

Comprehensive Board of Health intern Inspection Checklist Intern's Guide to Ensuring Community Health and Safety

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Introduction

The Salem Board of Health effectively prioritizes the importance of protecting and promoting resident and visitor health through enforcement of Public Health and MA Department of Environmental Protection sanitary and environmental codes and statutes, as well as local regulations and ordinances.

The Salem Board of Health works to improve resident's health status by enhancing access to health care for the most vulnerable of the population through collaborations with agencies that promote health.



Internship objective

To establish a functional organizational system for interns to become comfortable with food inspection protocols

Related Literature

Health inspection reports are a critical aspect of public health, particularly concerning the food service industry. In Salem, these reports are made available online, providing transparent and easily accessible information for residents and business owners. (Salem Health Board Approves Food Fees Resolution, n.d.)

This academic peer-reviewed article explores various aspects of food safety, including food sensitivity, holding times, common names, and use-by dates. This source is relevant to my current project because it provides a wealth of information on food safety protocols. In addition, the article primarily covers all the coding necessary to effectively conduct a food inspection. It emphasizes the importance of regularly cleaning cutting boards, utensils, dishes, appliances, kitchen bins, and countertops with hot, soapy water. (Food safety 2019)

Acknowledgements

David Greenbaum – Public Health Agent/site supervisor
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Materials and Methods

- **Data Gathering:**
 - Scheduled meetings with experienced inspectors to collect insights and data on sanitary inspections. (Janice, Jeff, David)
 - Compiled information on various inspection sites and their specific requirements.
- **List Compilation:**
 - Developed a comprehensive list detailing expectations for each inspection site (Hospital kitchen, church kitchen, bakeries, restaurants, etc.) .
 - Ensured clarity and specificity in the list to serve as an effective guide for interns.
- **Checklist Creation:**
 - Condensed the gathered information into a clear and concise food inspection checklist format.
 - Ensured the checklist covered all necessary aspects for thorough inspections.
- **Feedback Loop:**
 - Shared the finalized checklist with staff members for feedback and input.
 - Incorporated any suggested improvements or revisions to enhance usability.
- **Implementation:**
 - Included the checklist in the intern folder for easy access and reference.
 - Informed staff members about the checklist's location to facilitate future interns' utilization.

Salem Board of Health Internship Inspection Checklist

Intern Name:
Date:

Site Details:

- Name of Establishment:
- Address:
- Type of Establishment:
- Contact Person:
- Phone Number:

Inspection Areas:

General Cleanliness:

- Floors, walls, and ceilings are clean and in good repair.
- Adequate lighting in all areas.
- No evidence of pests or vermin.

Food Storage and Handling:

- Proper storage of raw and cooked foods.
- Common name and use by date labeling
- Adequate refrigeration and temperature control.
- Hygienic food handling practices observed.

Sanitation Facilities:

- Clean and well-maintained restrooms.
- Handwashing facilities with soap and disposable towels and hot water.
- Adequate garbage disposal methods in place.
- Sanitizing solution on site- Test with test strips for accuracy

Equipment and Utensils:

- Clean and sanitized kitchen equipment. (No food debris)
- Proper storage of utensils to prevent contamination.
- Maintenance records available for equipment.

Employee Hygiene:

- Proper attire and personal hygiene of staff.
- Employees trained in food safety and sanitation practices.
- No signs of illness among staff members.

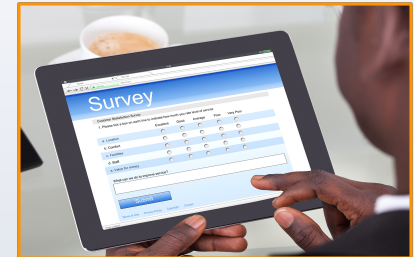
Documentation and Compliance:

- Up-to-date permits and licenses displayed. (Food permit, Safe serv. Allergy allergen, pest control(last 3 months).
- Compliance with local health codes and regulations.
- Records of recent inspections available for review. (Pest control(3 months). Hood)

Please fill out this survey for feedback <https://forms.ale/p9HBwMzUWXmA6A7>

This is the food inspection checklist I created for the interns

Data & Observations



In order to provide future interns with extra support with their food inspections, this checklist was created. Due to time constraints, it was not possible to collect data at this time considering I am the only intern working at the site for this semester. Nonetheless, a brief survey link was added at the conclusion of the checklist so that future interns could offer their opinions and recommend any revisions or enhancements that should be made. This will guarantee that the checklist is still applicable and useful for any future interns who might utilize it.

Conclusion: The checklist guide for intern food inspections is a comprehensive resource that equips inspectors with the necessary tools and information to successfully conduct food inspections in the city of Salem. I was the first to use this method, conducting a thorough inspection using my own checklist before presenting it to the inspector for review.

Implications of the Study

Through this project, the aim was to develop a food inspection checklist for interns to effectively assess compliance with health regulations, identify potential hazards, and contribute to the overall enhancement of food safety practices in Salem. This checklist serves as a practical tool to guide interns in conducting thorough inspections, promoting consistency and accuracy in evaluation processes.

References

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