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**Food Safety Training Program Policy**

**Purpose:**

As a way to protect the consumers of food in Tuscarawas, the Tuscarawas County Health Department (TCHD) has adopted this food safety training program for Environmental staff. This policy will ensure that all staff working in the Food Safety Program will receive ongoing training in order to remain current with all aspects of the Program.

**Goal:**

The goal of the Food Safety Training Program is to provide TCHD food service staff with necessary training to reduce the chances of a foodborne illness in Tuscarawas County.

**New Staff Training in Food Safety:**

* All sanitarians and sanitarians in training assigned to Food Safety Program will be required to review the most current version of the Ohio Uniform Safety Code during their first 10 days of in the program.
* All sanitarians in training or sanitarians with limited experience with the Food Safety Program will be required to accompany a seasoned sanitarian in the Food Safety Program in the field to observe inspections for a minimum of 20 days. This will also allow the newly assigned staff to become familiar with the documentation process and HealthSpace database.
* Once the observation period is complete, the newly assigned staff will be required to conduct a Class 3 and Class 4 inspection under the observation of a seasoned Food Safety Program staff. The Director of Environmental will then review completed documentation and reports prior to their release to the operator.
* When the Environmental Health Director is satisfied with the new sanitarians basic understanding and knowledge of the food program the sanitarian will be authorized to work independently.

**Continuing Education:**

All sanitarians and sanitarians in training will be required to complete 18 continuing education units (CEUs) annually in order to maintain their certification status. Staff working in the Food Safety Program are required to have a portion of these CEUs pertain to food safety. Additional trainings may be required by TCHD’s workforce development plan and staff should refer to the training calendar in that plan to become familiar with annual requirements. Staff should complete meeting and training request and expense forms according to policy.

**Ongoing Training:**

The Environmental Health Director will use his/her discretion to offer in house trainings or require attendance of staff at food safety related meetings, trainings or workshops. Training topics may include but are not limited to violation trends, updates on program policies and procedures, and updates on software used for the Food Safety Program.

Additionally, it is required that the Environmental Director will conduct field evaluations for each sanitarian and sanitarian in training on a quarterly basis. It is the responsibility of the Environmental Director to communicate areas of improvement to the staff and make appropriate necessary corrections to the program.

**Evaluation:**

This policy will be reviewed by program staff, the Environmental Health Director and the Health Commissioner on an annual basis. Updates and revisions will be completed as necessary.