Seasonal Worker Accommodation Checklist

Regulatory requirements

Buildings				
Pg #		**Check**	**Further information & follow up**	**Complete**
4	**Health and Safety at Work Act**	Maintenance schedule in place to avoid worker exposure to health and safety risks.	https://www.worksafe.govt.nz/laws-and-regulations/acts/hswa/	☐
5, 7	**Building Code**	**Existing buildings** No action needed if: • Building has been signed off as compliant by your local council. • The use and the building structure has not changed. **New buildings (regardless of whether building consent needed)** • Check building meets Building Code Standards.	District or city council building consents department. See Building Performance website https://www.building.govt.nz/	☐
6, 8, back pocket	**Fire and Emergency regulations**	If sleeping 6 or more, the following needed: 1. Evacuation Scheme (unless automatic sprinkler in place and Fire and Emergency notified). 2. Evacuation Procedure.	Guidance, templates, and examples are available on the Fire and Emergency NZ website. www.fireandemergency.nz	☐
5	**Building Consents**	Building consent needed if: • Larger than 30m2 and/or • Plumbing installed.	District or city council building consents department.	☐
6, 8	**Resource consents**	Resource consent needed if required by: • Your district/city council and/or • Your regional council.	District, city or regional council planning department. First meeting/ discussion generally free.	☐
4	**Residential Tenancies Act and Healthy Homes**	If you have a tenancy agreement with your staff. Comply with the following standards: • Moisture Ingress and Drainage Standard • Draught Stopping Standard	https://www.tenancy.govt.nz/healthy-homes/moisture-ingress-and-drainage-standard/ https://www.tenancy.govt.nz/healthy-homes/draught/	☐
Mini vans, campervans/caravans, tents and cabins				
9,10	**Camping regulations**	Meet following requirements: • General requirements • Camp site requirements • Cabin size requirements • Register with district council and provide camp plan. • Seek exemption if hosting temporary accommodation for more than 50 days. • Empty rubbish daily • Maintain records.	See detail provided in full guidelines	☐

Notes:

Market (NZGAP and GLOBAL G.A.P.) requirements

General requirements				
Pg #		**Check**	**Further information & follow up**	**Complete**
3	**General**	Compliant with local regulations, habitable, equipped with basic services and facilities	https://www.nzgap.co.nz/NZGAP_Public/Programmes/NZGAP_Global/NZGAP_Public/Programmes/NZGAP_Global.aspx?hkey=e6e71d2c-d013-4f99-acbd-646e9aeb6d19	☐
3	**General**	**On-site living quarters:** • Habitable • Have a sound roof, windows and doors, hygienic and safe food preparation areas • Basic services of drinking water, toilets and drains. • If no drains, septic pits may be compliant if compliant with regulations.	See above	☐
Notes:				

Recommended Good Practices

General			
Pg #		**Check**	**Complete**
8	**Accommodation location**	• Accommodation located away from production, machinery, chemical storage areas or areas being sprayed. • Set back from the road or alternative location if highly visible from public road. • Screened, e.g. a fence or hedge to screen the building from public view.	☐
8	**Windows**	**Windows sized:** • At least equal to one-tenth the floor area. • At least half opening. If possible, cross-ventilate rooms	☐
8	**Lighting**	• Natural and artificial. • A reasonable illumination (recommended minimum 75 lux).	☐
8	**Safety**	No portable gas appliances without flues, where in buildings and facilities provided.	☐
10	**Shade**	For workers during non-working hours (e.g.: trees, shade sails).	☐
10	**Hazards**	E.g. wind, flooding, proximity to lakes and rivers, rockfall, landslides. Consider whether: a. Light-weight caravans need to be secured from wind. b. Setbacks are needed from water bodies, flood prone areas and the bottom of slopes (where there may be landslide risk).	☐
10	**Screening**	If your operation is near a main road.	☐
10	**Noise**	Implications for neighbours.	☐
10	**Tidy site**	To avoid hazards and/or visual impacts on the public.	☐
11	**Cooking facilities**	The cooking facilities should be: • Big enough to prepare food in • The cooking facilities and dining area can be in the same room • The cooking facilities should have: - Adequate space on the working side of the cooking stove and sink bench - Suitable cooking equipment, utensils and appliances - Hot water at the sink - Ventilation – as a guide, the window space should be at least equal to one tenth of the floor area, and at least half of the windows should open - Enough cupboard space for storing non-perishable food, utensils and equipment. • The cooking area shouldn't be used as a bedroom.	☐
11	**Eating areas**	Dining rooms should have: • Room for workers to eat their meals in reasonable comfort. • Tables and enough seating for all workers at one sitting – benches with backs are acceptable, but don't attach them to the floor, as this makes it harder to clean • Equipment, utensils and appliances for dining. The dining room shouldn't be used as a bedroom.	☐
12	**Refrigeration**	There should be a refrigerator and freezer, with sufficient capacity for the food storage needs of workers.	☐

Recommended Good Practices

General			
Pg #		**Check**	**Complete**
12	**Water**	There should be enough hot water for showers, baths, washing hands, washing clothes and cooking.	☐
12	**Rest areas**	This area should be under cover.	☐
12	**Toilets**	• Lockable toilets at a ratio of one to ten employees. • If there are not separate facilities for female employees, the toilet facility is a fully enclosed compartment with walls from the floor to ceiling and a lockable door. • The occupancy does not exceed the capacity of the on-site wastewater system. The capacity of the system is checked prior to occupancy by employees. • Maintenance of the on-site effluent disposal system for the employees' accommodation is undertaken at regular intervals to prevent any failure.	☐
12	**Showers**	• There should be hand basins with hot and cold water • There should be baths or showers • Each shower should have an attached dressing area • Ensure the showers and dressing areas allow sufficient space • All shower doors should be lockable • Sufficient lockable showers are provided for all workers. Consider need during peak use times.	☐
12	**Laundry**	There should be a washing machine for laundering clothes - There should be sufficient space to dry clothes.	☐
12	**Lighting**	Adequate lighting shall be provided in facilities provided. - Low level lighting should also be provided in walkways.	☐

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