



NO.	DESCRIPTION	UNIT	QUANTITY	RATE (RM)	AMOUNT (RM)
D1.	Rental & Authority cost				
1	Site/ land				
2	Temporary Building Permit & Authority Liaison Fees				
3	PE Endorsement				
Subtotal					
D2.	Temporary works				
1	Hoarding				
2	Site Clearance & Excavation Works				
3	Temporary Drainage/dewatering				
4	Base Platform, Plinths, Walkway & Access				
5	Shelter to Walkway				
6	Septic Tank for Workers' Toilet				
Subtotal					
D3.	Temporary Building				
1	Heavy Duty Cabin Quarters (20' x 10' x 8.5') - (Including furniture)				
2	Sanitary facility:				
	a) Toilet				
	b) Handwash facility				
	c) Bathroom				
	d) Washing and drying clothes area				
4	Cooking and Dining facilities				
5	Canteen (Including furniture)				
6	Guard House				
7	Interfaith Facilities (Optional)				
8	Medical Facilities (Optional)				
9	Leisure and Recreational Facilities (Optional)				
Subtotal					
D4.	Utilities & Services				
1	Water Connection Pipes				
2	Water Bills for Site Office				
3	Contribution to TNB				
4	Electrical Supply + Switchboard				
5	Electrical Bills				
6	Sewage Disposal				
7	Solid Waste Disposal				
8	Security				
9	Maintenance to Workers' Amenities & Accommodation				
Subtotal					
D5.	Fire Prevention Measures				
1	Fire Fighting Equipment				
2	Safety Signage				
3	First Aid Facilities				
Subtotal					
Total Amount, RM					



E





TYPICAL LAYOUT
**USING STANDARD
CABIN SIZE**

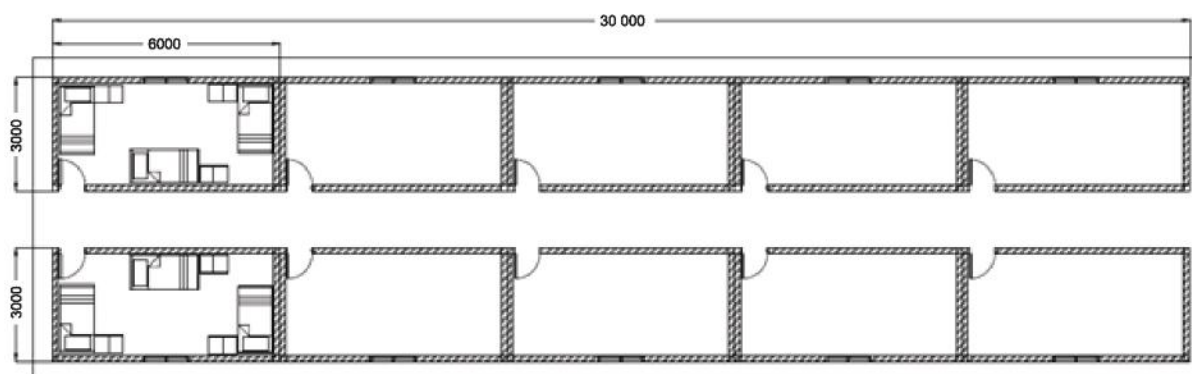
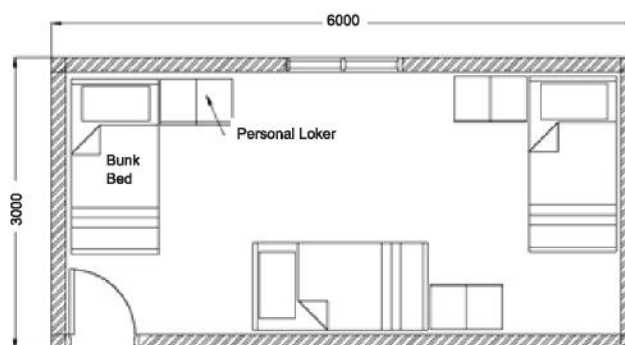


E1. ACCOMMODATION

Bedroom (Horizontal Arrangement)

Description (Minimum requirement/ room):

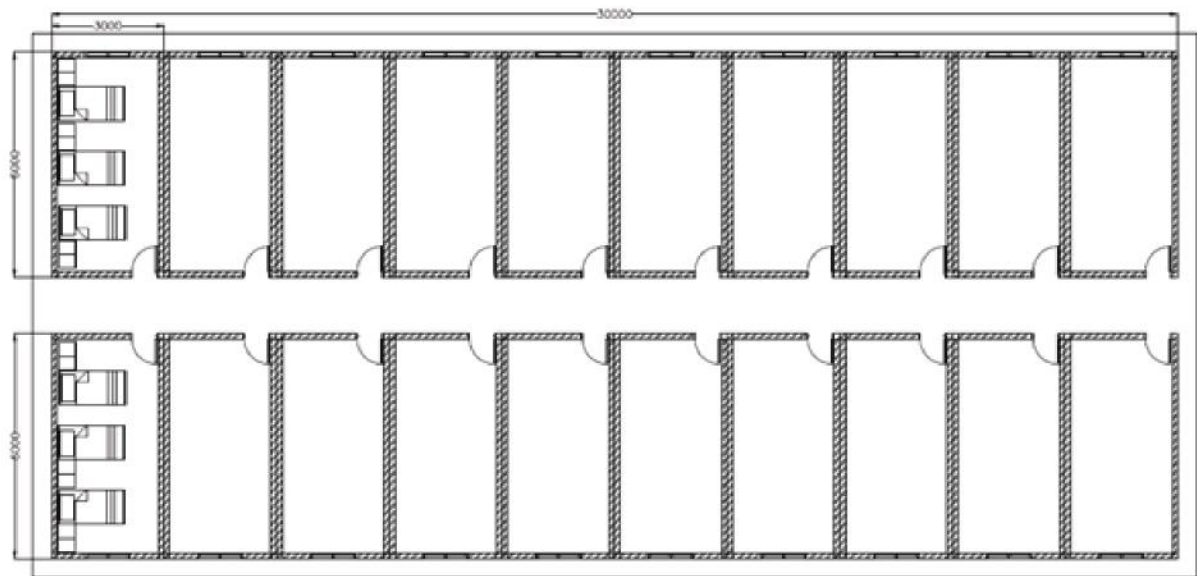
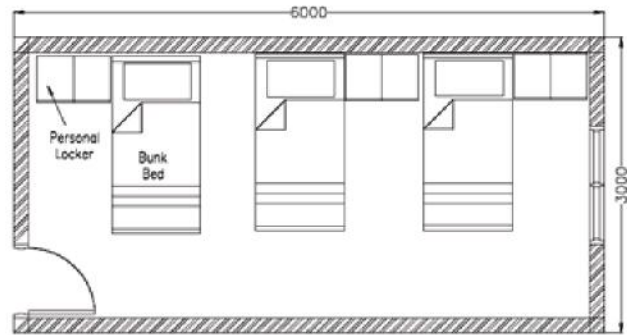
1. Window (1 unit- Casement/ Sliding type)
2. Door (1 unit)
3. Bed (6 unit Bunk bed)
4. Mattress (6 unit)
5. Pillow (6 unit)
6. Personal locker (6 unit lockable personal storage)
7. Artificial lamp
8. Mechanical ventilation
9. Plug point



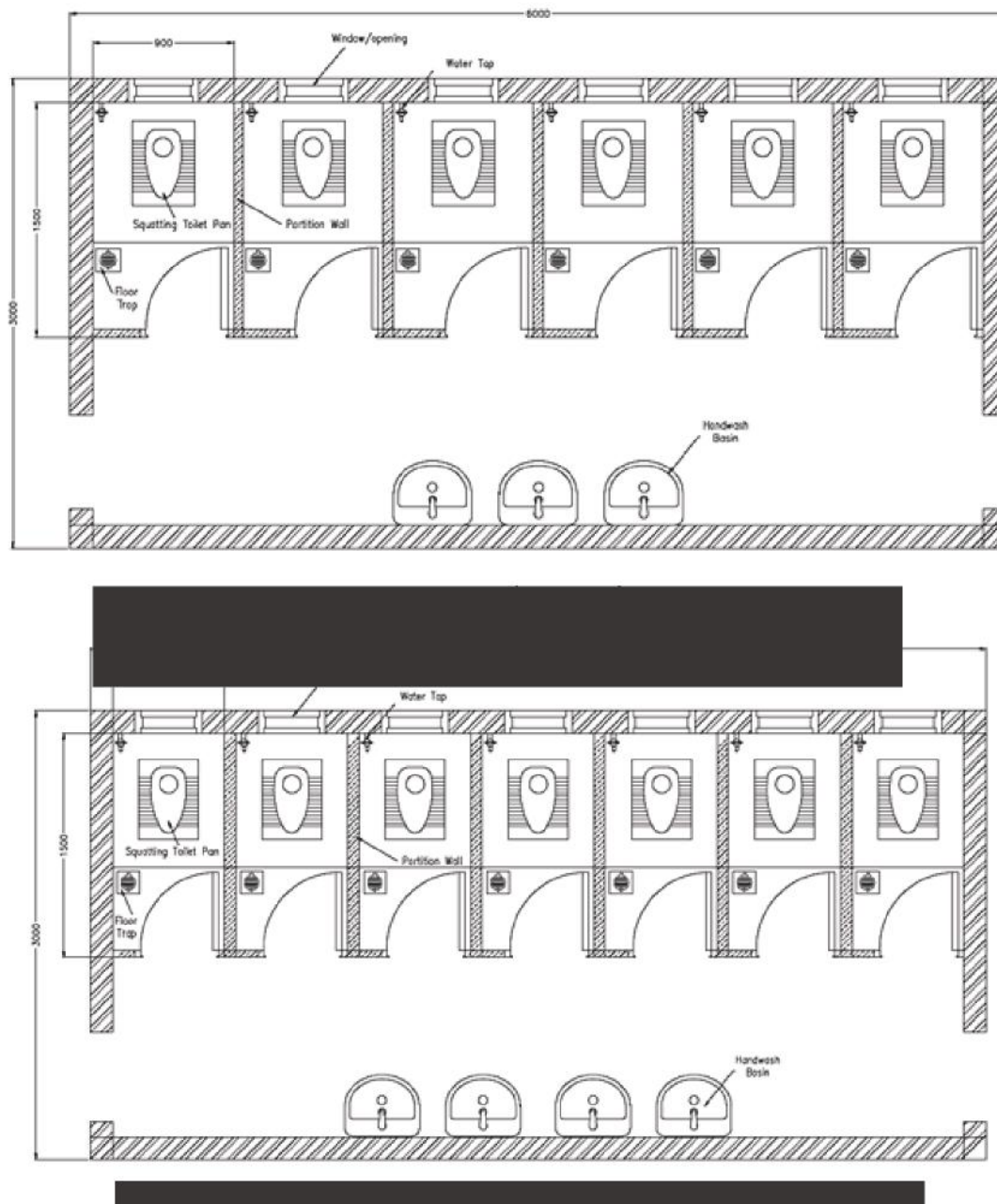
Bedroom (vertical arrangement)

Description (Minimum requirement/ room):

1. Window (1 unit- Casement/ Sliding type)
2. Door (1 unit)
3. Bed (6 unit Bunk bed)
4. Mattress (6 unit)
5. Pillow (6 unit)
6. Personal locker (6 unit lockable personal storage)
7. Artificial lamp
8. Mechanical ventilation
9. Plug point



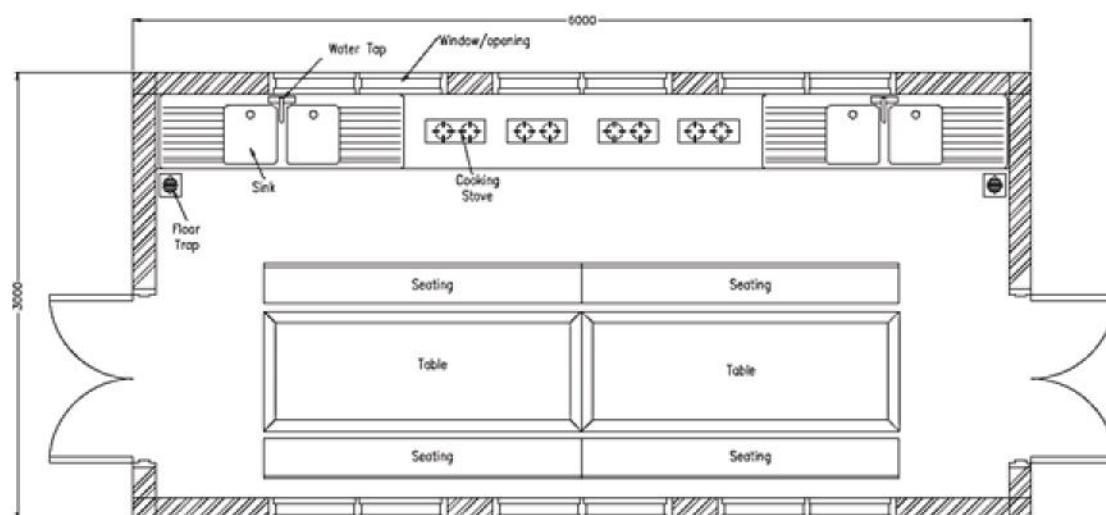
E2. SANITARY FACILITY



Description (Minimum requirement):

1. Window/ opening (natural lighting and ventilation)
2. Door
3. Partition wall
4. Non-slip floor type
5. Squatting toilet pan with flush system
6. Water tap
7. Handwash basin
8. Floor trap
9. Artificial lamp
10. Mechanical ventilation (if necessary)

E3. KITCHEN AND DINING FACILITY



Description (Minimum requirement):

- | | |
|---|-----------------------|
| 1. Window/ opening (natural lighting & ventilation) | 7. Cooking stove |
| 2. Door | 8. Water tap |
| 3. Non-slip floor type | 9. Sink |
| 4. Floor trap | 10. Food storage |
| 5. Artificial lamp | 11. Table and seating |
| 6. Mechanical ventilation (if necessary) | 12. Garbage bin |

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