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Ministry of Health
"Suwasiripaya"
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Duties and Responsibilities of Public Health Inspectors attached to Prisons

Duties of Public Health Inspectors

1. General:

- I. Public Health Inspectors attached to the prisons will be recruited, trained and attached to the prisons by the Ministry of Health. However, during their attachment to the prisons, they will be under the administrative control of the Commissioner General of Prisons and technical control of the prison medical officer. Further, the Public Health Inspector should obey the rules and regulations of the Prison setup applicable to officers of similar grade.
- II. His area of jurisdiction will be a single prison, part of a prison or more than one prison depending on the service requirements and workload decided by the Commissioner General of Prisons in consultation with the prison medical officer. The entire area assigned to him will be considered as a separated PHI range.
- III. He shall gain the confidence and co-operation of the Prison officials as well as inmates of his assigned area
- IV. The Public Health Inspector shall carry out his duties without any discrimination, prejudice or any other personal interest in respect of the persons with whom he will be interacting inside within his range.
- V. He shall carry out a survey of the area and write a report according to standard instructions of the Department of Health, and prepare a programme of work for approval of the prison supervising officer in consultation with the prison medical officer, within three months of assuming duties in the area
- VI. He shall take prompt action regarding complaints he receives on different aspects of health and sanitation in his area.
- VII. He shall maintain the office in a neat and tidy manner, within the geographical area of the range, according to standard instructions of the Department of Health. In the case of having more than one prison under his jurisdiction, he shall maintain his office at the prison with largest workload as determined by the prison medical officer and shall maintain sub offices at other prisons.
- VIII. He shall attend to the monthly conference at the M.O.H of the area/s in which the prison/s located and other official meetings convened by the supervising officers
- IX. Public Health Inspectors, when on duty, should appear in the uniform as per the Manual of the Sri Lanka Public Health Inspector. They should be attired in a clean and neat manner. The badge and the buttons should be well polished

2. Control of Communicable Diseases

In respect of control of communicable diseases, the Public Health Inspector attached to the prisons;

- I. Shall investigate cases of communicable disease, keep contacts under surveillance and take appropriate action to prevent the further spread of disease.
- II. Shall carry out immunization programmes in prison setups according to departmental instructions

- III. Shall assist Specialized Campaigns in their disease control activities when called upon to do so
- IV. Shall assist in tracing contacts of leprosy, tuberculosis and sexually transmitted diseases and in tracing of treatment defaulters
- V. Shall visit prison medical institutions in his area and ascertain the communicable diseases treated at these institutions and take appropriate action to report to the relevant authorities and to take preventive and control action
- VI. Shall study the mortality and morbidity statistics of the prison area and submit proposals to the Supervising officer regarding prevention and control programmes
- VII. Shall regularly inspect the relevant prisons and advise on the requirements of sanitary latrines, water supply, refuse disposal, light and ventilation, maintenance of a prison home garden, and ensure that improvements are carried out
- VIII. Shall coordinate and obtain necessary technical inputs from the necessary technical agencies and follow the standard guidelines issued by such agencies from time to time to control of communicable diseases.

3. Control of Non-Communicable Diseases

In respect of control of communicable diseases, the Public Health Inspector attached to the prisons;

- I. Shall coordinate with relevant stakeholders for the purpose of prevention and Control of non-communicable diseases
- II. Shall enforce the law/regulations, as related to non-communicable diseases whenever the PHI is an authorized officer under the specific legislation
- III. Shall engage in Health Education activities, creating awareness on prevention of Non-communicable diseases
- IV. Shall carry out disease surveillance activities and take appropriate action on control of non-communicable diseases, jointly with other health staff
- V. Shall coordinate and obtain necessary technical inputs from the necessary technical agencies and follow the standard guidelines issued by such agencies from time to time to control of non-communicable diseases.

4. Housing

- I. He shall carry out inspections of buildings within his range and new buildings under construction and make recommendations to ensure that they are build and maintained to promote and preserve the health and safety of the inmates.

5. Sanitation

- I. He shall guide, supervise and monitor the building and maintenance of latrines and excreta disposal systems within his range.
- II. He shall also ensure that such systems cause no adverse impact on the environment outside the prison.

6. Water supply

- I. Shall supervise the maintenance of prison water supplies to ensure the safety of water
- II. Shall send samples of water for bacteriological and chemical analysis at regular time intervals
- III. Shall inspect sources of water for prisons and ensure that improvements, whenever necessary, are carried out

7. Waste Disposal

- I. Shall guide and supervise the proper management and disposal of waste in prisons
- II. Shall supervise the scavenging services of the prison and ensure regular collection and proper disposal of waste, including the waste generated in official quarters

8. Vector Control

- I. Shall undertake fly and mosquito control programmes, anti-rat programmes, and the abatement of nuisances of public health importance, caused by vectors. For this purpose he shall work in liaison with the pest control units of local authorities where applicable
- II. Shall ensure enforcement of regulations under the Prevention of Mosquito Breeding Act and other related legislation

9. Rabies control

- I. Shall take action to ensure vaccination of dogs against rabies, and to eliminate stray dogs within prison premises

10. Food Safety

- I. Shall carry out a survey of all food handling establishments in his area
- II. Shall regularly inspect food handling establishment and give advise on improving their sanitary conditions
- III. Shall carry out the responsibilities of an Authorized Officer under the Food Act
- IV. Shall inspect prison canteens, ensure maintenance of proper sanitation when conducting these
- V. Shall rate all food handling establishment as per the guidelines of the Ministry of Health to improve the conditions

11. Sanitation in Medical Institutions

- I. Shall guide and supervise the sanitation in prison medical institutions, and submit reports periodically, to the medical officer-incharge of the institution

12. Pre School Health Work

- I. Shall coordinate medical inspection and necessary immunization of children accompanying inmates, if present

13. Occupational Health

- I. Shall regularly inspect all work places in his area, identify any health hazards that may be present, and give advise on necessary remedial measures
- II. Shall assist the Heads of the work places to carry out health promotional activities in the respective work places

14. Sanitation during Disasters and Epidemics

- I. Shall organize and supervise health activities related to environmental sanitation, food hygiene and prevention of spread of communicable diseases, during disasters / epidemics, and post disaster situations within his area of jurisdiction

15. Mental health

- I. Shall work in collaboration with the relevant stakeholders, to promote the mental well being of the inmates

16. Adolescent health

- I. Shall plan and implement health promotion programmes for the adolescents, where applicable, in collaboration with the relevant stakeholders

17. Health Promotion and Health Education

- I. Shall plan and implement a programme of health promotion and health education in his area, and ensure participation of all concerned in health activities

18. Records and Reports

- I. Shall maintain records and submit reports regularly as required by the Supervising officer, according to departmental instructions according to standard instructions of the Department of Health

19. Team work

- I. Shall work and maintain a cordial relationship with the other health staff and prison officials

20. Any other work

- I. Shall carry out any other duties assigned to him by his superior officers
- II. Shall liaise with welfare officers on health related matters
- III. Shall assist the prison officials in prevention of drugs and substance abuse within the area
- IV. Shall responsible for mental well being activities of prison inmates

21. Duty Hours

- From 8.30.a.m.- to 4.15.p.m. of week days

Although weekends and public holidays are generally considered as "Off Days", he should be available when contacted by supervision officers in an emergency. He also may be required to deviate from above schedule of working hours while engaged in special programmes in emergencies.

Dr. Y.D.Nihal Jayathilaka
Secretary
Ministry of Health

Dr. Y. D. Nihal Jayathilaka
Secretary
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.