

# CAMPSITE, FACILITIES AND EQUIPMENT

## RELEVANT REGULATIONS AND RESOURCES

Health Protection & Promotion Act, R.R.O. 1990, Reg. 568 – Recreational Camps  
Health Protection & Promotion Act, O. Reg. 565 – Public Pools  
Regulations are available from <[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)>  
Ontario Safe Drinking Water Act, 2002, O. Reg. 170/03  
Ministry of the Environment <[www.ene.gov.on.ca/water.htm](http://www.ene.gov.on.ca/water.htm)>  
Fact Sheet on water specifically for children's camps.  
<[www.ene.gov.on.ca/envision/gp/4713e.pdf](http://www.ene.gov.on.ca/envision/gp/4713e.pdf)>  
Ontario Building Code 2006 (OBC)  
Ontario Fire Code  
Ontario Occupational Health & Safety Act  
Workplace Hazardous Materials Information System  
Municipal Zoning Bylaws  
Canadian Standards Association (CSA) <[www.csa.ca](http://www.csa.ca)>  
Underwriters Laboratories (UL)

## GENERAL NOTES

Note that in the codes and regulations "camper" means everyone at camp, and therefore includes both campers and staff.

Camps that rent or lease their facilities or operate in their parent organization's facilities are still required to meet these standards. They should review these standards with the owner before the OCA visit. It may be helpful for the owner to be present for this component of the visit.

Newly constructed or renovated buildings must conform to the Ontario Building Code (OBC) and Municipal Zoning Bylaws. In OBC, children's camps are classified as C-residential, and come under Part 9 - Housing and Small Buildings. However, the Barrier Free requirements are in Part 3.

Wherever the camp is located, the health and safety of campers, staff and visitors is the top priority. Camps should proactively develop safety procedures and emergency response plans for their own situations.

## QUESTIONS

### ONTARIO REGULATIONS

**CF1 If a residential camp has been closed for more than thirty days, has the camp notified in writing the local Medical Officer of Health fourteen days prior to the reopening of the camp?**

Sixty days written notice is required prior to the opening of a camp for the first time.

**CF2 If the camp has a swimming pool, has the camp operator notified in writing the local Medical Officer of Health fourteen days prior to the pool reopening?**

The letter should include the date the pool will be re-opened, the name and address of the operator and the A or B classification of the pool.

**CF3 Does the number of toilets/privies comply with current regulations and the Ontario Building Code?**

The regulations require at least one separate hygiene facility for each sex at camp, a minimum of one toilet/privy for every ten campers of each sex, a washroom with toilet and basin near the kitchen for use by the kitchen staff, screened windows, self-closing, tight-fitting doors and adequate ventilation.

In male washrooms, half the required toilets can be urinals.

**CF4 Are hand washing facilities available near all toilets/privies and in food preparation areas?**

The regulations require at least two lavatories with hot and cold water per flush toilet, and a washbasin in the kitchen.

Privies require waterless hand sanitizing products, single-use moist hand towelettes or cold water in a pail or other portable container.

**CF5 Are toilets/privies cleaned daily?**

Toilet facilities are required to be sanitary and in good repair.

**CF6 Do sleeping quarters, other than tents, have the minimum floor area as required?**

Where there are no beds, the minimum is 3.72 m<sup>2</sup> (40 sq.ft.) per person.

Where there are single beds, double or triple bunks, the minimum is 2.79 m<sup>2</sup> (30 sq.ft.) per bed.

**CF7 Where tents are used for accommodation, does the camp limit the number of occupants according to the manufacturer's recommendations?**

**CF8 Does the drinking water system comply with the Ontario Safe Drinking Water Act?**

Camps, except those who obtain their drinking water from municipal sources, must comply with the Ontario Safe Drinking Water Act 2002, O. Regulation 170/03.

Camps that fall under the act are required to have a trained and certified individual carry out the required testing, ensure that this individual is re-certified every 3 years, carry out accurate water testing according to the Ministry of the Environment schedule, retain test records for at least 5 years, understand the procedure for reporting an adverse test result, and submit an annual report to the Ministry of the Environment.

**CAMPSITE**

**CF9 Does the campsite provide privacy from the general public and security for campers and staff?**

Camps located near public facilities or within residential areas should have a reasonable amount of space for the camp's exclusive use, free from the intrusion of uninvited persons or the general public. If privacy and security are not possible, the camp should have procedures to control and minimize interaction between the campers and the public.

**CF10 Does the site have adequate space and equipment for conducting the activities described in the camp's promotional literature?**

**CF11 Does the camp have adequate sheltered program space to accommodate campers during inclement weather?**

For assembly occupancies without fixed seating, OBC requires at least 3m<sup>2</sup> (10 sq.ft.) per person.

CF12 Is playground equipment inspected regularly?  
The Canadian Standards Association (CSA) has established standards for play spaces and equipment in Canada.

**CF13 Are all facilities safe for use?**

**CF14 Are all facilities checked regularly for hazards and damage?**

CF15 Does the camp have accurate site plans showing the location of all utilities, sanitation lines and other underground services?

CF16 Does the camp have a long-range plan for ongoing maintenance?

CF17 Does the camp have a long-range plan for the development of its site and facilities?

#### FIRE EQUIPMENT AND SAFETY

**CF18 Are smoke detectors located in all sleeping, assembly and cooking areas?**

Smoke detectors are required adjacent to all sleeping areas in permanent and semi-permanent buildings. Current codes require that they be hardwired, unless there is no electricity in the building. All detection devices must be checked regularly. It is recommended that smoke detectors be replaced every 10 years.

**CF19 Are carbon monoxide detectors located where combustible fuels are used for heating?**

Carbon monoxide is a by-product of incomplete combustion and is produced when any fire burns with insufficient air. A carbon monoxide detector must be placed in every enclosed location that contains a "combustion appliance", any kind of heating or refrigerating unit that burns fuel. It is recommended that carbon monoxide detectors be replaced every 10 years.

**CF20 Are fire emergency procedures posted in key locations?**

A written fire emergency plan should be known and practised by all campers and staff. This plan should be posted throughout the site/facility, particularly beside telephones. A written fire emergency plan includes 911 or the local emergency phone number, the municipal address of the camp, information on the alarm system, the procedure to be followed by each staff member and camper, a map showing the location and type of fire fighting equipment, an assembly location, a method of accounting for everyone, and a procedure for evacuation.

**CF21 Does the camp practise or review fire drills with each new group of campers and staff?**

**CF22 Is the proper fire fighting equipment for the anticipated type of fire readily available?**

Fire extinguishers are labeled according to the type of fire they are designed to extinguish. Choose the right extinguisher for the job. Place fire extinguishers in easily accessible locations near escape route exits. A fire suppressant system is required in the range hood.

**CF23 Is the fire safety equipment checked monthly?**

Monthly, check all smoke and carbon monoxide detectors, other alarm systems and firefighting equipment. Remove the extinguisher from its bracket for a close visual inspection. Ensure that the extinguisher's gauge is in the OK area, that the protective

pin is in place and that there are no obstructions in the hose or nozzle that will affect operation. Attach a tag to each extinguisher to document date of inspections. Service extinguishers as required and at least annually.

**CF24 Are buildings with more than one floor equipped with at least two means of exit from each floor?**

**CF25 Are flammable, hazardous and toxic materials stored in properly marked containers in a secure area?**

CF26 Has the camp director or designate made yearly contact with local emergency services in order to co-ordinate an efficient response during an emergency at camp?

Prior contact with appropriate emergency services will enable the camp director to know what fire protection equipment and resources are available in the local community. If the water at camp is not under pressure, the local fire department should be notified so that they will respond to any alarm with the appropriate equipment.

#### ELECTRICAL AND POWERED EQUIPMENT

**CF27 Is the use of power tools and heavy equipment restricted to authorized individuals?**

CF28 Are all electrical equipment, fixtures and wiring maintained in good repair?  
All plug-in electrical equipment must be CSA or UL approved.

**CF29 Are power tools and heavy equipment stored in secure locations?**

CF30 Is all equipment checked regularly and repaired in a timely manner?

#### ENVIRONMENTAL RESPONSIBILITY

CF31 Does the camp reduce, recycle, reuse and/or compost?

Camps should be role models for good environmental practices such as composting, recycling, re-using, reducing waste and conserving energy. In day-to-day operations, the use of energy efficient equipment and appliances is encouraged. Camps contemplating renovations or new buildings are encouraged to utilize environmentally sustainable building design and construction. From year to year, camps should monitor changes in the site, the land, watercourses, vegetation, shoreline, waterfront and shallows, in order to assess levels of environmental impact, and rehabilitate where needed. See also Food Service FD38 and FD39.

CF32 Does the camp have adequate garbage receptacles to ensure the site is kept litter free?  
These should be labelled to separate recyclable materials from other waste.

**CF33 Are aerosol containers, paint, propane tanks, batteries, medical waste, "sharps" and other hazardous materials disposed of in accordance with provincial regulations and municipal by-laws?**

CF34 Are the trees surrounding the camp buildings and in the areas frequented by campers inspected regularly?

## WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

### **CF35 Does the camp have Material Safety Data Sheets for hazardous products used at camp, which fall under WHMIS?**

WHMIS is a Canadian hazard communication system meant to provide information about how to handle, store, use or dispose of hazardous materials in the workplace. The goal of WHMIS is to reduce accidents and prevent health hazards. Hazardous materials can include cleaning products, laundry detergent, bleaches and dishwashing detergents ordered from a supplier, not material that is packaged as a consumer product in quantities normally used by the consuming public. All hazardous products must be stored in safe and secure locations.

There are three important parts of WHMIS:

**Labels** – All hazardous products must carry labels that clearly identify the product and provide information about it, including what to do in case of accidental ingestion. If liquids are transferred from the original container to smaller containers, these new containers must be labelled with the same information.

**Material Safety Data Sheets (MSDS)** – MSDS must be available for every hazardous product used at camp. The MSDS provide much more detailed information about the product. MSDS should be obtained from the supplier. Many are available online. These sheets must be stored in a location that is readily accessible to all employees.

**Worker Education** – All employees must be provided with up-to-date information about the hazardous products they will come in contact with throughout their employment at camp. Written records of the employee education must be kept.