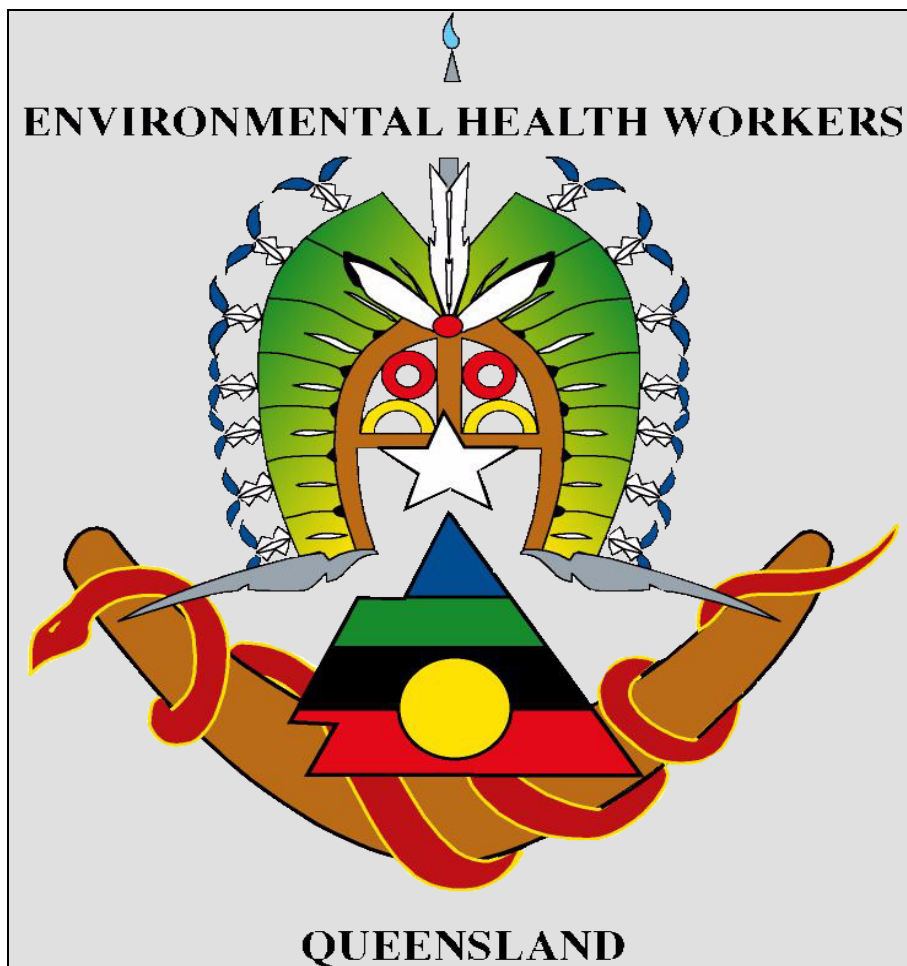


ENVIRONMENTAL HEALTH WORKERS (EHW) GENERAL DUTY STATEMENT



A GUIDE FOR ABORIGINAL & TORRES STRAIT ISLAND LOCAL GOVERNMENTS

PRINCIPAL RESPONSIBILITIES

- Possession of or the ability to acquire HLT32307 – Certificate III in Indigenous Environmental Health or equivalent
- Possession of HTLPOP42405 – Certificate IV in Indigenous Environmental Health Care
- Possession of Diploma of Primary Health Care (Environmental Health) or equivalent

Note: EHW in training can perform primary duties but cannot be expected to undertake all secondary duties until qualified

PRIMARY DUTY STATEMENT

Communication

Liaise with relevant government departments, non-government organizations and statutory authorities in respect to environmental health issues, when required.

Encourage community participation in addressing and promoting environmental health.

Participate in the development and delivery of, health education programs that relate to the environmental health issues throughout the community.

Liaise regularly with Aboriginal and Torres Strait Islander EH staff and other relevant EH support staff at the local Population Health Unit or Health Service District.

Training

Continue professional development through the attendance of conferences, workshops, seminars, EH and other training courses, lectures and other meetings to ensure skills and knowledge remain current.

Planning

Research and develop community Environmental Health profile (including mapping of EH infrastructure)

Contribute to the development of, and implement, an environmental health work plan that identifies a schedule of on-going duties to be performed throughout the year.

Participate in community consultation and planning with regard to the provision of environmental health services and appropriate community infrastructure (e.g. housing, water, and waste disposal) for healthy environments.

Administration

Provide advice to the CEO regarding appropriate responses to emergent issues and associated operational budget expenditure.

Law

Develop knowledge of relevant Acts, local laws and other subordinate legislation. This includes but is not limited to Health Act, Food Act, Environmental Protection Act and Integrated Planning Act.

Workforce

Assist in the implementation of Council's domestic and feral animal management plan.

Respond to complaints

Provide timely response to environmental health complaints and enquiries from the community.

Report major environmental health issues using the Reporting Framework?????????????

Investigate food complaints as required.

Inspections and Surveys using Technology

Undertake routine inspections, investigations, surveys, enquiries and other assigned tasks relative to environmental health infrastructure.

SECONDARY PRINCIPAL DUTIES

Health Promotion	Cert IV	Diploma
Raise awareness of environmental health issues by meeting with the local Men's Group or Women's Group; local elders and traditional owners	√	√
Provide advice to residents regarding household and personal hygiene (eg making sure food is covered to stop flies).	√	√
Conduct regular presentations of health education material to the community and school by personal contact (meetings, lessons) and/or local newsletter, BRACS etc.	√	√
Conduct health education programs (domestic and personal) on hygiene and emphasise that it is important to the community. This may include carrying out "in-house" demonstrations of effective methods	√	√
Educate the community on how they should use their community waste management facility, and the benefits of recycling.	√	√
Educate the community members on how to prevent and reduce mosquito breeding in the community.	√	√
Conduct an education program on care of animals by people in the community.	√	√
Educate people on the importance of keeping animals such as horses and pigs out of the community including roads, sports fields, water supply, school, sanitary depot etc.	√	√
Conduct health education programs on other public health issues such as sewage systems, pest control, and storage of household poisons.	√	√
Educate the community on how to conserve and not waste drinking water	√	√

Meet with the Nutrition Health Worker/Community Nutritionist to organise potential joint health promotion programs for community food stores. This could include education on food standards, appropriate storage and display of food, promotion of healthier choices.	√	√
Professional Development		
Attend the EHW Training Workshops held by TPHU every 6 months	√	√
Attend conferences and/or training courses on relevant public health topics.	√	√
Subscribe to relevant journals and technical bulletins.	√	√
Consider becoming a member of a professional organisation (eg AIEH)	√	√
Housing – Work in collaboration with the Housing Officer (HO) to:		
Inspect homes internally and externally to find defects that relate to an environmental health risk to the community (eg. Leaking taps, overflowing septic systems, defective septic absorption trenches, defective toilets, possible mosquito breeding places in back yards, screening of rainwater tanks).	√	√
Provide a report to Council listing defects in houses and ensure that appropriate works are carried out to a satisfactory standard.	√	√
Provide a report to Council on any overcrowding identified during house inspections. Overcrowding should be a major consideration when Council compiles the priority list for housing renovation or replacement.	√	√
Conduct a full premises-to-premises inspection of the community prior to the onset of the wet season, working in collaboration with the Housing Officer (HO)	√	√
Water		
Conduct a public health inspection of the water system (hardware) throughout the community (eg. Bores, dam, water holding tanks, intakes). Report defects to Council and the IWO or ESO. These inspections should be conducted with the Island Water Officer (IWO) or Essential Services Officer (ESO) where possible.	√	√
Liaise with the IWO or ESO on a regular basis regarding field-testing and sample results to make sure any public	√	√

health concerns (eg. failed sample results) are acted on by Council.		
In conjunction with the IWO or ESO at the community, the EHW should ensure there are adequate supplies of chlorine in stock and arrange with the IWO or ESO to reorder supplies if necessary.	√	√
In working with the IWO or ESO at the community, the EHW should: <ul style="list-style-type: none"> a) Ensure samples of the water supply are taken and forwarded to the microbiology laboratory in Cairns or Brisbane for analysis. b) Ensure readings of pH and the level of chlorine in the water supply are taken daily from at least three different points in the reticulation system (including dead ends) and the results recorded in a log. 	√	√
Report all damage or leaks to the water supply and/or in households (eg shower, taps) to the Council/IWO or ESO/designated officer (remember the <i>Waterwise</i> program).	√	√
Provide advice and comment to Council (preferably with the IWO or ESO) on the status of water quality/quantity including results from analysis of water samples, and the possible effects on people's health.	√	√
Sewerage		
Report and record damaged or overflowing septic tanks to the Council/Island Sewerage Officer (ISO) or Essential Services Officer (ESO)/designated officer, monitor work progress, and reinspect to check work has been finished within 7 days.	√	√
Ensure residents who are experiencing problems with their septic systems are well-educated on measures they should take when using the system to reduce health risks.	√	√
At appropriate stages of installation, inspect the construction of new and/or replacement septic tanks and septic absorption trenches to ensure they are installed in accordance with the Australian Standards.	√	√
Report and record defects in the reticulated sewerage system (eg backed up toilets, defective pump station) to the Council/ISO or ESO/designated officer, monitor work progress, and reinspect to check work has been finished within	√	√

7 days.		
Work in collaboration with Essential Services Officer (ESO) to:	√	√
Inspect all septic systems in the community as required (every 6-12 months should be adequate)	√	√
Ensure sewage lagoons are maintained in a good condition (eg. Grass mowed, no mosquito breeding, fence OK).	√	√
Ensure that effluent from sewage lagoons is tested for compliance with the EPA license.	√	√
Waste Management		
Ensure missing or damaged rubbish bins are replaced where necessary	√	√
Ensure all houses in community are provided with lidded rubbish bins and an appropriate recycling bag/bin/container.	√	√
Educate the waste management workers on how they should operate and maintain the waste management facility (eg. Pushing, covering, spraying, barricades etc). Burning of rubbish is not permitted.	√	√
Carry out an inspection of the waste management facility to check litter control, fly and mosquito breeding, and the presence of other vermin (rats, cockroaches etc). If a pest problem is detected, instigate a pest management treatment. (The EHW must possess a pest management technician license to carry out this work.)	√	√
Monitor recycling program if in place. Check separation of rubbish at the waste management facility.	√	√
Ensure sanitation workers are familiar with Workplace Health & Safety practices and ensure they are wearing appropriate protective clothing, as required by the Works Supervisor. Problems should be reported to the Works Supervisor	√	√
Organise and supervise the community waste management collection program.	√	√
Ensure waste management collection vehicle is clean and well maintained.	√	√

Ensure all litter is removed from streets	√	√
Ensure the rubbish at the tip is covered weekly	√	√
Food Stores		
Check food stocks in relation to correct storage, packaging, stock rotation and fitness for human consumption.	√	√
Respond to instructions listed in food recalls received from the TPHU. Discuss with food operators as appropriate.	√	√
Ensure that food stores offering food for sale to the public are licensed and registered by Council and comply with the Food Act 2006.	√	√

Pest Management		
Carry out fly and vermin control (eg remove horses from the community, litter clean-up, correct operation of the waste management facility, household bins lidded, operation of night soil disposal)	√	√
Implement a community pest control program for houses and other likely breeding sites for pests such as cockroaches, fleas, rats (eg spraying of the sewage manholes throughout the community – working with ESO; internal rooms of houses – laundry, kitchen, bathroom; waste management facility; night soil trenches; food stores). This of course, can only be carried out if you have a current Pest Management Technician license issued by Queensland Health.	√	√
Carry out a mosquito surveillance & control program - consult with vector control officers (eg at Queensland Health Public Health Units) in regard to mosquito control.	√	√

Animal Management		
Develop and implement a Domestic & Feral Animal Management Program for horses, dogs and pigs.	√	√
Supervise Animal Management Worker's duties outlined in the animal management program	√	√
Dogs	√	√
<ul style="list-style-type: none"> a) Develop and implement a dog registration program in accordance with Council By-laws and maintain a record of dog ownership. b) Organise a dog desexing and culling program (Important – A veterinary surgeon (vet) will need to be involved at certain stages). If it is intended to conduct culling programs, contact the PHUNs to gain necessary written approvals. 		
Health Centre		
Organise to meet with Queensland Health's Health Workers to discuss ongoing health issues, and keep a record of important matters. Follow up if necessary	√	√
Where possible, liaise with the local Health Action Group	√	√
General		
Raise awareness of environmental health issues by writing articles for local newsletters and using the BRACS network (eg. Being interviewed or doing a broadcast).	√	√
1.1 Additional		
Coordinate and manage operational budget for EHW program	√	√
Contribute to operational planning and reporting	√	√
Manage the supervision of additional staff and activities as required eg animal management worker, Council works team	√	√

Work in collaboration with Essential Services Officer (ESO), Plumber, Works supervisor, and Housing Officer (HO)	√	√
1.2 Licence/s and or Permits Required		
Pest Management Technician License		√
Strictine Permit		√
Lethabarbe Permit		√