

# Environmental Health Inspection Schedule

This document outlines the **minimum** frequency of inspections that Environmental Health Officers (EHO) are required to make per fiscal year for different types of facilities, and it also specifies the rationale for that frequency.

The NWT *Public Health Act*, the *Tobacco Control Act*, the *Tourist Accommodation Act* and *Child Day Care Act* and regulations specify or indicate various frequencies. The Chief Public Health Officer (CPHO), upon the recommendation of the Chief EHO, can endorse operational schedules that set out inspection frequencies that are, at a minimum, compliant with the legislation and regulations.

## **EHO are responsible for:**

1. Maintaining an up-to-date list of premises in their areas (DHSS Tools and the EH program tracking spreadsheet will be used).  
**Monitor social and other media for issues**
2. Completing inspection forms for each visit or contact with premises. **All attempts** to inspect must also be documented using an appropriate form; the reason for an inspection not being completed must be recorded. These forms will document our efforts to complete inspections. (E.g. travel delays, premises not open, premises). This documentation is required to substantiate non-compliance with the schedule.
3. Recording the dates of inspections on the tracking spreadsheet, along with any establishment closures, name changes, etc.
4. Identifying delays and issues in completing work (according to this schedule) with the Chief EHO prior to an inspection becoming overdue. This early identification will allow options or prioritizations will be made at the discretion of the Chief EHO.
5. Scheduling travel (and rebooking) should a delay occur to ensure that community visits are completed a minimum of two times within a calendar year.
6. Filing your inspection and updating any inspection facility details changes with the Admin Assistant.
7. Ensuring that inspections are completed according to this schedule:
  - a) Complete inspections **within 12 months of last inspection date** for facilities require an inspection **once per year**. .  
A yearly inspection is overdue the following year if it is 1 month past the year from the last inspection date.
  - b) A facility requiring two or more inspections per year would require the inspections be spaced out over the calendar year.



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NWT Public Health Act	Drinking Water Systems	2 times per year	<p>Includes water treatment plants/systems serving more than 5 households.</p> <p>Refill station- once per year?</p> <p>Rec camps</p> <p>Water purification additive value water taste etc ( devices in store)</p> <p>Arctic rim and Tundra transfer</p> <p>Risk assessment form</p>	<p><i>Water System Supply Regulations</i> require a water supply system be approved by the CPHO or designate Public Health Officer (PHO) typically an EHO before the operation commences (s7.(1)).</p> <p>Water sampling and testing requirements that plant operators must complete are set out in the Regulation's Schedule.</p> <p>Ongoing monitoring of the samples and results from water systems are also required from PHO/EHO throughout the year.</p>
NWT Public Health Act	Recreational Water (swimming pools)	<p>2 times per year (indoor year-round)</p> <p>1 time per year (seasonal)</p>	<ul style="list-style-type: none"> <li>• Indoor year-round swimming pools are inspected twice per calendar</li> <li>• Seasonal swimming pools inspected once per fiscal year.</li> </ul>	<p><i>Public Pool Regulations</i> require the construction, alteration or expansion of a public sewerage system be approved by the CPHO or designate PHO before the operation commences (s3.(1)). A PHO may, at any reasonable time, inspect a pool or bathhouse (s5.(1)).</p>
NWT Public Health Act	Waste Disposal	1 time per year	<ul style="list-style-type: none"> <li>• Includes sewage treatment plants, solid waste sites (landfills).</li> </ul>	<p><i>Public Sewerage Systems Regulations</i> require the construction, alteration or addition of a public sewerage system be approved by the CPHO or designate PHO before the operation commences (s3.(1)). Additionally, the <i>General Sanitation Regulations</i> set out requirements for the disposal of garbage and other wastes (ss24-28).</p>

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NWT Public Health Act	Personal Services	1 time per year	<ul style="list-style-type: none"> <li>• Includes barbers / hairdressers, piercing, tattoo and tanning services.</li> <li>• Mirconeeding</li> <li>• Botox</li> <li>• Microfillers</li> <li>• Mircoblading</li> <li>• Pedicure</li> <li>• Manicure</li> <li>• Hydrofacial</li> <li>• Massage therapy</li> <li>• Electrolysis</li> <li>• Tanning</li> <li>• Mud baths</li> <li>• Eyelashes</li> <li>• Threading</li> <li>• Henna</li> <li>• Human branding</li> <li>• Dermal implants</li> <li>• Waxing</li> <li>• Scleral tattoo</li> <li>• Training facilities ( schools hair cutting etc)</li> </ul>	<p><i>Personal Service Establishment Regulations</i> identify 2 classes of personal service establishment permits duration of permits;</p> <ul style="list-style-type: none"> <li>- <b>temporary</b> (less than 2 weeks)</li> <li>- <b>ongoing</b> (for up to one year).</li> </ul> <p>The Act and Regulations do not explicitly state the frequency of inspections to be done; however, the Regulations state permits are issued or renewed if the operator complies with the Act and Regulations. It is up to an operator to apply for a permit or a renewal</p> <p>Permits will not be renewed with a valid inspection within the required frequency</p>
NWT Public Health Act	Tourist accommodations	<p>Inspected on a complaint basis</p> <p>NB. A food Establishment Permit may be required if premise serves more than 5 guests- see food establishment requirements</p>	Includes any premises where public lodging is provided for remuneration, including cabin and camping establishments, tent camps, hotels, motels and tourist homes (2 or more rental units within).	<p><i>Tourist Accommodation Health Regulations</i> require the construction, alteration or expansion of a public sewerage system be approved by the CPHO or designate PHO before the operation commences (s3.(1)).</p> <p>A PHO may, at any reasonable time, enter any tourism establishment and examine the premises (s4.(1)).</p>

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Child Day Care Act	Day cares/ Day homes	1 time per 12 months to occur prior to ECE inspection	Includes all day cares/ day homes licensed under the <i>NWT Child Day Care Act</i> and Regulations.  EHOS work with day care operators and ECE program administrators to ensure timely inspections and appropriate follow up.	Under the NWT Child Day Care Standards Regulations, day care operators are required to obtain a licence every year. Under these Regulations:  s2.(4) In addition to the requirements set out in subsection (3), the following must be included with an application for a licence:  (d) a report from a public health officer respecting compliance with the Public Health Act
NWT Public Health Act	Schools	1 time per year	Includes all NWT schools as defined under the <i>NWT Education Act</i> .	<i>General Sanitation Regulations</i> set out requirements for general sanitation, housing, water supplies, and disposal of excreta, garbage and other wastes that would apply to all public buildings.
NWT Tobacco Control Act	Retail Tobacco Sales Premises	1 time per year	EHOs enforce the <i>NWT Tobacco Control Act</i> and Regulations, which includes inspections of premises that sell tobacco and tobacco products.	Under the <i>NWT Tobacco Control Act</i> , an inspector may, without warrant, enter and inspect any place or premise where tobacco or tobacco accessories are sold (s13.1). The CPHO, Deputy CPHO and PHOs appointed under the <i>NWT Public Health Act</i> are inspectors under the <i>NWT Tobacco Control Act</i> (as per the <i>Tobacco Control Regulations</i> s10).
CSCA Cannabis Smoking control Act	Complaints of smoking designated public spaces	On a complaint basis		
NWT Public Health Act	Rental Housing	by request or complaint	EHOs conduct inspections in response to a complaint or request as identified by the landlord or tenant if certain criteria are met.	Under the <i>NWT Public Health Act</i> , the CPHO may make any order necessary to protect public health if, in their opinion, a health hazard exists (s11). Health hazard regulations are currently being drafted which would further define authority and requirements. Criteria for an environmental health inspection in rental housing must be met as per the <i>Rental Housing Complaint Investigation Protocol</i> .

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Various Acts	Complaints	Initial response on all complaints is to occur within 24 hours of receipt	<p>EHOs conduct/take suitable actions to investigate all complaints received within a reasonable amount of time.</p> <p>If a complaint relates to a situation that is or may be hazardous to the population the EHO responds immediately.</p> <p>Initial response on all complaints is to occur within 24 hours of receipt.</p>	EHOs consult with the Chief EHO and CPHO (where the Chief EHO deems necessary) to assess the complaint and confirm appropriate timeframe for response using a risk based approach
Rabies Communicable Disease	As reported	Initial response. And timeline see discussion on rabies day		