



DATE: \_\_\_\_\_  
 COUNTY: \_\_\_\_\_  
 RESPONDENT: \_\_\_\_\_  
 REVIEWER: \_\_\_\_\_

**DEPARTMENT OF HUMAN SERVICES  
 LICENSED FACILITY TRIENNIAL FOODHANDLER PROGRAM REVIEW FORM**

**A. Minimum Standards for Program Providers - OAR 333-175-0041**

		<b>In Compliance</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	LPHA may appoint an individual as a Designated Agent if they have sufficient experience, the ability to provide training and testing and ability to safeguard all materials.		
<b>2</b>	If a Designated Agent is appointed, the LPHA is responsible for proper program administration and delivery.		
<b>3</b>	LPHA shall ensure that food handler training programs are provided within their jurisdiction.		

**Comments:**

**B. Program Content - OAR 333-175-0051**

		<b>In Compliance</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	LPHA program provider will provide training content covering all of the required learning outcomes listed in this rule.		

**Section 1.01**

**Comments:**

**Section 1.02**

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**C. Administration - OAR 333-175-0061**

		<b>In Compliance</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	Program providers may use instructor-led class, self-training materials and an assessment (exam) for the training.		
<b>2</b>	Program providers must use DHS provided training materials. Alternative materials or methods must be approved by the Department.		
<b>3</b>	LPHA must use Department-provided food handler training program exam questions; unless approved by the Department (tested for validity and reliability).		
<b>4</b>	Food handlers are allowed to refer to training manual or notes while being assessed (exam).		
<b>5</b>	Upon successful completion of the program, food handler is allowed to keep the training manual		
<b>6</b>	Program providers maintain a plan to access service for food workers with special needs that allows worker the option to take the exam orally on job duties or to receive assistance in reading the test.		
<b>7</b>	If a restricted certificate is issued, it outlines the specific duties of the cardholder and allows the restrictions to be removed upon successful completion of the food handler training program.		
<b>8</b>	Program providers give specific feedback on questions missed to food handlers who request it.		
<b>9</b>	Program provider ensures that a knowledgeable person is available to answer questions about the exam and program content.		

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10	Program providers rotate exam version at least quarterly.		
11	At least triennially or when deemed necessary, the LPHA that approved the Designated Agent will perform an onsite review of the training programs. The review will examine: (a) Written assessment (exam) security, including rotation, physical security, and compliance with availability of reference materials during assessment; (b) Instructor qualification and availability of qualified assistance for individuals with questions on the training materials.		
12	When the LPHA onsite review of Designated Agent has identified failure to follow rules, LPHA will place Designated Agent on a compliance schedule to correct within 90 days. Continual failure to achieve compliance with the training requirements will result in the termination of the program provider's training approval.		
13	Annually for the Licensed Facility Statistics Report., program providers will submit information to the Department on the number of assessments taken for the year and the number of assessments passed by assessment type (e.g., language, written, oral, and online).		
14	Program provider shall take reasonable measures to ensure identity of food worker being assessed to receive certification.		

**Section 1.03**

**Comments:**

**Section 1.04**

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**D. Requirements for Food Handler Training Program Qualifications- OAR 333-175-0071**

**In Compliance**  
**Yes No**

<b>1</b>	All trainers must either be a REHS, REHST or have a current certification from an approved food manager training course, unless using self-training materials.		
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**Comments:**

**E. Successful Completion of Food Handler Training Program - OAR 333-175-0081**

**In Compliance**  
**Yes No**

<b>1</b>	Cards are issued if the food handler receives a minimum score of 75%.		
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**Comments:**

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**F. Reciprocity - OAR 333-175-0091**

		<b>In Compliance</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	LPHA honors cards issued statewide, including food handler cards issued through Child Care Division, Dept of Corrections, Indian Health Services, Oregon Restaurant Association		
<b>2</b>	LPHA does not require those with current certification from Department-approved food manager training programs to obtain food handlers certificate.		

**Comments:**

**G. Fees - OAR 333-175-0101**

		<b>In Compliance</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	Providers charge fee not to exceed \$10 per person for administration of program, training materials (i.e., book) and issuance of certificate of program completion.		
<b>2</b>	Program providers shall not require a fee of any food handler listed in OAR 333-175-0091		
<b>3</b>	Providers may assess a new program fee each time a participant takes or retakes all or part of a program or certification exam.		
<b>4</b>	Providers charge a maximum of \$5 per person for duplicate certificates.		

**Comments:**

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**H. General - OAR 333-175-0111**

**In Compliance**  
**Yes                      No**

<b>1</b>	LPHA allows the licensee to keep photocopies of the food handler certificates of program completion to comply with this rule – copies to show LPHA during inspection		
<b>2</b>	If a food handler uses their food manager training program certification in lieu of a food handler certificate of program completion, the licensee shall make available to the inspecting authority the food handler's food manager training certification.		
<b>3</b>	Consistent with civil rights and disability laws, all program providers will make reasonable accommodations for training workers with disabilities, including the issuing of restricted certificates of program completion, and providing culturally, developmentally, and linguistically appropriate training.		
<b>4</b>	LPHA that approves a Designated Agent must provide the Department with the name, address and telephone number of the individual or organization that has been approved. Such notification must be in writing and must occur before the Designated Agent can commence training and/or certification of food workers.		

**Comments:**

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**I. Certificate Requirements**

		<b>In Compliance</b>	
		<b>Yes</b>	<b>No</b>
<b>1</b>	Certificate will be printed with DHS logo		
<b>2</b>	Certificate states, "This certifies the <name> has completed a training program in accordance with ORS 624."		
<b>3</b>	Certificate states, "This card must be shown to a representative of the local health department of Oregon Department of Human Services upon request and is not transferable."		
<b>4</b>	Certificate states, "Valid throughout Oregon."		
<b>5</b>	Certificate clearly shows expiration date		

**Comments:**

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## LEARNING OUTCOMES CHECKLIST FOR PRESENTATION – OAR 333-175-0051

### Employee Illness

- Food worker knows to call PIC at facility when ill with diarrhea, vomiting, jaundice, or fever with sore throat
- Food worker knows not to work in food service while ill with these symptoms
- Food worker knows not to handle food with an infected cut, boil, sore on wrist or hand
- Food worker may handle food if injury is covered with a clean bandage and latex-free glove

### Handwashing

Food handler is able to identify the correct technique for hand washing as

- Running warm water, soap & lather
- Scrub hands and rinse thoroughly (15-20 seconds)
- Dry hands with single-use towel, or air dryer

Food handler is able to identify when to wash hands:

- After handling raw food, dirty dishes, garbage, detergents and toxic materials
- Before putting on and after removing gloves

Food handler knows that double handwash means to lather hands with soap and warm water for approximately 20 seconds, rinse, and repeat a second time. Food handler knows to dry hands with paper towel or air dryer.

- After using the toilet and again when entering work area (double hand washing)
- After blowing nose, sneezing, coughing, touching eyes, nose or mouth (double hand washing)

Food handler will know that:

- Plastic gloves are capable of spreading germs and do not substitute for proper hand washing
- Smoking, and eating is prohibited in food preparation and storage areas

### Role of Management to Prevent Foodborne Illness

Food handler will know that:

- Manager sets the tone of what food safety activities occur or do not occur within the facility
- Manager is responsible for training and ensuring food handler practice activities to prevent foodborne illness

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### **Food Handler's Role to Prevent Foodborne Illness**

Food handler will be able to describe the five major mistakes that often cause foodborne illness

- Inadequate handwashing
- Employees working while ill
- Cross contamination
- Inadequate cooking temperatures
- Inadequate temperature control (allowing foods to be in the danger zone)

### **Foodborne Illness**

Food handler will be able to describe foodborne illness

- Illness resulting from eating contaminated food
- Contaminated food may not look, smell, or taste different from non-contaminated food
- Symptoms may include diarrhea, vomiting, fever, cramping and nausea
- Symptoms may develop in a few minutes to several days and can last several days
- Caused by organisms (germs), chemicals, or toxins

### **Temperature Control**

- Potentially Hazardous foods will support bacterial growth
- Danger zone for food is between 41 degrees F and 140 degrees F
- Hot holding/Cold holding Temperatures
- Identify that food left in danger zone for more than 4 hours cannot be made safe to eat

### **Final Cooking Temperature**

- Cooking recommended temperature kills disease-causing germs

### **Cross Contamination**

- Define and identify cross contamination as microorganisms transferred from one food or surface to another food

Methods to prevent cross contamination:

- Wash, rinse, and sanitize utensils, work surfaces and equipment between uses
- Store raw meats below and separate from ready-to-eat food
- Store chemicals/cleansers separate from food, utensils, and single service items
- Properly label all chemicals and pesticides