



Public Health
Prevent. Promote. Protect.

Canton City Public Health

POLICY AND PROCEDURE	
SUBJECT/TITLE:	Employee Expectations for Food Safety Program Inspectors
APPLICABILITY:	Environmental Health Specialists
CONTACT PERSON & DIVISION:	Annamarie Butusov, EH Director
ORIGINAL DATE ADOPTED:	06/30/2020
LATEST EFFECTIVE DATE:	06/20/2023
REVIEW FREQUENCY:	5 Years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	500-009

A. PURPOSE

The intent of this document is to clarify the expectations for Environmental Health Specialists in respect to work assignments in the Food Safety Program.

B. POLICY

Environmental Health Specialists are expected to complete inspections and follow up inspections on time, to properly document inspections, and to maintain files on paper.

C. BACKGROUND

Completing thorough inspections and correctly documenting what occurred during the inspections are necessary daily activities for Environmental Health Specialists to perform to ensure success of the Food Safety Program.

D. GLOSSARY OF TERMS

HDIS: Health Department Information System

ODA: Ohio Department of Agriculture

ODH: Ohio Department of Health

SCF: SeeClickFix

E. PROCEDURES

1. Each employee will report to the office on time for their shift, dressed in approved workplace attire. Once in the office, each employee will:
 - a. Return all emails, voicemails, phone calls, etc. within 24 hours of receipt and document complaints as necessary.
 - b. Check calendars and inspection list to plan their workday and ensure inspections are conducted on time.
 - c. Gather supplies needed for inspections.
 - d. Leave original paper files in the office, in the rolling file cabinet.
 - e. Leave the office by 9:00am daily to begin inspections.
2. While in the field, employees will professionally conduct timely inspections that focus on the three tenets of Public Health: Prevent, Promote, Protect. Additionally,
 - a. Food reports will be written while in the field and handed to the person in charge of the facility.
 - b. Both the EHS and the food facility employee accompanying them must sign and print their names on the inspection report along with their contact information.



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3. Environmental Health Specialists will return to the office by 3:30pm and do the following:
 - a) Make a copy of the original inspection report and place the copy in the vertical hanging files.
 - b) Give the original inspection report to the Office Manager for entry into HDIS Food Safety Program.
 - c) Update time in HDIS.
 - d) Return emails and phone calls.
 - e) Notify the supervisor immediately of any problems or questions you have regarding inspections, equipment, vehicles, etc.

F. CITATIONS & REFERENCES

N/A.

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Annmarie Butusov, Environmental Health Director
2. Valerie Fletcher, Environmental Health Specialist in Training

H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

N/A.

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
06/20/2023	06/20/2028	Valerie Fletcher	Updated employee expectation procedures specific to reflect current practices in the Food Safety Program.

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.