

Food Safety course is necessary in the industry and valuable on a resumé

submitted by Department of Health & Wellness, Chief Public Health Office, Environmental Health Section

There are approximately 1,500 licensed food premises on PEI that the provincial Environmental Health Section is responsible for. The primary goal is to prevent cases of food poisoning through consultation, education, and enforcement of regulations.

An important service offered is a Food Safety course covering information about foodborne illnesses, receiving and storing food, preparing food, serving food, cleaning, and sanitizing.

Taking a Food Safety course can be a good way to improve your chances of being hired in a food premises. It may be of interest to seasonal workers, students, seniors, special event organizers and vendors, and multicultural groups. The course is well recognized and also stands out as valuable training when employers are accepting resumé.

As of April 2016, a license holder must have successfully completed a Food Safety course recognized by Environmental Health. After completing the course, the certificate must be posted in a location in the food premises where it can be easily checked during an inspection. The certificate is valid for five years from the date of issue.

If the license holder is absent from the food premises, at least one employee in the food premises when food is being processed must have successfully completed the course as well.

Who does food premises inspections?

Food premises inspections are completed by Environmental Health Officers who hold a Certificate in Public Health Inspection from the Canadian Institute of Public Health Inspectors.

There are currently seven full-time and one part-time Environmental Health Officers. One to three times per year, detailed inspections of all food premises in the province are performed for compliance with the *PEI Public Health Act* and *Food Premises Regulations*.

Volunteer Food Safety presentation

Our office also offers a Volunteer Food Safety presentation for non-profit organizations and/or service clubs. A Certificate of Attendance is given to those who attend this presentation.

Organizations holding a food premises license are required to have at least one organizer or volunteer present during food preparation who has completed either a Food Safety course or has a Certificate of Attendance from the Volunteer Food Safety presentation. There is no charge to attend the presentation, so we encourage all volunteers to attend.

The Food Safety course is offered online and/or in class on a monthly basis in various locations across the province, and there is a fee. The course materials are available in English, Chinese, Punjabi, and Korean.

All Food Safety course dates and locations can be found at www.princeedwardisland.ca/en/service/register-food-safety-course

The next Food Safety courses to take place are:

Charlottetown: June 6 & 19, 40C Burns Ave., SAGE Room

Summerside: June 26, Loyalist Lakeview Hotel & Resort, 195 Heather Moyle Dr.

For more information, contact **Environmental Health Office, Department of Health & Wellness:**

Main phone: 902-368-4970, Toll Free 1-800-958-6400, Main email: envhealth@ihis.org

Address: 16 Fitzroy Street, 2nd floor Sullivan Building, Charlottetown



From left, Shelley Blaquiere and Kelli Bulger, staff of Health and Wellness, check material for the Food Safety course. "I encouraged my daughter at the age of 13 to take the course to help her gain her first job," says Shelley. "We also offer signs to promote food safety that anyone can request for their location," says Kelli.



Who should I ask when my company does not have a HR Manager?

submitted by Detry Carragher, CPHR (CARVO GROUP)

Every company needs someone who will recruit, make job offers, process payroll, approve leaves of absence, address performance issues, comply with employment legislation, and more.

On PEI, 80 percent of small-to-medium businesses do not have a dedicated internal Human Resources (HR) Manager. Companies with 50 plus employees often have just one person in this role. However, HR functions should generally be carried out by one or several individuals in your organization, regardless of company size.

Who should I go to with questions or issues when there is no HR Manager?

If you feel your rights have been violated, you should address this first with your supervisor and/or manager. If the issue is directly with the individual you report to, it would be appropriate to address your concerns with the decision maker of your department or company.

Depending on the type of organization you work for, management is ultimately responsible for ensuring compliance with federal and/or provincial Employment Standards Legislation, Human Rights legislation, and Occupational Health and Safety legislation.

It is critical that these pieces of legislation are adhered to in order to protect employees and the company, and to avoid potentially costly litigation.

If HR functions have been delegated to different members of your organization, they may not yet have received training in this area or be fully aware of these pieces of legislation. As an employee, you can also become familiar with your rights and responsibilities in the workplace. The approach of working together to address workplace concerns is a mutual responsibility.

To learn more about items such as vacation time, compensation, statutory holidays, occupational health and safety, visit www.peihrtoolkit.ca and click on the **Legislation** tab. The list of resources also includes contact information if you prefer to seek confidential advice on your situation.

The ability to respectfully work together to address human resource management matters is the key to creating a stronger, healthier, and more vibrant workplace.

About Detry Carragher

As a Chartered Professional in Human Resources (CPHR), Detry Carragher has led Carvo Group since 2004. Consulted regularly by employers, industry groups, and employees from across Atlantic Canada on a range of employment-related topics, Detry received the prestigious 2016 *HR Award of Excellence*, (Nova Scotia/Prince Edward Island). Her work extends to several of Canada's Top 100 Employers, Fortune 500 companies, and Best Places to Work in Atlantic Canada recipients. She has contributed her insights on CBC, CTV, and the National HR Reporter publication and has offered to share her HR Insights with Employment Journey readers. Detry serves in the role as Chair of the newly formed Chartered Professionals in Human Resources Prince Edward Island Association (CPHR PEI).



Detry Carragher,
Chartered Professional in
Human Resources (CPHR)

If you have a specific question you would like featured in the HR Insights column, or you are interested in expanding your skills in human resources, email detry@carvogroup.com or through an online form at www.carvogroup.com

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