



## POSITION DESCRIPTION

<b>POSITION (TITLE):</b>	Public Health Inspector	<b>DIVISION:</b>	Health Protection and Clinical Services
<b>REPORTS TO:</b>	Manager, Infectious Disease or Environmental Health	<b>UNION AFFILIATION:</b>	CUPE
<b>REVIEWED: Direct Supervisor</b>	Under review	<b>DATE: (R) if revised</b>	Under review
<b>APPROVED: MOH/CEO, Director</b>	Under review	<b>DATE:</b>	Under review
<b>AUDITED:</b>	Human Resources	<b>DATE:</b>	October 2006
<b>ORIGINAL VERSION DATE:</b>	November 2004	<b>REVISION DATES:</b>	

### ***POSITION SUMMARY:***

### ***DUTIES AND RESPONSIBILITIES:***

#### ***Program:***

The Public Health Inspector is responsible for a comprehensive environmental health program in the community. Using a variety of professional and technical skills the Public Health Inspector protects individual and community wellness through health promotion activities and enforcement of Provincial Acts and Regulations.

As part of a multi-disciplinary health promoting team of professionals, the Public Health Inspector (PHI) helps reduce the incidence of communicable disease and health hazards, performs technical assessments, provides consultative and educational services, and ensures that community development encourages a healthy environment. The PHI identifies hazards in residential, recreational, commercial, social and industrial premises, provides information and training on contemporary alternatives and techniques. The PHI responds to current environmental problems and concerns, investigates complaints, inspects premises, assesses and approves plans to ensure compliance with pertinent legislation.

### Food Safety

1. Assigns a minimum inspection frequency for every premise where food is stored, manufactured, prepared, transported or served. Applies Ministry of Health protocol in accordance with Hazard Analysis Critical Control Points (HACCP) principles to assess and classify commercial and institutional food premises to determine risk status.
2. Inspects and monitors food premises to reduce the risk of foodborne illness.
3. Evaluates plans and specifications for new and renovated food premises to ensure compliance with pertinent legislation.
4. Develops a food safety awareness program for food service personnel and the general community including religious and cultural groups.
5. Teaches various levels of food safety courses to food premise operators either on site or classroom structure.

### Communicable Disease Control

1. Performs follow-up investigations of bacterial, viral, and parasitic infections reported to the Medical Officer of Health to determine source of infection, contacts and carriers of disease. Provides consultation on prevention and control of diseases.
2. Collects appropriate epidemiological information regarding communicable diseases within the community using the Ministry of Health RDIS (Reportable Disease Information System) program.
3. Provides twenty-four hour on-call response in cases of communicable disease outbreaks to determine the source and to recommend specific control measures.
4. Liaises with infection control committees for hospitals, nursing homes, homes for the aged, centres for developmentally handicapped, and the child care residences and provides consultation on the development of infection control procedures and outbreak contingency plans.
5. Provides in-service education for institutional staff regarding communicable diseases including prevention and control.

### Rabies Control

1. Investigates potential exposures to rabies from animal contacts.
2. Ensures required isolation and confinement of animals that are risk assessed according to Ministry of Health protocol in liaison with Agriculture Canada, Health of Animals staff.
3. Visually inspects isolated animals immediately prior to release.

4. Enforces mandatory anti-rabies immunization regulation.
5. Develops public awareness programs on Rabies.

### Water Quality

#### ***Drinking Water***

1. Monitors drinking water quality by sampling and inspecting water supplies (private wells and communal supplies with less than five dwellings).
2. Monitors the quality of drinking water of all food premises on non-municipal supplies.
3. Interprets laboratory analysis reports and provides information regarding potential health effects of contaminated water and advice on corrective measures.
4. Provides industry and the public with information on water treatment and alternative water treatment methods.
5. Monitors quality of municipal water supplies to confirm that current standards are met, in liaison with Ministry of Environment staff.
6. Monitors quality of spring water bottling plants and water haulage vehicles. Ensures that operators of spring water bottling plants and water haulage vehicles adhere to guidelines.

#### ***Recreational Water***

1. Inspects public facilities such as bathing beaches, swimming pools, water slides, spas and whirlpools, and wading pools according to Ministry of Health Protocol and regulations.
2. Monitors quality of recreational water by regular sampling.
3. Provides educational programs and materials about water quality and safety.
4. Responds to water-related complaints using a risk assessment approach and offers advice on reducing any potential health hazard.

### Tobacco Control Act Enforcement

1. Acts in the role of Provincial Tobacco Enforcement Officer with respect to the Tobacco Control Act, 1994.
2. Lays charges, prepares crown briefs, assists legal council, testifies in court, and at times prosecutes his/her own case.
3. Responds to complaints and takes corrective action with regards to individuals smoking in prohibited areas.

4. Provides information to the community on tobacco related issues and when necessary, refers inquiries to other ministries or agencies that provide the requested service, information or expertise.
5. Monitors air quality by sampling to evaluate environmental tobacco smoke in certain establishments.
6. Inspects, monitors and performs surveillance at various public facilities such as:
  - . hospitals
  - . psychiatric facilities
  - . nursing homes
  - . pharmacies
  - . schools
  - . hair dressing establishments
  - . day nurseries
  - . financial institutions
  - . shopping malls
  - . self-serve laundries
  - . public transit stations
  - . retail establishments
7. Responds and provides advice to all inquiries and complaints in various settings.
8. Provides in-service education for employers and employees regarding tobacco sales and tobacco related issues.
9. Conducts surveillance at tobacco vendor locations to monitor sales to minors.

#### Environmental Health & Safety

1. Responds and provides advice to inquiries and complaints regarding health concerns in various settings.
2. Assesses the type of monitoring or testing required to determine the source of the problem.
3. Recommends corrective action and refers problems to appropriate agency for follow-up.
4. Performs air sampling/testing for noxious gases, (in ice arenas, dry cleaning establishments and other public buildings).
5. Assesses and provides advice on health hazards in connection with: chemicals, toxins, waste disposal, pesticides, rodenicide application, indoor air quality, food safety, pests, non-communicable diseases.

#### Healthy Environments

1. Performs a defined role to respond effectively to an emergency or disaster.
2. Responds to and rectifies conditions in the community that may be a health hazard.

3. Provides information to the community on environmental issues and when necessary, works as a team member with other Ministries or Agencies to provide the requested service, information and expertise.
4. Inspects funeral homes including embalming and preparation room and enforces pertinent sections of the Funeral Home Act and Regulations.
5. Supervises Grave Disinternment.
6. Inspects Institutions such as Hospitals, Nursing Homes and Homes for the Aged to ensure that Inspection Guidelines pertaining to housekeeping, laundry, waste management and handling and disposal of Biomedical Waste are followed.
7. Inspects and recommends issuance of licenses and permits where applicable to Day Care facilities, Centres for Developmentally Handicapped, Homes for Special Care, Homes for the Aged, Tattoo Parlours and Non Food Premises.
8. Inspects Camps in Unorganized Territory according to the Regulations and Guidelines.

#### Litigation

1. Acts in the role of Provincial Offences Officer with respect to the Health Protection and Promotion Act.
2. Utilizes investigative techniques and the Judicial process.
3. Lays charges, prepares Crown Briefs, assists Legal Council and testifies in court.

#### General

1. Assists in training Student Public Health Inspectors during required practicum.

**QUALIFICATIONS:**

1. Degree in Environmental Health or equivalent in order to be Certified as a Public Health Inspector by the Board of Certification of the Canadian Institute of Public Health Inspectors (C.I.P.H.I.).
2. Thorough knowledge of all legislation and standards as they relate to environmental and public health.
3. Good investigative and observational skills.
4. Knowledge of the judicial process.
5. Decision making skills to act independently and to take appropriate action in relation to potential or existing health hazards.
6. Research and epidemiological skills to assess problems to determine the cause and the appropriate course of action.
7. Knowledge of infection control techniques in institutions and other health care facilities.
8. Good oral and written communication skills.
9. Sound and diversified knowledge of all the scientific and technical aspects involved in order to help people understand the reasons of the potential risk and the legal requirements.
10. An interest in professional development to keep abreast of current public health/ environmental issues.
11. Interpersonal skills (to represent the Health Unit in a courteous diplomatic manner).
12. Computer literacy.
13. Valid driver's license.
14. The use of a personally owned vehicle is required.
15. The PHI may be required to travel long distances to reach the remote sections of his/her district.

**OCCUPATIONAL HEALTH AND SAFETY:**

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.