

**Permanent Personnel****EMPLOYMENT--SAFETY AND HEALTH**

Employees shall not be required to work under unsafe or hazardous conditions nor to perform tasks which endanger their health, safety or well-being. Employees are to be provided a safe workplace and be furnished with safety devices, protective clothing and such safeguards as are necessary to reduce or eliminate accidents and injuries. Managers/ Supervisors are to do everything reasonably necessary to protect the life, health and safety of each employee and the public.

Employees will follow safe practices and operating methods on all jobs assigned. Employees shall be required to wear the safety devices, protective clothing or equipment designated by management for employee protection. Safety devices and equipment, when required, will be provided by the Board. Refusal or failure of an employee to use or wear such devices or equipment, or failure to follow safe practice and operating methods, shall be grounds for appropriate disciplinary action, including dismissal.

In the event employees are exposed to infectious diseases or toxic chemicals as part of their ordinary duties, they will be given prescribed examinations and tests at the time of such exposure, and thereafter, as determined by the examining physician. Employees will be examined or tested on the Board's time and at the Board's expense. Refusal by an employee to submit to such examinations and tests shall be grounds for appropriate discipline, including dismissal.

In the event an employee is involved with an accident or injury, an accident report will be completed and distributed as prescribed by Administrative Directives.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 230.22(1) and (5); 232.45; 440.56(1) F.S.

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

Repromulgated: 12-11-74

# HEALTH INSPECTIONS

Periodically school food service as well as the building will be inspected by the Miami-Dade County Health Department M-DCHD. Food service inspections focus on conditions that are related to pest control, food handling and the overall sanitation of the kitchen and cafeteria area. The M-DCHD inspector must be accompanied by the site administrator or designee during the inspection. The site administrator should use this time to clarify and discuss the findings with the inspector. If at all possible, staff should correct deficiencies while the inspector is onsite.

It is the responsibility of each site administrator to immediately provide a copy of the health department inspection to the Division of Safety and Emergency Management via fax 305-995-4924 or by e-mail to the District Director, Division of Safety and Emergency Management. M-DCHD inspections are handwritten and may not be legible if faxed. In that case the site administrator should summarize the deficiencies in an e-mail and send a hard copy of the report to the Division of Safety and Emergency Management.

## **Initiating Corrective Actions Kitchen and Cafeteria**

Corrective action for a typical Health Department inspection will normally require several departments to provide assistance. Responsibilities for the correction of deficiencies are defined below:

### **School Site Responsibilities (Kitchen)**

Food Service staff is responsible for ensuring the kitchen is cleaned daily to remove any food, dirt, dust and debris from floors, walls and equipment. Kitchen deficiencies related to cleaning must be addressed immediately by initiating intensive cleaning by the Food Service staff under the direction of the principal. Procedures and processes must be reviewed to determine the cause of the inspection deficiencies. Corrective actions must be sustained to ensure satisfactory inspection results are obtained in subsequent inspections. The principal may also want to consult with the District Food Service Department to determine if standard work practices are being adhered to.

### **School Site Responsibilities (Cafeteria)**

Custodial staff is responsible for ensuring the cafeteria and associated rooms i.e. stage and ancillary rooms are cleaned daily. Cafeteria deficiencies related to cleaning must be addressed immediately by initiating intensive cleaning by the custodial staff under the direction of the principal. Procedures and processes must be reviewed to determine the cause of the inspection deficiencies. Corrective actions must be sustained to ensure satisfactory inspection results are obtained in subsequent inspections. The principal may also want to consult with Plant Operations to determine if standard work practices are being adhered to and the custodial allocation is appropriate for the school building.

### **Maintenance Responsibilities**

Maintenance staff is responsible for correcting deficiencies related to the building. Eliminating pest entry points, replacing ceiling tiles, repairing holes and equipment may be included in the corrective action that must be implemented immediately by the maintenance department.

# Pest Control


District kitchens and cafeteria receive twice monthly service by a Board Pest Control vendor. The contract for service is administered by the Department of Food Service. If deficiencies require pest control activities the principal must immediately notify the Board Contracted Pest Control vendor as well as Food Service to ensure corrective action is taken.

Custodial staff should also be utilized to supplement these efforts.

The following depicts a sample pest control inspection received at a school site. The text in red highlights some of the key information contained in the report. Each report must be discussed with the affected staff to ensure they are aware of their responsibilities and the timelines to complete the corrective action.

**STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
COUNTY HEALTH DEPARTMENT**

**FOOD SERVICE  
INSPECTION REPORT**



**PURPOSE:**  
 ROUTINE     REDSPECTION  
 CONSTRUCT     CHANGE OF OWNER  
 COMPLAINT     CONSULTATION  
 QA SURVEY     OTHER

Inspection can be Food Service or Building

Inspection result

**RESULTS**  
 Satisfactory  
 Incomplete  
 Unsatisfactory  
 Correct Violations by  
 Next Inspection  
 8:00 AM on:

**NAME OF ESTABLISHMENT** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **CITY** \_\_\_\_\_  
**OWNER** \_\_\_\_\_ **ZIP** \_\_\_\_\_  
**PERSON IN CHARGE** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**BEGIN** \_\_\_\_\_ **END** \_\_\_\_\_  
 9:50 10:30  
Inspection Date **DATE:** 08-13-07 **POSITION #:** 27357 **CERTIFICATE NUMBER:** 15-48-00785 Re-inspection date if necessary

TYPE	05	06	07	08	09	10	11	12	13	14
<input type="checkbox"/> Hospital										
<input type="checkbox"/> Nursing										
<input type="checkbox"/> Detention										
<input type="checkbox"/> Lounge										
<input type="checkbox"/> Civic										
<input type="checkbox"/> Movie										
<input checked="" type="checkbox"/> School										
<input type="checkbox"/> Residen.										
<input type="checkbox"/> Child										
<input type="checkbox"/> Limited										
<input type="checkbox"/> Other										
<input type="checkbox"/> OUT OF BUSINESS										

Items marked below within the requirements of Chapter 64E-11 of the Florida Administrative Code and must be corrected. Continued operation of the facility will not be permitted in violation of Chapter 64E-11, Florida Administrative Code and Chapter 31, Local Ordinance 12-01. Failure to correct violations within the time frame specified in the Results section above or an administrative fine of other local action will be initiated.

<input type="checkbox"/> 1. Sources, etc.	<input type="checkbox"/> 14. Sneeze guards	<input type="checkbox"/> 27. Design and fabrication	<input type="checkbox"/> OTHER FACILITIES AND OPERATIONS
<input type="checkbox"/> 2. Stored temperature	<input type="checkbox"/> 15. Transportation of food	<input type="checkbox"/> 28. Installation and location	<input type="checkbox"/> 39. Other facilities and operations
<input type="checkbox"/> 3. No further cooking/Rapid cooling	<input type="checkbox"/> 16. Poisonous/Toxic materials	<input type="checkbox"/> 29. Cleanliness of equipment	<input type="checkbox"/> TEMPORARY FOOD SERVICE EVENTS
<input type="checkbox"/> 4. Thawing	<b>PERSONNEL</b>	<input type="checkbox"/> 30. Methods of washing	<input type="checkbox"/> 40. Temporary food service events
<input type="checkbox"/> 5. Raw fruits	<input type="checkbox"/> 17. Exclusion of personnel	<b>SANITARY FACILITIES AND CONTROLS</b>	<input type="checkbox"/> VENDING MACHINES
<input type="checkbox"/> 6. Pork cooking	<input type="checkbox"/> 18. Cleanliness	<input type="checkbox"/> 31. Water supply	<input type="checkbox"/> 41. Vending machines
<input type="checkbox"/> 7. Poultry cooking	<input type="checkbox"/> 19. Tobacco use	<input type="checkbox"/> 32. Ice	<b>MANAGER CERTIFICATION</b>
<input type="checkbox"/> 8. Other animal cooking	<input type="checkbox"/> 20. Handwashing	<input type="checkbox"/> 33. Sewage	<input type="checkbox"/> 42. Manager certification
<input type="checkbox"/> 9. Least contact/Reheating	<input type="checkbox"/> 21. Handling of dishware	<input type="checkbox"/> 34. Plumbing	<b>CERTIFICATES AND FEES</b>
<input type="checkbox"/> 10. Food container	<b>EQUIPMENT/UTENSILS</b>	<input type="checkbox"/> 35. Toilet facilities	<input type="checkbox"/> 43. Certificates and fees
<input type="checkbox"/> 11. Buffet requirements	<input type="checkbox"/> 22. Refrigeration facilities/Thermometers	<input type="checkbox"/> 36. Handwashing facilities	<b>INSPECTION/ENFORCEMENT</b>
<input type="checkbox"/> 12. Self-service condiments	<input type="checkbox"/> 23. Sinks	<input type="checkbox"/> 37. Garbage disposal	<input type="checkbox"/> 44. Inspection/enforcement
<input type="checkbox"/> 13. Reserve of food	<input type="checkbox"/> 24. Ice storage/Counter-protector	<input type="checkbox"/> 38. Vermin control	
	<input type="checkbox"/> 25. Ventilation/Storage/Sufficient equipment		
	<input type="checkbox"/> 26. Dishwashing facilities		

ITEM NUMBERS	COMMENTS AND INSTRUCTIONS (continue on attached sheet)
	SATISFACTORY
	All violation corrected
	The text above describes deficiencies and corrective action. Item numbers if present are not a sequential count but refer to specific health department codes.

HEALTH DEPARTMENT INSPECTOR: B. Billard PHONE: 623-3542  
 COPY OF REPORT RECEIVED BY: \_\_\_\_\_ DATE: 3-13-07

OH Form 4023, 1/06 (Obsoletes Previous Editions) S

## **Initiating Corrective Actions Building**

### **School Site Responsibilities (Building)**

Custodial staff is responsible for ensuring the school building and associated rooms are cleaned daily. Building deficiencies related to cleaning must be addressed immediately by initiating intensive cleaning by the custodial staff under the direction of the principal. Procedures and processes must be reviewed to determine the cause of the inspection deficiencies. Corrective actions must be sustained to ensure satisfactory inspection results are obtained in subsequent inspections. The principal may also want to consult with Plant Operations to determine if standard work practices are being adhered to and the custodial allocation is appropriate for the school building.

If the scope of the cleaning is sufficiently large the principal should contact the Region Center and Plant Operations for additional custodial assistance. Assistance is provided as a **supplement** to existing staff only.

### **Maintenance Responsibilities**

Maintenance staff is responsible for correcting deficiencies related to the building. Eliminating pest entry points, replacing ceiling tiles, repairing holes and equipment may be included in the corrective action that must be implemented immediately by the maintenance department.

### **Pest Control – Custodial Staff**

Deficiencies related to pest control must be immediately addressed by the custodial staff under the direction of the principal. The District [Pest Control manual](#) contains specific information related to the control of various pests. Stores and Distribution stocks supplies for the control and treatment of common pests. The District's Pest Control Manager can also be contacted for additional information and assistance at 305-995-4900.

## **Ensuring Sanitation Standards - Continuing Operations**

### **School Site Responsibilities**

Principals should meet periodically with Food Service and Custodial staff to discuss the challenges with ensuring the sanitation standards for the building are maintained. Periodic informal walkthroughs of kitchen, cafeteria and classrooms can identify areas that require additional cleaning and/or maintenance. Staff should report items such as missing door sweeps, holes, pest activity, and potential pest entry points. Proactively inspecting and correcting deficiencies enhances the districts ability to provide a safe learning environment as well as obtaining satisfactory inspection results.