



**GOVERNMENT OF BERMUDA**

**Ministry of Health, Seniors and Environment**

**In compliance with section 5(1) of the Public Access to Information Act, 2010**

**Information Statements for the  
Public Authority: Department of Health  
At Dec 31<sup>st</sup> 2014**

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*Please note, because the Department has many disparate business units, individual Information Statements were written for each business unit (i.e. Section or Programme) under the Department.*



**GOVERNMENT OF BERMUDA**  
**Ministry Of Health, Seniors and Environment**

**Information Statement**  
**Public Authority: Department of Health**

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**Introduction**

This document is the Information statement for the Department of Health (the Department). In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement. *Please note, because the Department has many disparate business units, individual Information Statements were written for each business unit (aka Section or Programme) under the Department.* Accordingly, in many cases the reader is referred to the Information Statement of the business unit for more information.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. . Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

**How to make a request (to update)**

Requests for information, or to amend your personal information, must be in writing using the application form, and submitted to the Ministry Information Officer (please contact the information officer as described in Section G). A request must identify the record, the subject and time period, and may specify the manner in which access

is preferred. Please note there is a small fee levied for reproducing materials (as per the Government Fees Regulations 1976, and as listed on the application form).

**Key and Definitions**

- Department means the Department of Health
- Ministry means the Ministry of Health, Seniors and Environment
- PATI means Public Access To Information
- PH Act means the Public Health Act

Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

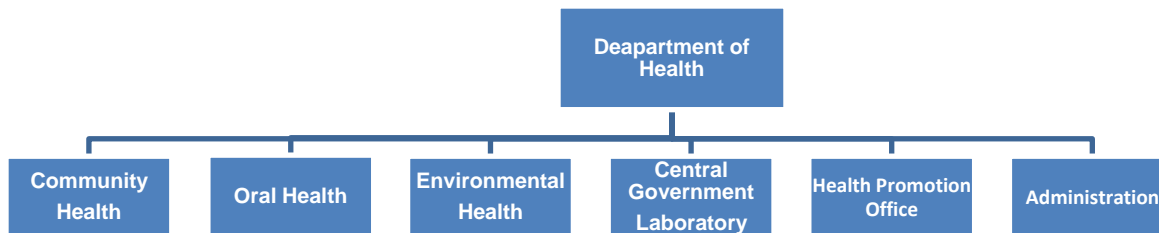
**Section A: Structure, Organization and Legislation [s5(1)a]**

*Insert structure of Authority (text, and figure if latter useful):*

**Department Structure:** (See detailed organizational chart, Appendix 1)  
Ministry of Health, Seniors and Environment:  
Department of Health

The Department of Health (DOH) is divided into the following six (6) sections:

- Administration
- Health Promotion
- Community Health
- Oral Health
- Environmental Health
- Central Government Laboratory



The Director of Health is the head of the Department of Health (DOH) and provides administrative, strategic, managerial and fiscal oversight for the DOH. The Information Statements of the 6 sections and the 26 subprogram’s follows the DOH information statement.

Note in Q4 2012 the Office of the CMO and the epidemiology/surveillance section was separated from the remainder of the Department of Health so as to allow the CMO to expand strategic leadership of the health sector.

*Insert governing Legislation:*

1. Main legislation: The Public Health Act, 1949
2. Other legislation: see section (B1)#3

**Section B1: Functions, powers, duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

### **1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, burials, food production, healthcare establishments, and general housing conditions

### **2. Functions of the Department**

The Department has lead responsibility for protecting the community against public health threats and along with the Office of the Chief Medical Officer, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health in Bermuda include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
3. **Assurance:** guaranteeing the benefits of public health for all.

The role of Department is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in three areas:

1. **Preventive health services** such as family planning, maternal and child health, and immunisation programmes;
2. **Health protection services**, including environmental health services such as restaurant inspections, disease surveillance, vector control and dental fluoride and sealant programmes; and
3. **Health promotion activities** may be directed towards individuals, groups or the community and are intended to encourage healthy behaviours and discourage unhealthy and high-risk behaviours. Programs include nutrition counselling, and wellness promotion.

The Ten Essential Services of Public Health include the following:

1. Monitor health status to identify and solve community health problems (i.e., community health profile, vital statistics, and health status).
2. Diagnose and investigate health problems and health hazards in the community (i.e., epidemiologic surveillance systems, laboratory support).
3. Inform, educate, and empower people about health issues (i.e., health promotion and social

marketing).

4. Mobilize community partnerships and action to identify and solve health problems (i.e., convening and facilitating community groups to promote health).
5. Develop policies and plans that support individual and community health efforts (i.e., leadership development and health systems planning)
6. Enforce laws and regulations that protect health and ensure safety (i.e., enforcement of sanitary codes to ensure safety of the environment)
7. Link people to needed health personal services (i.e., services that increase access to health care)
8. Assure competent public and personal health care workforce (i.e., education and training for all public health care providers)
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services (i.e., continuous evaluation of public health programs)
10. Research for new insights and innovative solutions to health problems (i.e., links with institutions and capacity for epidemiologic analyses)

### 1. Other legislation pertinent to the operations of the Department of Health

Legislative Instrument	Relevance to Ministry*
<i>Under the legislated responsibility of the Ministry of Health</i>	
Allied Health Professions Act, 1973 (previously titled: The Professions Supplementary to Medicine Act)	Regulates 9 healthcare professions: Addiction Counselors, Chiropractors, Dieticians, Diagnostic Imaging Technologists, Emergency Medical Technicians, Medical Laboratory Technologists, Occupational Therapists, Physiotherapists, Speech and Language Pathologists
Bermuda Health Council Act 2004	BHeC established to monitor the health sector (professionals, businesses & services); & regulate health insurance providers
Bermuda Hospitals Board Act 1970	Establishes the Board to operate the two hospitals. The role of the Minister is to provide policy oversight.
Dental Practitioners Act, 1950	Regulates Dentists, Dental Hygienists, Dental assistants and Dental technicians.
Fumigation (Control) Act, 1945	Controls Fumigating substances by defining what they are and requiring a license to perform fumigations and prescribing instructions on how to perform fumigations safely.
Health Insurance Act, 1970	The Act establishes the framework for compulsory and voluntary health insurance offered by licensed

	insurers and approved schemes. It also establishes the Health Insurance Committee to provide the Government's health insurance products (Health Insurance Plan, Mutual Reinsurance Fund, Future Care and the Subsidies).
Human Tissue Act, 1967	Defines death and the use of the body for medical purposes (therapeutic, education or research).
Medical Practitioners Act, 1950	Regulates Physicians.
Mental Health Act, 1968	Concerns admissions to hospital for persons suffering a mental disorder and patients concerned with criminal proceedings. Establishes the Mental Health Review Tribunal to assess discharge.
Midwives Act, 1949	Regulates Midwives under the Medical Council.
Miscellaneous Taxes Act, 1976	With regards payroll taxes on Health professionals
Nursing Act 1997	Regulates Nurses.
Optometrists and Opticians Act 2008	Regulates Optometrists and Opticians.
Occupational Safety and Health Act 1982 (previously titled: Health and Safety at Work Act; Nb. Health & Safety at Work (pressure systems) Regulations 1989 needs title updated)	Establishes the duties for employers and employees to ensure that workplaces and work practices in Bermuda are safe as far as reasonably practicable. Creates the Advisory Council for Safety and Health to advise the Minister on occupational safety matters and empowers the Minister to appoint inspectors.
Parking of Vehicles (Designated Areas) Act 1973	Relevant to parking at Ministry HQ and KEMH
Pembroke Parish Public Cemetery Act, 1907	CMO approval for purchasing land
Pharmacy & Poisons Act, 1979	Regulation of pharmacists; facilities and drugs
Psychological Practitioners Act 1998	Regulates Psychologists
Public Health Act, 1949	Provides the Minister with responsibility for:- -sanitation & water supply -prevention of public health nuisances (pollution) -offensive trades -communicable diseases -vaccination -burial and cremation of human remains and carcasses -general housing conditions (in conjunction with the Bermuda Housing Act 1980 and regulations) -production, preparation and sale of food -packaging and labeling of products other than food -hospitals, maternity homes, medical labs, rooming houses, laundries, slaughter houses, any place where food or drink is sold or prepared or stored for sale, day care centers for children or adults, kindergartens, beauty shops, barber shops, manicure parlours, mobile beauty shops, tattooing, electrolysis and body-piercing establishments, swimming baths, bathing beaches and

	<p>places of public assembly, entertainment or resort.</p> <p>- In addition the Minister is given the legal powers to remedy unsatisfactory public health conditions and to license various categories of establishments and prescribe hygienic and safety standards for the above mentioned establishments</p> <p>- The Minister also has the power to establish clinics</p>
Quarantine Act, 1946	To protect Bermuda from the international spread of disease by controlling ports conveyances travelers and commodities; the Minister is the quarantine authority, empowered to appoint quarantine officers, establish quarantine stations
Radiation Act, 1972	Protects the operators of radiation equipment and radioisotopes and the public from harmful levels of ionizing radiation, by licensing all sources of ionizing radiation and ensuring that the source, equipment, environment and handling practices are safe and satisfactory.
Residential Care Homes & Nursing Homes Act 1999	Requires registration of residential care and nursing homes, and establishes standards for such.
Senior Abuse Register Act 2008	To protect seniors from abuse and to establish a register of persons who have abused seniors by requiring mandatory reporting by professionals and others.
Summary Offences Act, 1926	Restrictions on making noise; Prohibits sale of tobacco to persons under 16;
Tobacco Products (Public Health) Act, 1987	Controls the sale, promotion, advertising of tobacco products and prohibits smoking in various places.
<b><i>Legislation in which Ministry of Health Officers hold responsibilities</i></b>	
Children Act, 1998	Legislated responsibility of Ministry of Youth, Families and Sport Part IX- Day Care: establishes licensing and registration of Day Care Centers and home day care providers to be administered by the Chief Medical Officer and standards for day care centers. Operationalized by Env. Health
Education Act	Consultation with the Ministry of Health regarding drug testings.67 and s.73
Liquor License Act, 1974	Legislated responsibility of Ministry of Justice (NDC). Env. Health issues certain licenses. 1 <sup>st</sup> Schedule refers to Mental Health Act
Misuse of Drugs Act and Regulations 1972	Determines what are controlled drug and the licensing requirements for importation and distribution.

Police and Criminal Evidence Act	AKA PACE. Part VI: Treatment and collection of medical evidence from person detained by police. References the Mental Health Act. As pertains to the Criminal Code Act (see above).
Road Safety Act	Regarding the collection and analysis of human samples by an analyst and medical practitioner [s 35C-35J]
<b>Legislation updated annually (1<sup>st</sup> April) by Ministry of Health</b>	
Annual Budget Legislation - The Bermuda Constitution Act [s96] - The Appropriation Act (annual not consolidated)	Heads as determined in the Appropriation Act.
Bermuda Hospitals Board (Hospital fees) Regulations 2012	Affirmative Resolution
Bermuda Hospitals Board (Medical and Dental Charges) Order	Not subject to parliamentary scrutiny
Health Insurance Act	re: Standard Premium Rate Affirmative Resolution
Health Insurance (Future Care Plan) (premium) Order	Not subject to parliamentary scrutiny
Health Insurance (Health Insurance Plan) (premium) Order	Not subject to parliamentary scrutiny
Health Insurance (Mutual Reinsurance Fund) (Prescribed Sum) Order	Not subject to parliamentary scrutiny
<b>Legislation of direct interest to Ministry of Health</b>	
Bermuda Nursing Association Act 1957	No Ministerial responsibility. The NA may establish and operate nursing homes under the Residential Care Homes and Nursing Homes Act 1999; and establish and operate homes or nurseries for children.
Criminal Code Act 1907	Established that Sexual assault is committed if HIV, AIDS or Hep B sufferer does not inform partner before sex act; Abandonment of children under 2 is a felony;
Evidence Act	As pertains to the Criminal Code Act (see above)
Government Authorities (fees) Act 1971	Prescribes remuneration for members sitting on statutory bodies. See list of Ministry Boards, Annex E.
Government Fees Regulations 1976	Prescribes fees payable to public authorities for listed functions. Includes fees In: Public Health Act, Registration of professionals, and this table. Updated every 2 years (last update April 2012)
Social Welfare Act, 1971	Interest only. Organizations covered exclude government depts. or the Bermuda Hospitals Board.
*list updated Dec 2012	



**INTERNATIONAL COMMITMENTS:**

The Office of the CMO is responsible for upholding the Government's commitment to the following international treaties and conventions relevant to health, and international reporting requirements, including:

**INTERNATIONAL MEMBERSHIPS:**

- Pan American Health Organization (PAHO)
- World Health Organization (WHO)
- Caribbean Epidemiology Centre (CEC)
- Caribbean Health Research Council (CHRC)
- Caribbean Community and Common Market (CARICOM)

**INTERNATIONAL TREATIES & CONVENTIONS:**

Relevant to the Ministry of Health

**Concerning: Drugs**

	<b>Date</b>
Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances	20.12.1988
Protocol Amending the Single Convention on Narcotic Drugs of 30.3.1961	25.3.1972
Convention on Psychotropic Substances	21.2.1971
Single Convention on Narcotic Drugs, 1961	30.3.1961
Protocol for the Termination of the Brussels Agreements of 29.11.1906 and 20.8.1929 for the Unification of Pharmacopoeial Formulas for Potent Drugs	
Protocol Brining Under International Control outside the Scope of the convention of 13 July 931 for Limiting the Manufacture and Regulation the Distribution of Narcotic Drugs as Amended by the Protocol of 11.12.1946	19.11.1948
Protocol Amending the Agreements, Conventions and Protocols on Narcotic Drugs of 23 January 1912, 11 February 1925, 13 July 1931, 27 November 1931 and 26 June 1936	11.12.1946
International Convention for Limiting the Manufacture and Regulating the Distribution of Narcotic Drugs	13.7.1931
Protocol Annexed to the International Convention Relating to Dangerous Drugs	19.2.1925
International Convention Relating to Dangerous Drugs	19.2.1925
The International Opium Convention	23.1.1912

**Concerning: Health**

	<b>Date</b>
Multilateral Agreement for the Operation of the Caribbean Epidemiology Centre	27.9.1990
International Health Regulations	25.7.1969
WHO Nomenclature Regulations	22.5.1967
Additional Regulation Amending the International Sanitary Regulations of 25.5.1951 in particular with respect to Disinfecting for Ships and Aircraft and International Certificates of Vaccination or Revaccination against Yellow Fever and Against Smallpox	12.5.1965
Additional Amending Articles with Respect to the Health Part of the Aircraft General Declaration of the International Sanitary Regulations of 25.5.1951	19.5.1960
Additional Regulations Amending the International Sanitary Regulations of 25 May 1951 with Respect to the Sanitary Control of Pilgrim Traffic	23.5.1956

Additional Regulations Amending the International Sanitary Regulations of 25 May 1951 with Respect to the Form of International Certificate of Vaccination or Revaccination Against Smallpox	23.5.1956
International Sanitary Regulations	25.5.1951
International Sanitary Convention for Aerial Navigation Modifying the International Sanitary Convention for Aerial Navigation of 12.4.1933	15.12.1944
International Sanitary Convention Modifying the International Sanitary Convention of 21.6.1926	15.12.1944
International Sanitary Convention Modifying the International Sanitary Convention of 21 June 1926	31.10.1938
International Agreement for Dispensing with Consular Visas on Bills of Health	22.12.1934
International Agreement for Dispensing with Bills of Health	22.12.1934
International Sanitary Convention for Aerial Navigation	12.4.1933
International Sanitary Convention	21.6.1926
Agreement Respecting Facilities to be Given to Merchant Seamen for the Treatment of Venereal Diseases	1.12.1924
International Sanitary Convention	3.12.1903
<b>Human Rights (many be deleted as not relevant to health-red txt)</b>	
<b>Human Rights</b>	<b>Date</b>
Protocol No 2 to the European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment	4.11.1993
Protocol No 1 to the European convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment	4.11.1993
Convention on the Rights of the Child	20.11.1989
European Convention for the Prevention of Torture and Inhuman or Degrading Treatment or Punishment	26.11.1987
Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment	10.12.1984
Convention on the Elimination of All forms of Discrimination against Women	18.12.1979
International Covenant on Civil and Political Rights	16.12.1966
International Covenant on Economic, Social and Cultural Rights	16.12.1966
International Convention on the Elimination of Racial Discrimination	7.3.1966
Convention Against Discrimination in Education	20.2.1957
Protocol No 1 to the European Convention for the Protection of Human Rights and Fundamental Freedoms of 4.11.1950	20.3.1952
Right of Individual Petition Under the European Convention for the Protection of Human Rights and Fundamental Freedoms	4.11.1950
European Convention for the Protection of Human Rights and Fundamental Freedoms ("ECHR")	4.11.1950
<b>International Organizations</b>	
<b>International Organizations</b>	<b>Date</b>
Constitution of the World Health Organization	22.7.1946
<b>Legal and Administrative</b>	
<b>Legal and Administrative</b>	<b>Date</b>
Convention on the Transfer of Sentenced Persons	21.3.1983

## B2. Obligations under PATI [s5(1)b]

*(same for all public authorities)*

### Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

## Section C: Programs and Services - [s5(1)c]

*Insert a summary of services and programs provided to persons by the authority:*

### Programs

The Director is responsible for the management and administration of the DOH, including resource planning, staff development, budgeting, financial planning and controls, facilities management, and human resource functions in accordance with the Conditions of Employment and Code of Conduct and Financial Instructions. The Director is also accountable for overseeing the preparation and management of the budget for the six sections of the DoH.

### Sections

#### Administration

The Administration Section has overall responsibility for the administration and management of the Department.

#### Central Government Lab

The Central Government Lab is responsible for the information and testing of urine, food and water, and

forensic analysis. These tests can be issued for Government or non-government departments or agencies.

### **Community Health**

The Community Health Section are responsible for programs and sub-programs that strive to promote optimum well-being and healthy life-style choices for the community through providing programs, services, health promotion and health education to target populations.

### **Environmental Health**

The Environmental Health Section is administered by the Chief Environmental Health Officer and consists of eight different programs. It has responsibility for assuring food and water safety, hygiene and sanitation, vector control, port health, environmental health protection, housing and accommodation standards, pollution and nuisance control and occupational health and safety.

### **Health Promotion**

Advise and directs the activities of the Health Promotions Office of the DoH. The Health Promotion Office educates and encourages preventive actions to maintain health. Health Promotion Office also coordinates and oversees the Well Bermuda National Health Promotion Strategy and Bermuda's comprehensive school health program, *Healthy Schools*.

### **Oral Health**

The Oral Health Section provides preventative, dental hygiene and consultation to qualifying individuals. They also provide statistical data regarding the oral health status of the targeted groups in Bermuda

## **Section D: Records held (mixed exempt and public access) [s5(1)d]**

*Insert list and description of the classes of records held by the authority:*

1. Employee personnel files (Exempt)
2. Registers of:
  - a. Long term care facilities
  - b. Day care facilities
3. Applications for Registration for those listed above. (Exempt under s23 – Personal Information). Records application information such as qualifications and work experience.

For more detailed information please see the information statements for the Department of Health Sections and Programs.

## **Section E: Administration (all public access) manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Conditions of Employment and Code of Conduct
2. Public Service Commission Regulations, 2001
3. Employment Act, 2000
4. Public Service Superannuation Act, 1981
5. Financial Instructions DOH Administrator's Manual

6. BPSU Collective Agreement
7. BIU Collective Agreement
8. DOH Administrator's Manual (in progress)
9. DOH Administration Policy & Procedures manual (update in progress)
10. Administrative documents:
  - a. Program profile detailing the programs and services provided by DoH
  - b. Program logic models specifying DoH program inputs, activities, outputs, and outcomes

For more detailed information please see the information statements for the Department of Health Sections and Programs.

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person:*

1. Legislative Acts (as per section A above). (Public Access).
2. *International Health Regulations (IHR) 2005*. (Public Access). Relates to capacity to detect and notify the World Health Organization through IHR Focal Points of Public Health Emergencies of International Concern
3. Minutes

For more detailed information please see the information statements for the Department of Health Sections and Programs.

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Department of Health.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Department of Health,
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Telephone	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: <http://www.health.gov.bm>
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm)); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select MoHSE).
3. The **legislation** listed may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided as Prescribed? [s5(1)I, s6]**

*At Dec 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(2-5), PATI Act]:*

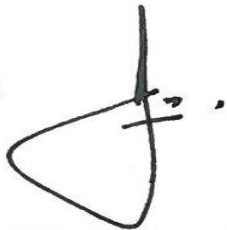
**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

*Have you published a notice in the Gazette indicating the places where the information statement is available for the public?* Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign:*



*David Kendell*  
*Director*

*Date:* March 24<sup>th</sup>, 2015

*Ends*



**GOVERNMENT OF BERMUDA**

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**Ministry Of Health, Seniors and Environment**

**Information Statements:  
Public Authority: Department of Health**

**Sections:**

**Administration  
Central Government Laboratory  
Community Health  
Environmental Health  
Health Promotion Office  
Oral Health**





**GOVERNMENT OF BERMUDA**  
**Ministry Of Health, Seniors and Environment**

**Information Statement**  
**Public Authority: Department of Health**  
**Central Government Laboratory Section**

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**Introduction**

This document is the Information statement for the Central Government Laboratory. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

**How to make a request**

Requests for information, or to amend your personal information, must be in writing using the application form, and submitted to the Ministry Information Officer (see Section G for contact details). A request must identify the record, the subject and time period, and may specify the manner in which access is

preferred. Please note there is a small fee levied for reproducing materials (as per the Government Fees Regulations 1976, and as listed on the application form).

**Key, including definitions**

- Ministry means the Ministry of Health, Seniors and Environment
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*

Ministry  
Department of Health  
**Section:** Central Government Laboratory

<b>Program: Urine Drug Testing</b>	<b>Cost centre/ID Number: 32210</b>
<b>Program: Water and Food Analysis</b>	<b>Cost centre/ID Number: 32220</b>
<b>Program: Forensic Analysis</b>	<b>Cost centre/ID Number: 32200</b>

*Insert Governing Legislation:*

The Public Health Act, 1949

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

**1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, burials, food production, healthcare establishments, and general housing conditions

**2. Functions of the Department**

The Department has lead responsibility for protecting the community against public health threats and, along with the Office of the Chief Medical Officer, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health in Bermuda include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
3. **Assurance:** guaranteeing the benefits of public health for all.

The role of Department is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in three broad areas:

1. **Preventive health services** such as family planning, maternal and child health, and immunisation programmes;
2. **Health protection services**, including environmental health services such as restaurant inspections, disease surveillance, vector control and dental fluoride and sealant programmes; and
3. **Health promotion activities** may be directed towards individuals, groups or the community and are intended to encourage healthy behaviours and discourage unhealthy and high-risk behaviours. Programs include nutrition counselling, and wellness promotion.

### 3. Other legislation relevant to the Central Government Laboratory Section:

#### Water and Food Analysis:

- a) Public Health (Food) Regulations 1950
- b) Milk and Dairy Farm Regulations 1952

#### Forensic Analysis

- a) Misuse of Drugs 1972
- b) Pharmacy and Poisons Act, 1979;
- c) Road Traffic Act, 1947;
- d) Evidence Act, 1905;
- e) Police and Criminal Evidence Act, 2005;
- f) Liquor License Act, 1974

## Section B2: Obligations under PATI Act [s5(1)b]

*(same for all public authorities)*

### Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome

- c. Quarterly expenditure (upon request) [s6(5)]
- d. Contracts valued at \$50,000 or more.
- 3. To **respond to information requests** in a timely manner [s12-16]
- 4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
- 5. To respond to requests from the Information Commissioner [s9]
- 6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- 7. To conduct an **internal review** if formally requested [part 5]
- 8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- 9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
- 10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
- 11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- 12. To **designate an officer** to be the person to whom requests are directed [s62]

### Section C: Services and Programs provided [s5(1)c]

*Insert a summary of services and programs provided by the authority:*

#### **Programs and Services:**

##### **1. Urine Drug Testing**

- a) To provide drugs of abuse testing of urine specimens for Government and non-governmental agencies, assisting with the management and/or rehabilitation of their clients.
- b) To interpret analytical results and to provide professional, accurate information and advice to client agencies
- c) Services are provided to numerous agencies including the Department of Corrections, Department of Court Services, Drug treatment agencies, the hospitals, doctor's offices.

##### **2. Food and Water Testing**

- a) To provide information and analytical testing of water and food in order to assist in reducing environmental threats to health.
- b) Services are provided primarily to the Environmental Health Section of the Department of Health, other Government departments and non-government organizations.
- c) Water testing is offered to the public through the Environmental Health Section. There is a cost for this service which is published in the Government Fees Regulations 1976. Water test results are provided to the individual requesting the testing.

##### **3. Forensic Analysis**

- a) To provide accurate and timely analytical testing services in the following areas:
  - b) Seized drugs
  - c) Forensic Toxicology
  - d) Fire Debris and other chemical analysis
  - e) Trace Evidence collection
- f) To interpret and report analytical results and provide impartial expert evidence to the Hospital, Coroner and other Criminal Justice Agencies.

**Section D: Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

**Urine Drug testing:**

**Food and Water Testing**

1. Records of Analyses - completed laboratory worksheets, notes of analyses, database of water, dairy and food results
2. Reports of Analyses - Results listed on submission forms for water analysis, dairy and food testing.
3. Reports for water quality, quality of raw milks, product milks and frozen desserts.
4. Reports detailing bacteriological quality of food, and findings related to suspected Food Poisoning outbreaks

**Forensic Analysis**

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

**Administrative documents:**

1. Program profiles
2. Administrative Monitoring reports

**Urine testing**

1. Urine Drug Testing Policy
2. Submission Forms

**Food and Water Testing**

3. Water and Food Laboratory Procedures Manual, detailing methods of analysis for water, dairy and food samples
4. Laboratory Worksheets associated with laboratory methods
5. Submission forms for water, dairy and food testing

**Forensic Analysis**

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

None applicable:

Services are provided to numerous agencies as listed above who make decisions in respect to any person

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Central Government Laboratory Section.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin Ministry of Health, Seniors & Environment Re: Central Government Laboratory, Attention: Elaine Watkinson
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

#### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

##### Further information

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select MoHSE).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

#### Section I: Any Other Information As Prescribed? [s5(1)i]

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

#### Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
  - The Bermuda National Library Y
  - The Bermuda Archives Y
  - Available electronically at:
    - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
    - Ministry website <http://goo.gl/WvNi9g> Y
  - With the Information Commissioner. Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign:*

*Elaine Watkinson*  
*Senior Public Health Analyst*

*Date:* March 24<sup>th</sup>, 2015

*Ends*



## GOVERNMENT OF BERMUDA

### Ministry Of Health, Seniors and Environment

# Information Statement

## Public Authority: Department of Health

### Community Health Section

#### Table of Contents

Section A:	Organizational structure of the authority and governing legislation
Section B:	1. Legislated functions, powers and duties of the authority 2. Obligations under PATI
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Section E:	Documents: Administrative manuals/ guidelines
Section F:	Documents: Decision making
Section G:	Contact details for the Information Officer
Section H:	Further information (includes financial)
Section I:	Other Information (as prescribed)
Section J:	Locations of the Information Statement

#### Introduction

This document is the Information statement for the Community Health Section. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

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#### How to make a request

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access is preferred. Please note there is a small fee levied for reproducing materials (as per the Government Fees Regulations 1976, and as listed on the application form).

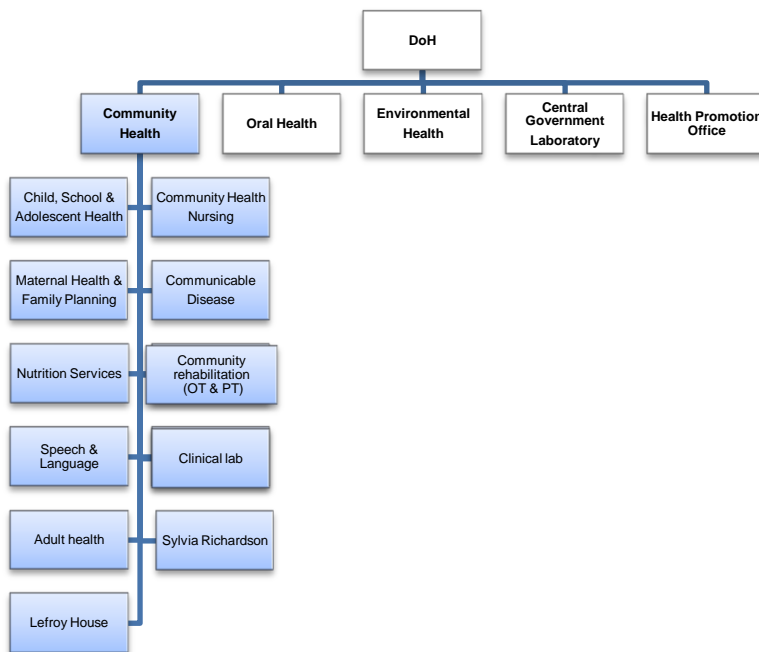
**Key, including definitions**

- Ministry means the Ministry of Health, Seniors and Environment
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*

**Community Health Organizational Structure**



The Community Health Section is 1/5 sections with 11 programs listed under the Department of Health. The cost centre for this section is: 32010

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

**Section B1: Legislated Functions, Powers and duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

**1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters

concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, burials, food production, healthcare establishments, and general housing conditions

## **2. Functions of the Department**

The Department has lead responsibility for protecting the community against public health threats and along with the Office of the Chief Medical Officer, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health in Bermuda include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
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The role of Department is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in three areas:

1. **Preventive health services** such as family planning, maternal and child health, and immunisation programmes;
2. **Health protection services**, including environmental health services such as restaurant inspections, disease surveillance, vector control and dental fluoride and sealant programmes; and
3. **Health promotion activities** may be directed towards individuals, groups or the community and are intended to encourage healthy behaviours and discourage unhealthy and high-risk behaviours. Programs include nutrition counselling, and wellness promotion.

## **3. Other legislation relevant to the Community Health Section:**

1. Children's Act 1999. Relates to the mandatory reporting of child abuse
2. Nurses Act 1997 and Rules & Regulations 2003. Relates to the scope of nursing practice and framework for nursing regulations
3. The Residential Care Homes and Nursing Homes Act 1999 - Relates to the scope of care for clients in residential and Nursing homes
4. Bermuda Health Council Act 2004.

5. Elder Abuse Act. Relates to the mandatory reporting of abuse of elders

## Section B2: Obligations under PATI Act [s5(1)b]

*(same for all public authorities)*

### Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
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9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

## Section C: Services and Programs provided [s5(1)c]

*Insert a summary of services and programs provided by the authority:*

1. **Child and School Health:** To provide screenings, health assessments, immunizations, health education and information for school age children to ensure optimum learning.
  - 1.1 **Travel Health:** Protect persons traveling to at risk areas and reduce the risk of importation and/or introduction of selected communicable diseases to Bermuda.
  - 1.2 **Immunization Program:** To ensure universal access to immunizations for infants and school aged children; to prevent and reduce the risk of introduction of vaccine preventable diseases in Bermuda.
2. **Community Health Nursing:** To provide home and community health care services for: all mothers and their newborns; identified high risk adults; and the elderly.
3. **Maternal Health and Family Planning:** To provide a high quality, accessible and affordable reproductive health service including planned parenthood, antenatal and postnatal care to women of reproductive age.
4. **Nutrition Services\*:** To achieve optimal nutrition in the populations by promoting good

nutrition and lifestyle behaviors in the prevention of chronic diseases within the lifecycle.

5. **Speech and Language Services\***: to provide quality service to people within the community who have, or might be susceptible to, speech-language delays/disorders and/or feeding/swallowing disorders, and to promote their communicative and social well-being.
6. **Community rehabilitation\***: To provide community based rehabilitation services of occupational therapy and physiotherapy.
7. **Clinical Lab\***: To provide an accessible comprehensive clinical laboratory diagnostic service to clients attending Community Health Clinics.
8. **Adult health**: To provide preventive and anticipatory medical services for Police and Prison Officers. To provide guidance to Government on employee fitness for employment and fitness to perform/ continue to perform their work duties. To ensure that the mental and physical health needs of each inmate are met in accordance with the Prison Act 1979. To provide forensic services to the Police Department and assist police in criminal investigations
  - 8.1 **Occupational Health**: To provide pre-employment assessments and screening for occupational illness in selected government employees; to promote immunization against vaccine-preventable diseases among government employees and provide immunization to Department of Health staff and selected government employees.
  - 8.2 **Correctional Health**: To provide a comprehensive health care service for all inmates in correctional facilities. To ensure appropriate referral services for essential medical, surgical and psychiatric care which is not available in prisons.
  - 8.3 **Forensic Medical Service**: To provide forensic support service to the Police Department and assist police in criminal investigations; detainee examination and certification of fitness for detention and fitness for interview; to provide medical assessment and laboratory screening for individuals in police detention as required; to attend scenes of sudden deaths to certify death; to interview and / or to examine alleged assailants in cases of sexual abuse, unlawful carnal knowledge or sexual assault; to provide reports for the Police Service on such examinations as required.
  - 8.4 **Health Maintenance for Police and Prison Officers (HMP)**: Provides health services to Police, Prisons, and Bermuda Fire Service officers; provides occupational health screening for selected government employees at risk for occupational hazardous exposures and illnesses; provides routine preventive services including history and lifestyle inventory to assess health risks, and physical examinations, and laboratory tests, for uniformed services officers and recruits to these services; provides health promotion and education through individual counseling and group presentations to the uniformed services and selected government employees as indicated or as requested.
9. **Communicable Disease Clinic**: To prevent and control the spread of communicable diseases. To educate the community about STI's/HIV, and other communicable infections
10. **Sylvia Richardson Care Facility and Lefroy House Care Community**: To provide care, promote independence and optimal health in persons aged 65 years and over, with significant unmet nursing and care needs requiring 24 hour/facility based care.

(\*Allied Health Programs under the management of the Senior Medical Officer whereas the remaining programs are jointly managed with the Chief Nursing Officer.)

**Section D Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Annual Program objectives
2. Program Logic models
3. Program profiles
4. Bermuda Nursing Council registrations
5. Department of Health Staff listing
6. Disaster Relief documents
7. Stores inventory
8. Administrative monitoring reports
  - a. Quarterly monitoring reports on the program activities and performance measures
  - b. Monthly regional statistics
  - c. Annual report
  - d. Collection of statistical data and client demographics
9. Minutes of Program meetings and committees
10. Safety & Health Manual
11. Staff Development records

In addition, please see the information statement of the programs that constitute the Community Health Section of the Department of Health.

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Please see the information statement of the programs that constitute the Community Health Section of the Department of Health.

#### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

In addition to the legislation listed in sections A and B, please see the information statements of the programs of the Community Health Section of the Department of Health.

#### **Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Community Health Section.

Contact

Information Officer, Mrs. Verlina Bishop  
c/o Jahkia Bolin, Ministry of Health, Seniors & Environment  
Re: Community Health Section,  
Attention: CNO, Gaynell Hayward-Caesar

Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information As Prescribed? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
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3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

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- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign:*

*Gaynell Hayward-Caesar*  
*Chief Nursing Officer*

*Date:* March 24<sup>th</sup>, 2015

*Ends*



## GOVERNMENT OF BERMUDA

### Ministry Of Health, Seniors and Environment

#### Information Statement Public Authority: Department of Health Environmental Health Section

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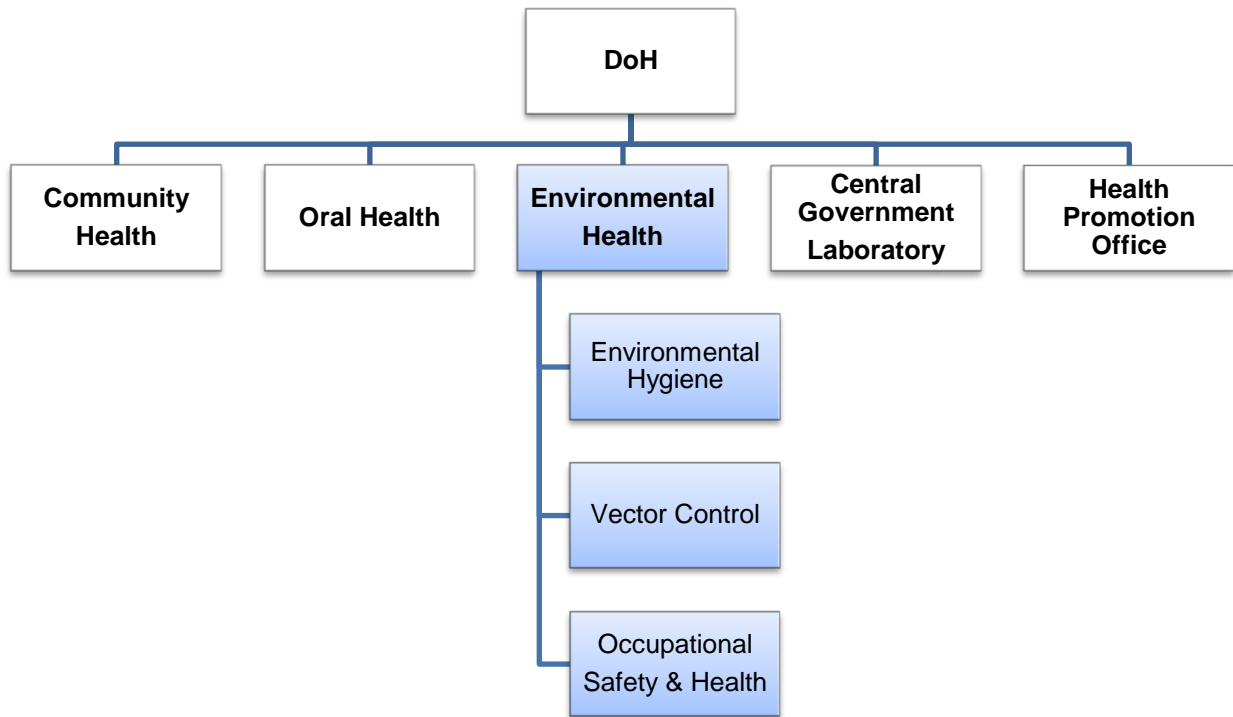
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**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*



*Insert Governing Legislation:*

The Public Health Act, 1949

**Section B1: Legislated Functions, Powers and duties of the Authority [s5(1)b]**

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The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, burials, food production, healthcare establishments, and general housing conditions

## 2. Functions of the Department

The Department has lead responsibility for protecting the community against public health threats and along with the Office of the Chief Medical Officer, providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The core functions of public health in Bermuda include:

1. **Assessment:** monitoring the health of the public;
2. **Policy development:** promoting scientifically sound health policy; and
3. **Assurance:** guaranteeing the benefits of public health for all.

The role of Department is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in **three broad areas:**

1. **Preventive health services** such as family planning, maternal and child health, and immunisation programmes;
2. **Health protection services**, including environmental health services such as restaurant inspections, disease surveillance, vector control and dental fluoride and sealant programmes; and
3. **Health promotion activities** may be directed towards individuals, groups or the community and are intended to encourage healthy behaviours and discourage unhealthy and high-risk behaviours. Programs include nutrition counselling, and wellness promotion.

### Other legislation relevant to the Environmental Health Office:

#### 1. Food and Beverage Safety

- Public Health (Food) Regulations 1950
- Public Health (Imported Meat) Regulations 1956
- Public Health (Slaughter of Animals) Regulations 1945
- Public Health Act 1949
- Public Health (Milk And Dairy farm) Regulations 1952
- Public Health (Keeping Of Pigs) Regulations 1958
- Public Health (Milk and Dairy farm) Amendment Regulations 2000
- Liquor License Act 1974

## **2. Water & Sanitary Engineering Control Program**

- Hamilton Sewerage Act 1912
- Hamilton Sewerage Ordinance 1951
- Plumbing And Drainage Regulations 1965
- Public Health (Privies and Cesspits) (Cleansing) Regulations 1930
- Public Health (Water Storage) Regulations 1951
- Public Health Act 1949
- St. George's Sewerage Act 1943
- Building Act 1988
- Building Code Regulations 1991
- Building Code 1972

## **3. Housing Conditions Control**

- Bermuda Housing Act 1980
- Hotels (Licensing and Control) Act 1969
- Hotels (Licensing and Control) Regulations 1976
- Public Health (Registration Of Hotels And Common Lodging Houses) Regulations 1968
- Public Health Act 1949
- Timesharing (Licensing And Control) Act 1981
- Timesharing (Licensing And Control) Regulation 1982
- Bermuda Housing (Minimum Standard) Regulations 2002
- Bermuda Housing Amendment Act 2001
- Hotels (licensing and control) Amendment Act 2007

## **4. Occupational Safety and Health**

- Occupational Safety and Health Regulations 2009
- Occupational Safety and Health Act 1982 (Consolidated)
- Health and Safety at Work (Pressure Systems) Regulations 1989
- Radiation Act 1972
- Occupational Health and Safety (Approved Code of Practice) Notice 1997

## **5. Vector Control and Port Health**

- Public Health (Fly Control) Regulations 1930
- Public Health (Mosquito Control) Regulations 1930
- Public Health (Mosquito Control) Regulations 1951
- Public Health (Rodent Control) (Ocean – Going Ships) Regulation 1930
- Public Health (Rodent Control) Regulations 1951
- Public Health (Quarantine Stations) Regulation 1926
- Quarantine (Air) Regulations 1946
- Quarantine (Maritime) Regulations 1946
- Quarantine Act 1946
- International Health Regulations 2005
- Public Health Act, 1949

## **6. Public Health Nuisances, Pollution and Outbreak Control**

- Clean Air Act 1991

- Clean Air Regulations 1993
- Clean Air Rules 1993
- Public Health (House and Trade Refuse) Regulations 1930
- Public Health (Offensive Trades - Storage Treatment And Distribution Of Excreta And Faecal Matter) Regulations 1966
- Public Health (Offensive Trades) Order 1966
- Public Health Act 1949

#### 7. Institutional Hygiene & Safety

- Children Act 1998 - Part IX
- Day Care Centre Regulations 1999
- Education (Applications for Registration of Schools) Rules 1987
- Education (Tutorial Sites) Rules 2003
- Pharmacy And Poisons (Registration Of Pharmacies) Regulations 1979
- Pharmacy And Poisons (Standards For Pharmacies) Regulations 1979
- Public Health (Hairdressing Establishments) Regulations 1955
- Public Health (Prohibition Of Spitting) Regulation 1930
- Public Health Act 1949
- Auxiliary Bicycle Liveries Protective Headgear Regulations 1976
- Public Health (Clinical Laboratories) Regulations 2002
- Public Health (Body Piercing, Electrolysis & Tattooing) Regulations 2001
- Public Health (Hospitals) Regulations 2002
- Residential Care Homes and Nursing Homes Act 1999
- Residential Care Homes and Nursing Homes Regulations 2001

### Section B2: Obligations under PATI Act [s5(1)b]

*(same for all public authorities)*

#### Obligations of the Authority under the PATI Act

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**

c. **Following procedures** for administering the Act

11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]

12. To **designate an officer** to be the person to whom requests are directed [s62]

### **Section C: Services and Programs provided [s5(1)c]**

*Insert a summary of services and programs provided by the authority:*

#### **Programs and Services:**

The Environmental Health Section is administered by the Chief Environmental Health Officer and consists of eight different programs. It has responsibility for assuring food and water safety, hygiene and sanitation, vector control, port health, environmental health protection, housing and accommodation standards, pollution and nuisance control and occupational health and safety.

#### **1. Food and Beverage Safety**

Monitor food and beverage importation, storage, preparation and sale by licensing all types of victualling (i.e. food and beverage) establishments and thereby ensuring hygienic conditions and operations. Ensures food is fit for human consumption by sampling milk, frozen desserts, foods and beverages and inspecting locally slaughtered meat.

#### **2. Water & Sanitary Engineering**

Reduce the risk of: water borne illnesses and of sewage borne diseases  
Ensure that each building has safe and adequate facilities for the catchment and storage of rainwater.

#### **3. Housing Conditions**

Prevent illness and injuring arising from housing conditions and accommodations

#### **4. Occupational Safety & Health**

To reduce the risk of injury and illness arising from workplace activities.

#### **5. Vector Control and Port Health**

Prevent vector borne disease and the international spread of disease

#### **6. Pollution Control**

Prevent and control the occurrence of objectionable and offensive emissions that are prejudicial to health.

Encourage public compliance with the various health, hygiene and safety laws.

Control and prevent the recurrence of disease outbreaks and occupational illnesses and injuries.

#### **7. Institutional Hygiene**

Ensure the maintenance of hygienic and safe conditions by monitoring and licensing and registering the operation of hospitals, clinical laboratories, pharmacies, hairdressers, barbers, cosmetologists, piercers, tattooists, nursing homes, day care centers and by inspecting schools, sports clubs and gyms.

### **Section D: Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

In addition to the legislation listed in sections A and B, please see the information statements of the eight programs that constitute the Environmental Health Section of the Department of Health.

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Please see the information statement of the eight programs that constitute the Environmental Health Section of the Department of Health.

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

Please see the information statement eight programs that constitute the Environmental Health Section of the Department of Health.

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Environmental Health Section.

Contact	Information Officer, Mrs. Verlina Bishop c/o Ministry of Health, Seniors & Environment Re: Environmental Health, Attention: George Simons (Acting Chief Environmental Health Officer)
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm)); then select Ministry of Finance; then select the “Budget

Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select MoHSE).

3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information As Prescribed? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign: Date:*

*George Simons  
Senior Environmental Health Officer*

*Date: March 24<sup>th</sup>, 2015*

*Ends*



## GOVERNMENT OF BERMUDA

### Ministry Of Health, Seniors and Environment

#### Information Statement

#### Public Authority: Department of Health

#### Health Promotion Office Section

##### Table of Contents

Section A:	Organizational structure of the authority and governing legislation
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##### Introduction

This document is the Information statement for the Health Promotion Office. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

##### How to make a request

Requests for information, or to amend your personal information, must be in writing using the application form, and submitted to the Ministry Information Officer (see Section G for contact details). A request must identify the record, the subject and time period, and may specify the manner in which access is preferred. Please note there is a small fee levied for reproducing materials (as per the Government Fees Regulations 1976, and as listed on the application form).



**Key, including definitions**

- Ministry means the Ministry of Health, Seniors and Environment
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*

Ministry of Health

Department of Health

**Section:** Administration

**Program:** Health Promotion

**Sub-Program:** Healthy Schools

**Cost centre/ID Number:** 32240 and 32265

*Insert Governing Legislation:*

The Public Health Act, 1949

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

**1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, burials, food production, healthcare establishments, and general housing conditions

**2. Functions of the Department**

The Department has lead responsibility for protecting the community against public health threats and providing leadership to the public health system. The role of public health is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Bermuda.

The three core functions of public health in Bermuda include:

1. Assessment: monitoring the health of the public;

2. Policy development: promoting scientifically sound health policy; and
3. Assurance: guaranteeing the benefits of public health for all.

The role of Department of Health is to identify public health problems and their contributing causes, to control environmental factors that represent potential public health threats and to promote healthful living and healthy behaviors.

The Department provides services in three broad areas:

1. Preventive health services such as family planning, maternal and child health, and immunisation programmes;
2. Health protection services, including environmental health services such as restaurant inspections, disease surveillance and dental fluoride and sealant programmes; and
3. Health promotion activities, including nutrition counseling, and wellness promotion. Health promotion activities may be directed towards individuals, groups or the entire community and are intended to encourage healthy behaviors (e.g. improved diet, and exercise) and discourage high-risk behaviors, such as substance abuse, driving while intoxicated and unprotected sex.

### **3. Other legislation pertinent to the operations of the Health Promotion Office:**

#### **Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

#### **Obligations of the Authority under the PATI Act**

1. To provide an **information statement** for the public and promulgate it [s5],
2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
3. To **respond to information requests** in a timely manner [s12-16]
4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
5. To respond to requests from the Information Commissioner [s9]
6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
7. To conduct an **internal review** if formally requested [part 5]
8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
10. To **do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
12. To **designate an officer** to be the person to whom requests are directed [s62]

## Section C: Services and Programs provided [s5(1)c]

*Insert a summary of services and programs provided by the authority:*

**Program:** The Health Promotion Office develops and coordinates programs that promote lifestyles, environments and policies that are conducive to well being and good health.

Healthy Schools is a sub-program which aims to improve the health and wellbeing of school-aged students a coordinated, comprehensive partnership between government, schools, families and the community.

### **Services:**

1. Develops policies that will promote health and wellness in the community, in collaboration with health partners.
2. Develops and implements programs that will promote health and wellness in the community, in collaboration with public health partners.
3. Develops and disseminates products that will promote health and wellness in the community.
4. Coordinates and facilitates health promotion activities of Department of Health programs.

### **Coordinates Health Schools program which:**

1. Facilitates fruitful relationships with and between schools and other health partners related to school health.
2. Coordinates health-related services delivered to schools.
3. Monitors compliance to the Healthy Schools component.

## Section D: Records held [s5(1)d]

*List and describe the classes of records held by the authority:*

1. Terms of reference, agendas and minutes of Committees
  - a) Health Promotion Committee
  - b) National Health Plan Prevention
  - c) Well Bermuda Executive Committee
2. Surveys – to report on health behaviors and perceptions of population groups:
  - a) Health Survey of Adults in Bermuda 2011
  - b) Health Survey of Adults and Children in Bermuda 2006
  - c) Teen Wellness Survey 2001
  - d) Adult Wellness Survey 1999
  - e) Omnibus Surveys
3. Reports
  - a) Health Priorities Report 2005 to establish the most pressing health issues for Bermuda.
  - b) Bermuda Health Systems Profile 2005 to assess the performance of Bermuda's essential public health functions.
  - c) Well Bermuda National Health Promotion Strategy 2008 provides a unifying vision for all partners in public health for a healthier Bermuda.
  - d) Know Your Numbers – Evaluations
4. Guidelines outlining standards of care and best practice to screen, diagnose and treat diabetes and hypertension:
  - a) Guidelines for Diabetes care in Bermuda 2010 and Diabetes Passport
  - b) Hypertension Guidelines for Bermuda 2011 and patient education materials
5. Brochures/Leaflets

- a) Know Your Department of Health - overview of programs and services
- b) Love that Body - recommended health screenings for public
- c) Know Your Blood Pressure posters and leaflets - about the diagnosis and treatment of high blood pressure (hypertension)
- d) Balance Your Life - tips to help create work-life balance and manage stress
- e) Know Your Numbers Screening Booklets
6. Directory of Services 2012 – 2014
  - a) Enable individuals, families and health professionals to identify necessary services to enhance health and well-being
7. Emergency Plan for the General Public
  - a) Guideline for creating emergency plan, creating emergency supply kit, food safety, roof and tank care
8. Posters
  - a) Move More Bermuda
  - b) Wellness Wednesdays

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Administrative Documents
  - a) Health Promotion Program Profile
  - b) Health Promotion Program Logic Model
  - c) Administrative Monitoring Reports
2. Health Promotion Calendar
  - a) Health Promotion events and observances

#### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

##### **Health Promotion Policy 2007**

- Ensures consistency and standards in health promotion activity throughout the Department of Health.

##### **Well Bermuda National Health Promotion Strategy 2008**

- Provides a unifying vision for all partners in public health for a healthier Bermuda.

##### **Government Vending Machine Policy 2008**

- Vending machines on Government premises will not provide unhealthy foods and beverages

##### **DOH Research Governance Framework 2008**

- Guidelines for conducting research in Bermuda

##### **2011-2012 HP Budget**

##### **Healthy Schools Components and Standards –**

- Component Rubric to assess compliance to Healthy Schools standards

##### **School Health Policies Handbook**

- Health Schools Nutrition Policy – foods consumed at school contribute to health and well-being
- Vending Machine and Cafeteria Policy – stipulating no junk food on school premises
- Physical Activity Policy (pending) – standardize the amount of physical activity in schools
- Bermuda School Asthma Policy (pending) – improve and standardized the management of

asthma in schools

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Health Promotion Office Section.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Health Promotion Office, Attention: Pauleter Stevens
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select MoHSE).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermulaws.bm](http://www.bermulaws.bm).

**Section I: Any Other Information As Prescribed? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign:*

*Date:* March 24<sup>th</sup>, 2015

*Virloy Lewin*  
*Health Promotion Coordinator*

*Ends*



## GOVERNMENT OF BERMUDA

### Ministry Of Health, Seniors and Environment

#### Information Statement

#### Public Authority: Department of Health

#### Oral Health Section

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##### Introduction

This document is the Information statement for the Oral Health Section. In accordance with the Public Access To Information (PATI) Act 2010, every public authority has a legal duty to maintain an Information Statement.

The purpose of the PATI Act and this document is to make information readily available to the public without the need for specific written requests, to encourage authorities to proactively publish information and to develop a culture of openness. Every person who is a Bermudian, or resident of Bermuda, has a right to access any record held by a public authority, and a right to amend their personal information held by a public authority if it is incorrect or misleading. However, several classes of information are exempt, including: Personal information (unless it relates to the requestor); Sensitive commercial, information received in confidence; Operations and deliberations of Public Authorities; Cabinet, Ministerial and Governors documents; and Legal documents. All exemptions are subject to the public interest test, except those that would be in contempt of Court, infringe Parliamentary privilege or are prohibited by other legislation [for more information see sections 21 to 40, PATI Act].

##### How to make a request

Requests for information, or to amend your personal information, must be in writing using the application form, and submitted to the Ministry Information Officer (see Section G for contact details). A request must identify the record, the subject and time period, and may specify the manner in which access is preferred. Please note there is a small fee levied for reproducing materials (as per the

Government Fees Regulations 1976, and as listed on the application form).

**Key, including definitions**

- Ministry means the Ministry of Health, Seniors and Environment
- PATI means Public Access To Information
- Square brackets [ ], refer to sections of the PATI Act, unless another Act is indicated

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert structure of Authority (a chart – if helpful, and some explanatory text):*

Ministry:

Department of Health

**Section:** Oral Health

**Program:** Oral Health Section Administration, Control and Prevention

**Cost Centre :** 32155, 32150 and 32160

*Insert Governing Legislation:*

The Public Health Act, 1949

Dental Practitioners Act, 1950

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and function of the authority (cite Act or Policy):*

**1. Legislated Functions of the Department as Mandated by the Act**

The Public Health Act gives the Minister general supervision and control over all matters concerning or connected with the public health, including [section 7]: making inquiries, the collection of statistical data, and the publication of records or reports, the coordination of the teaching of public or personal health at educational institutions, the dissemination of information connected with public or personal health.

The Department of Health is the lead entity to assist the Minister meeting the above mandate. In particular, the Act gives the Minister responsibility for all matters connected with sanitation and water supply, nuisances and offensive trades, communicable diseases, vaccination, burials, food production, healthcare establishments, and general housing conditions

Public Health Act, 1949 [s165, and s166]

**Power of Minister to establish clinics**

165 (1) Without prejudice to anything in section 94 (which section relates to the establishment of temporary clinics during epidemics), the Minister may establish clinics for such purposes connected with the public health as he may from time to time think expedient; and, without prejudice to the generality of the foregoing provisions, clinics may be established by the Minister for any of the following purposes—

- a) for providing ante-natal care for pregnant women and post-natal care for women recently



delivered of children;

- b) for providing periodical examinations for school children with a view to checking the incidence of disease; and
- c) for providing dental care for school children;
- d) for providing advice, information and guidance—

### **Medical examination of school children [s166]**

- 1) Subject to this section, a Government Medical Officer or Dental Officer may from time to time carry out in any school a medical examination of the school children attending that school.
- 2) Medical examinations, in pursuance of this section, of the school children of any school shall be carried out in such manner and at such times as not unreasonably to interfere with the organization or work of the school; and the headmaster or other person in charge of the school shall in each case be consulted as to the manner and time of the examination.

Subject as aforesaid, it shall be the duty of the headmaster or other person in charge of a school to aid and assist a Government Medical Officer or Dental Officer in the exercise of his functions under this section.

## **Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

### **Obligations of the Authority under the PATI Act**

- 1. To provide an **information statement** for the public and promulgate it [s5],
- 2. To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:
  - a. General information, e.g. activities of the Authority
  - b. Log of all information requests and their outcome
  - c. Quarterly expenditure (upon request) [s6(5)]
  - d. Contracts valued at \$50,000 or more.
- 3. To **respond to information requests** in a timely manner [s12-16]
- 4. To **track information requests**, and provide this data to the Info Commissioner [s5(8)3]
- 5. To respond to requests from the Information Commissioner [s9]
- 6. To **amend personal information** held by the Authority that it is wrong or misleading following a written request by the person to whom the information relates [s19]
- 7. To conduct an **internal review** if formally requested [part 5]
- 8. To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- 9. To provide an **annual written report** to the Information Commissioner of the status of information requests [s58(3)].
- 10. **To do anything else as prescribed** under the PATI Act and Regulations [s59, 60], including:
  - a. **Managing Fees** for Requests for information
  - b. Management and maintenance of **records**
  - c. **Following procedures** for administering the Act
- 11. To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- 12. To **designate an officer** to be the person to whom requests are directed [s62]

**Section C: Services and Programs provided [s5(1)c]**

*Insert a summary of services and programs provided by the authority:*

**1. Program: 32155 – Oral Health Administration**

The Oral Health Administration Program aims to improve the oral health status of all targeted groups in the Bermuda population by coordinating the activities in all dental programs and sub-programs.

**Services:**

The Oral Health Administration Program provides human resources, financial and facilities management for the Oral Health Section. It organizes, executes, and coordinates the training of departmental staff in appropriate oral health practices and standards. The program provides statistical data regarding the oral health status of targeted groups in the Bermuda population.

**2. Program: 32150 – Oral Health Control**

The Oral Health Control Program aims to improve the oral health status of children 0-18, adult special patients, prisoners and seniors by the provision of direct clinical care.

**Services:**

The Oral Health Control Program provides comprehensive clinical care to children 0-18, adult special patients, prisoners and seniors. Clinical care includes diagnosis and prevention of oral diseases, as well as restorative, surgical and limited orthodontic care.

**3. Program: 32160 – Oral Health Prevention**

The Oral Health Prevention Program aims to improve the oral health status of its targeted populations and the Bermuda public as a whole by providing oral health intervention services and education to prevent decay, periodontal disease and other oral pathological processes.

**Services:**

The Oral Health Prevention Program provides oral health education individually and collectively in schools, long term care facilities, prisons and to the general public. Sealants are placed on susceptible teeth in the clinic and in schools. Fluoride supplementation is provided to children from 6 months to at least the completion of primary school (supplementation is available up to age 16 years if given at home). Dental hygiene services are provided to children 0-18, as well as adult special patients, prisoners and seniors.

**Section D: Records held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Financial Records
2. Administrative Monitoring reports
3. Minutes of Program meetings and committees
4. Records of patient dental examination and treatment
5. Reports of dental health of target populations
6. Meeting Agendas and Minutes

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Public Health Programs and Services

2. Oral Health Section Manual
3. Financial Instructions (Bermuda Government)

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Oral Health Section Manual
2. Screen & Seal Criteria Guide
3. Guidelines For The Dental Sealant Program
4. Advisory documents
  - a) PAHO Proposed 10 year regional plan for Oral Health
  - b) PAHO Strategy for Improving General Health In the Americas Through Critical Advancements In Oral Health The Way Forward: 2005 – 2015

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Oral Health Section.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Oral Health Section, Attention: SDO, Celia Musson-Nzabalinda
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B - Current Account Estimates; then select MoHSE).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information As Prescribed? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement.*

*But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign:*

*Celia Musson-Nzabalinda*  
*Senior Dental Officer*

*Date:* March 24<sup>th</sup>, 2015

*Ends*



**GOVERNMENT OF BERMUDA**

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**Ministry Of Health, Seniors and Environment**

**Information Statements:**  
**Public Authority: Department of Health**

**Community Health Section**  
**Programs:**

**Adult Health**  
**Child Health**  
**Communicable Disease Clinic**  
**Community Health Nursing**  
**Maternal Health and Family Planning**  
**Clinical Lab**  
**Nutrition Services**  
**Occupational Therapy and Physiotherapy Service**  
**Speech and Language Services**  
**Lefroy House Care Community**  
**Sylvia Richardson Care Facility**

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Adult Health Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation outlines the role of the Adult Health program:

Safety and Health Act, 1982

Sexual Offences Act, 1993

Prison Act 1979, Section 31

Prison Regulations, 1980 part 11, Section 74-98

Public Service Commission Regulations

Police and Criminal Evidence Act (PACE), 2005

Ministry

Department of Health

**Section:** Community Health

**Program:** Adult Health

**Sub-Programs:**

- **Occupational Health**
- **Correctional Health**
- **Forensic Medical Service**
- **Health Maintenance for Police and Prison Officers (HMP):**

**Cost centre/ID Number: 32010**

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: ***Community Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32010**

*Insert a summary of services and programs provided by the authority:*

**Occupational Health:** To provide pre-employment assessments and screening for occupational illness in selected government employees; to promote immunization against vaccine-preventable diseases among government employees and provide immunization to Department of Health staff and selected government employees;

**Correctional Health:** To provide a comprehensive health care services for all inmates in correctional facilities. To ensure appropriate referral services for essential medical, surgical and psychiatric care which is not available within the prisons

**Forensic Medical Service:** To provide forensic support service to the Police Department and assist police in criminal investigations; detainee examination and certification of fitness for detention and fitness for interview; to provide medical assessment and laboratory screening for individuals in police detention as required; to attend scenes of sudden death to certify death; to interview and/or examine alleged assailants in cases of sexual abuse, unlawful carnal knowledge or sexual assault; to provide reports for the Police Service on such examinations as required.

**Health Maintenance for Police and Prison Officers (HMP):** Provides health services to Police, Prisons, and Bermuda Fire Service officers; provides occupational health screening for selected government employees at risk for occupational hazardous exposures and illnesses; provides routine preventive services including history and lifestyle inventory to assess health risks, and physical examinations, and laboratory tests, for uniformed services officers and recruits to these services; provides health promotion and education through individual counseling and group presentations to the uniformed services and selected government employees as indicated or as requested.

**Services:**

1. Health assessments and treatment for acute illness in uniformed services workers
2. Surveillance for occupational illness and risk assessments for selected government employees identified in the Collective agreement
3. Pre-employment health assessment for selected new employees and recruits to uniformed services
4. Diagnosis and management of occupational illness and injury
5. Health promotion and health education to individuals and/ or groups
6. Collaboration with Health and Safety Officer to identify and mitigate occupational risks
7. Provision of immunizations and education on vaccine-preventable diseases to government employees
8. Maintain immunization and occupational health records for Department of Health staff, uniformed services and selected government employees

9. Comprehensive health care service for inmates in correctional facilities
10. Forensic medical examinations of police detainees; biologic sample collections and certification of fitness for retention and interview according to PACE Act
11. Certification of deaths outside of hospital environment
12. Provide written documentation and court testimony as required on the results forensic medical examinations

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Client record (Employee assessment form, immunization record, consents, laboratory requisitions)
2. Laboratory results
3. Referral forms
4. Epidemiology & Surveillance Forms
5. Safety and Health Report forms
6. Educational Material – occupational health & safety
7. Quarterly statistics
8. Annual reports

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Public Health Act
2. Department of Health Strategic Plan 2012-2015
3. Health and Safety Act, Guidelines and regulations
4. Collective bargaining agreement
5. PSC rules & regulations
6. PACE Act

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Public Health Act
2. Department of Health Strategic Plan 2012-2015
3. Health and Safety Guidelines and regulations
4. Administrative Monitoring Reports (AMRs)
5. Annual Budget
6. Collective Bargaining Agreement
7. Adult Health Policy and Procedure manual (being developed)



- 8. Epidemiology & Surveillance Unit’s Surveillance Manual
- 9. US Preventive Services Task Force Guidelines for adult health screening

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Adult Health Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Adult Health Program, Attention: (Adult) Occupational Health Coordinator (currently vacant)
Mail to	P.O. Box HM 2160, Hamilton HM CX, Bermuda
Visit	2 <sup>nd</sup> Floor, Sofia House, 48 Church Street, Hamilton
Tel.	278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

Walk-in service at Prospect Police Clinic for uniform services Monday- Wednesday & Friday, 9 am to noon.

Pre-employment and occupational hazard testing by appointment (Wednesdays 2-4 pm)  
Contact Adult Health Nurse to schedule appointments.

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm)); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

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- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

**Sign:**

*Gaynell Hayward-Caesar*  
*Chief Nursing Officer*

**Date:** March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Child Health Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation outlines the role of the Child Health and Immunization program:

Education Act, 1996

Children Act, 1999

International Health Regulations, 2005

Ministry of Health:

Department of Health

**Section:** Community Health

**Program:** Child Health

**Sub-Programs:**

Child / School Health

Travel Health

Immunization program

Asthma Education

**Cost centre/ID Number:** 32030

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement of the Department of Health: *Community Health Section*

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement of the Department of Health: *Community Health Section*

**Section C: Programs and Services [s5(1)c]- - Cost Centre/ID: 32030**

*Insert a summary of services and programs provided by the authority:*

**Program:**

**Child and School health:** To provide health supervision services to school aged children with emphasis on preventive health services and health education, including asthma; To achieve optimum health and well being of school students through early identification and prompt referral or appropriate management of high risk children in need; Support implementation of Healthy Schools philosophy.

**Travel health:** To prevent and control the spread of communicable diseases associated with travel. To ensure

residents are appropriately immunized and protected for travel to high risk destinations and prevent vaccine preventable disease introduction/importation; Increase public awareness about the importance of food, water and vector borne illness prevention as well as personal risks.

**Immunization Program:** To prevent and reduce the risk of introduction of vaccine preventable diseases in Bermuda to ensure universal access to immunizations for infants, children, adolescents. To provide adults with access to recommended vaccines on the Adult Immunization Schedule. Coordinate immunization efforts with private physicians, Child Health and School Health programs.

**Services:**

1. Provide daily School Linked Clinics
2. Provide Child Health Clinics throughout the island.
3. Provide screenings, referrals, and case management.
4. Provide anticipatory guidance.
5. Provide health education and health promotion of child/school aged population through School Health services in public and private schools.
6. Provide travel health consultation and immunization for the traveling population through Travel Health Clinics.
7. Collect, analyze, interpret data and monitor immunizations and health trends within the child/school aged population and traveling public.

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority*

1. Exempt
  - a) Child Health Record
  - b) School Health Record
  - c) Electronic Medical Record
  - d) Medical Examination Form
  - e) Child Protection Referral
2. Immunization Record
3. Travel/ Adult Immunization Record
4. VAERS reporting form
5. Surveys (type)
  - a) School Health Profile
6. Assessments
  - a) 5 year old school health report
  - b) 15 year old school health report
  - c) School Services Monthly Monitoring Form

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Annual Child Health Report
2. Child Health Program Objectives and Logic Models
3. Child/School Health and Immunization Policies and Procedure Manual (in progress)

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. School Health Policies Handbook
2. Expanded Program on Immunization Plan of Action

#### **Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Child Health Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Child Health Program, Attention: Child Health Coordinator, Lynn Jackson
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

#### **Section H: Any Other Information [s5(1)h]**

*Insert any other information that **you think** might be useful for the public to know, so as to decrease requests for information [s6]:*

##### **Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

#### **Section I: Any Other Information To be Provided? [s5(1)i]**

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement:** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bdlg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
- PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
- Ministry website: <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign:*

*Lynn Jackson*  
*Coordinator*

*Date:* March 24<sup>th</sup>, 2015

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Communicable Disease Control Clinic**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation outlines the role of the Communicable Disease Control Clinic (CDCC)

- Children's Act, 1999
- Occupational Safety and Health Act, 1982
- Criminal Code (Sexual Offences) Act, 1993
- Nursing Act 1997
- Residential Care Homes and Nursing Homes Act 2000
- Senior Abuse Register Act 2008
- Pharmacy and Poisons Act 1979

Ministry

Department of Health

**Section:** Community Health

**Program:** Communicable Disease Control Clinic (CDCC)

**Sub-Programs:**

- Sexually Transmitted Infections**
- Communicable Infections**
- Foreign Travel immunization**
- HIV/AIDS Program**

**Cost centre/ID Number:**32050

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

- Testing diagnosing and treatment of communicable infections
- Reporting of blood borne pathogens – HIV, Hep. B&C to ESU
- Reporting of those not in compliance to Sexual Offences Act
- Reporting of children under 16 with sexually transmitted infections to Child and Family Services
- Reporting of structural substandard living quarters – (Public Health Act)
- Reporting abuse of seniors
- Working within the guide lines of the Nursing Act

For more detailed information, please see the information statement for the Department of Health: *Community Health Section*

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: **Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32050**

*Insert a summary of services and programs provided by the authority:*

**Program:** To prevent and control the spread of communicable infections. To educate and provide information to the public about immunizations for communicable diseases (travel) including STI's/HIV, Hepatitis, Tuberculosis (TB), Influenza (Flu) and other contagious infections.

**Services:**

1. Free male and female condom distribution and education to promote safer sex practices.
2. Provide free confidential testing STI's/HIV to males and female.
3. Provide treatment for positive test results.
4. Provide follow up for contacts (contact tracing) of those testing positive for STI's, in CDC and MHC.
5. Educate the community about STI's/HIV, and other communicable infections
6. Provide Behavior Change Interventions for high-risk behaviors via, health promotion activities, social/media coverage, educational literature and CD's.
7. Collaborate with School Nurses and MHC regarding reproductive health
8. To provide current immunization information for adult travel health in collaboration with the Child Health Clinic
9. Coordinate promotional campaigns promoting sexual health:
  - a. "Know Your Status" & "Have the Conversation" & "Get Tested"
  - b. February – Sexual Health & Reproductive Week
  - c. June – HIV/AIDS Awareness Month
  - d. December – World AIDS Day
10. Provide weekly and monthly statistical information and reports to Epi & Surveillance (ESU) Dept :
11. Promote adolescent male self exams for testicular cancer and annual prostate screening for males over 40
12. Promote annual Pap tests and Mammograms for women
13. Provide staff self development and education regarding current trends in adolescent and adult health care for population



**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Patients charts – progress notes/medical record – Male and Female Problem forms
2. Patient Care Plans
3. Medication Chart
4. Skylab – STI/HIV
5. X-Ray forms for TB
6. Hospital lab forms (blood)
7. Lab forms – C&S West (urine)
8. Financial Assistance Forms (Social Assistance)
9. BARC Referral Forms
10. STAR Referral Forms
11. Epi & Surveillance Forms (HIV and TB)
12. Educational Material – HIV/STI
13. Program Statistics
14. Patient Satisfaction Surveys

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Communicable Disease Policy and Procedure manual
2. HIV/AIDS Manual
3. Condom Model Policy
4. Policy for Blood Borne Pathogens
5. Reduction of Prenatal HIV Transmission
6. HIV/AIDS Strategic Framework
7. SART Policy related to decrease HIV transmission
8. Health promotion Calendar
9. Epidemiology & Surveillance Unit Procedures Manual

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Health and Safety Guidelines
2. Annual reports including measurable results and statistical analyses of program
3. Annual Budget
4. Communicable Disease Policy and Procedure manual

5. HIV/AIDS Strategic Framework
6. Condom Model Policy
7. Reduction of Prenatal HIV Transmission Policy

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Communicable Disease Control Clinic.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Communicable Disease Control Clinic, (CDCC) Attention: Coordinator, CDCC
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

All information is confidential. Patient documentation remains in the department of health.

**WALK IN CLINIC – NO APPOINTMENT REQUIRED**

Days of Operation are: Monday – Friday from 8:30 – 4:45 **Closed for lunch 12:30 – 1:45pm**

Hours of testing: Monday – Thursday from 8:30 – 11: 30 a.m. 1:45 – 3:30p.m.

Fridays: Results, counseling and medication 1:45 – 3:30p.m.

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

### **Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church st, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign and Date:*

**Kim Ball**  
**Coordinator**

**Date:** March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Community Health Nursing Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation that outlines the role of the Community Health Nursing Program:

Children's Act 1999

Nurses Act 1997

Rules & Regulations 2003

The Residential Care Homes and Nursing Homes Act 1999

Bermuda Health Council Act 2004

Elder Abuse Act

Ministry

Department of Health

**Section:** Community Health

**Program:** Community Health Nursing

**Sub-Programs:**

Health Visiting

Community Health Nursing

Personal Care Service

**Cost centre/ID Number:** 32060

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:

***Community Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:

***Community Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32060**

*Insert a summary of services and programs provided by the authority:*

**Program:**

The community Health program provides home and community health care services for: all mothers and their newborns; identified high-risk adults; the elderly and physically challenged. It also provides limited home care nursing services to the elderly, health education, limited nursing care and treatment of chronic non-communicable diseases (diabetes, strokes, heart disease) and communicable diseases (TB, HIV/AIDS).

**Services:**

1. Provision of community health care, health visiting and personal care to seniors and disabled
2. Individual assessment of clients and their families
3. Nursing care of the elderly in the community setting
4. Health education and health promotion in the home and clinics
5. Anticipatory guidance and advice for all new mothers, babies and the elderly
6. Home visits to new mothers to review infant care, nutrition, breastfeeding and child development
7. Primary nursing care including risk assessment, interventions and monitoring
8. Home assessment and monitoring of high risk clients
9. Functional assessment of cognitive impaired seniors for long term care placement
10. Case management and coordination of client services including referral
11. Provision of Public Health leadership
12. Nursing care and treatment of selected chronic non-communicable diseases
13. Routine surveillance and follow up of selected communicable diseases
14. Collection and analysis of data on the health status of the clients served
15. Evaluation of the quality of services provided to the community clients

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Annual Program objectives
2. Administrative monitoring reports
  - a) Quarterly monitoring reports on the program activities and performance measures
  - b) Annual performance reports
  - c) Annual report
  - d) Collection of statistical data and client demographics
3. Minutes of Program meetings and committees
4. Safety & Health Manual
5. Staff Development records
  
6. Patient information forms
7. Patient medical records (Exempt)
  - a) Patient assessment forms
  - b) Edinburgh Depression Assessment Scale
  - c) Child health record
  - d) Obstetric delivery form
  - e) Hand held Child Health Record
  - f) Electronic patient Medical records
8. Lab test requisition forms
9. Diagnostic test requisition

10. Referral forms
  - a) Community Health Referral Forms
  - b) Antenatal referral form

**Brochure/leaflets by category:**

11. Treatment instructions
  - a) Antenatal diet instructions
  
12. Specific health condition information leaflets:
  - a) Lice
  - b) Heart disease
  - c) Overweight
  - d) Hypertension
  - e) Diabetes
  - f) Breastfeeding
  
13. General health information leaflets or fact sheets
  - a) Healthy lifestyle
  - b) Immunizations
  
14. Surveys
  - a) Client satisfaction
  - b) Adult Health survey
  - c) Child Health survey

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Community Health Policy and Procedure manual for:
  - a) Health visiting
  - b) District Nursing
  - c) Home Care
2. Program profiles
3. Referral, admission and discharge procedure for community clients
4. Diabetes Guidelines for Bermuda
5. Hypertension Guidelines for Bermuda
6. Epidemiology Surveillance Manual
7. Program Budget
8. Community Health Orientation Manual
9. Financial Instructions

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated;*

*[Interpretation Act, 1951]*

1. Public Health Act, 1949
  - Relates to notification, investigation and follow up of persons with communicable disease
2. Children's Act 1999
  - Relates to the mandatory reporting of child abuse
3. Nurses Act 1997
  - Relates to the scope of nursing practice and framework for nursing regulations
4. The Residential Care Homes and Nursing Homes Act 1999
  - Relates to the scope of care for clients in residential and Nursing homes
5. Bermuda Health Council Act 2004
  - Relates to the health regulation guidelines
6. Elder Abuse Act
  - Relates to the mandatory reporting of abuse of elders
7. Rules & Regulations 2003

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Community Health Nursing Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Community Health Nursing Program, Attention: Community Health Coordinator (currently vacant)
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm)); then select Ministry of Finance; then select the "Budget Book" icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).

3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
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- The Bermuda Archives Y
- Available electronically at:
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  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign:*

*Gaynell Hayward-Caesar  
Chief Nursing Officer*

*Date:* March 24<sup>th</sup>, 2015

*Ends*



**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Maternal Health and Family Planning Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other governing legislation relevant to the role of the Maternal Health and Family Planning Program

- Children’s Act, 1999
- Safety & Health Act, 1982
- Sexual Offenses Act, 1993
- Midwives Act, 1949
- Nursing Act, 1997

Ministry  
Department of Health  
**Section:** Community Health  
**Program:** Maternal Health and Family Planning  
**Sub-Program:** Family Planning  
**Cost centre/ID Number:** 32040

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32040**

*Insert a summary of services and programs provided by the authority:*

**The Maternal Health and Family Planning Clinic provides the following services for women of child bearing age:**

1. Antenatal care for uninsured/underinsured women
2. Free childbirth classes for pregnant women and their partners
3. Appropriate immunization for pregnant women

4. Birth control including emergency contraception
5. Pap testing
6. Health promotion talks
7. Breast examinations
8. Sexually transmitted infection screenings.
9. Contact tracing and treatment

There is no charge for visits to the Maternal Health Clinic however there is a small charge for medications and birth control supplies. Clients with full medical insurance will be given a prescription to be filled at an outside pharmacy. There will be a charge for any laboratory test done outside of the Department of Health unless the client has full medical insurance. Payment for referral visits to private physicians and or procedures done by private physicians are the responsibility of the client. This includes visits to the on-call Obstetrician and delivery fees.

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Patient education leaflets:
  - a) Pregnancy
  - b) Family planning
  - c) Sexual health
  - d) Gynecological
2. Patient medical record forms and visit sheets
  - a) Antenatal
  - b) Postnatal
  - c) Family planning and gynecological
3. Diagnostic test requisitions forms
  - a) X-ray
  - b) Ultrasound
  - c) Blood tests
  - d) Infection tests
  - e) Pap smear
  - f) Genetic testing (Quad Screen, Cystic Fibrosis)
4. Diagnostic tests (computer generated)
  - a) Blood testing
  - b) Infection tests
5. Computer generated patient referral forms
6. Epidemiologic surveillance forms
7. Patient medical/legal consent forms
  - a) Antenatal
  - b) Family planning
8. Electronic patient medical records (medinformatix- in progress)

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Maternal Health Policy & Procedure Manual

2. Program meetings
3. Safety & Health Manual (Departmental)
4. Hypertension Guidelines for Bermuda (2011, Department of Health)
5. Diabetes Guidelines for Bermuda (2011, Department of Health)
6. Epidemiology & Surveillance Manual
7. Program Profile
8. CDC guidelines- [www.cdc.gov/std/treatment](http://www.cdc.gov/std/treatment)
9. American Cancer Society- [www.cancer.org/...FindCancerEarly/CancerScreeningGuidelines/ame...](http://www.cancer.org/...FindCancerEarly/CancerScreeningGuidelines/ame...)
10. ACOG guidelines for cervical and breast health- <http://www.acog~/media/NewsRoom/Protectanddetect.pdf>
11. Staff training ([www.gov.bm](http://www.gov.bm)-Human Resources)

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Quarterly Administrative Reports including measurable results and statistical analyses of program
2. Annual Budget
3. Maternal Health Policy & Procedure Manual
4. Patient satisfaction surveys
5. Health Promotion Calendar

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Maternal Health and Family Planning Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Maternal Health & Family Planning Program, Attention: Coordinator, Gloria Burgess
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

Maternal Health Clinic hours of operation and contact information:

- 1) Hamilton Health Center-67 Victoria Street. Telephone 278-6441-Monday to Friday: 8:30-12:30 and 1:45-4:30pm by appointment-limited walk-ins
- 2) St George Health Center- Barracks Hill. Telephone: 297-8200-Monday:9-11am only
- 3) Somerset Health Center- Mangrove Bay. Telephone: 234-0202- Tuesday: 9-11am by appointment.
- 4) Offer Emergency Contraception

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
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**Section I: Any Other Information To be Provided? [s5(1)i]**

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4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

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- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y

• With the Information Commissioner.  
Have you published a notice in the Gazette indicating the places where the information statement is available for the public?

Y  
Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign:*

*Gloria Burgess*  
*Coordinator*

*Date:* March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Clinical Lab Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

Public Health Act, 1949

Ministry of Health:  
Department of Health  
**Section: Community Health Section**  
**Program: Clinical Laboratory**

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: **Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: **Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID:**

*Insert a summary of services and programs provided by the authority:*

**Program:** To provide an accessible comprehensive clinical laboratory diagnostic service to clients attending Government Community Health Clinics in Bermuda. To act as a public health laboratory during outbreaks and epidemics in the community.

**Services:**

- Blood tests for communicable diseases, maternal health assessment and Child health care.
- Culture and antibiotic testing for bacterial infections common in children.
- Diagnostic tests for sexually transmitted infections including HIV.
- Health promotion screening for diabetes and HIV.

- Provision of data for epidemiology and surveillance

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

##### **Forms:**

1. Laboratory request forms
2. Incident forms
3. Corrective active forms

##### **Registers of :-**

4. Clients who have had requests for blood test
5. Clients who have had bacterial cultures
6. Clients who have had laboratory test referred
7. Client results of HIV and Syphilis Tests
8. Client results of Chlamydia and Gonorrhoea Tests
9. Test Quality Control records
10. Equipment Quality Control records
11. Records of reagents and chemicals used in laboratory

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Laboratory Policy and Procedure Manual
2. Laboratory Quality Management Systems Manual (CLAS),CROSQ
3. ISO 15189 Document for management of clinical laboratories.

#### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Laboratory Procedure Manuals
2. Health promotion Calendar
3. Health and safety guidelines for the workplace
4. Pan American Health Organization guidelines on testing for sexually transmitted diseases.
5. Government of Bermuda Training and Development Directory ([www.gov.bm](http://www.gov.bm))
6. Laboratory budget document

#### **Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Clinical Lab Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Clinical Lab Program, Attention: Clinical Laboratory Supervisor, Susan Jatto
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

#### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

##### Further information

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

#### Section I: Any Other Information To be Provided? [s5(1)i]

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3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

#### Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]



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**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

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- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

**Sign:**

**Susan Jatto**  
**Laboratory Supervisor**

**Date:** March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Nutrition Services Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

**Department of Health:**

**Section:** Community Health Section

**Program:** Nutrition Services

**Cost centre/ID Number:** 32110

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: *Community Health Section*

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: *Community Health Section*

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32110**

*Insert a summary of services and programs provided by the authority:*

**Program:**

The purpose of the program is to assist the population achieve optimal nutritional status through the promotion good nutrition and lifestyle behaviors in the prevention of chronic diseases.

**Services include:**

1. Nutritional Screening and Assessment
2. Medical Nutrition Therapy Counseling
3. Monitoring compliance of the School Nutrition Policy in schools
4. Consulting Foodservices including (governmental and non-governmental agencies) providing timely:
  - a) Assessment
  - b) Consultation
  - c) Menu planning

- d) Compliance Monitoring
- e) Appropriate in-service (as required)
- 5. Public Health Nutrition Education
  - a) Promoting of the Bermuda's Daily Dietary Guidelines and Eat Well Plate
- 6. Coordinating and integrating the nutrition program and standards with other *programs and services provided through the DOH-(internal customers)*
  - Child Health Assessments
  - Wellness Clinic-Obesity Assessment & Treatment Guidelines

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Client Cards per SOAP documentation format
2. Residential foodservice nutritional assessment reports
  - bi-annual menu plans
3. School Nutrition Policy Compliance Reports
  - School compliance assessments
  - Term Food Vendors menu plans
  - Term Food Vendors menu assessments
4. Public Health Nutrition Education Resources
  - Age and medical specific nutrition leaflets
5. Nutrition Services Research and Administrative Documents
  - Surveys-Fruit & Vegetable Intake; Motivating Factors for Fruit & Vegetable Intake
  - Reports-monthly, quarterly, annually
  - Budgets
  - Program Yearly Objectives

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Nutrition Policies and Procedures Manual
  - a) Referral
    - Client internal/external
    - Residential care facility
    - School foodservice
  - b) Client Charting Documentation
  - c) Anthropometric measuring procedures
  - d) Rest Home Assessment Questionnaire
  - e) Senior nutritional risk algorithm
2. 2013/14 School Nutrition Policy Manual (preschool-senior schools)
  - a) School Cafeteria Standards per BID Contract 2007
  - b) School Vending Machine Policy 2007
3. Government Vending Machine Policy 2008

- 4. Well Bermuda- Health Group1
  - a) Healthy Weight Action Plan
    - Bermuda Breastfeeding Guidelines
    - Bermuda Dietary Guidelines

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Allied Health Professions Act 1973 (Specified Registered Professions-Dietician)
2. Children and Care Services Act 19989 [Meaning of significant harm (k); Regulations (h); Registered Children’s Home (2)]
3. Residential Care Homes and Nursing Homes Regulations 2001(Facilities 11; 14)
4. Prison Rules 1980 (Physical Welfare-92,93,94,95)

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Nutrition Services Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Nutrition Services Program, Attention: Mellonie Furbert or Cymone Hollis
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

### **Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermulaws.bm](http://www.bermulaws.bm).

### **Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

### **Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton	Y
The Bermuda National Library	Y
The Bermuda Archives	Y
Available electronically at:	
PATI website <a href="http://www.gov.bm">http://www.gov.bm</a> Select Cabinet Office from the Government tab	Y
Ministry website <a href="http://goo.gl/WvNi9g">http://goo.gl/WvNi9g</a>	Y
With the Information Commissioner.	Y
Have you published a notice in the Gazette indicating the places where the information statement is available for the public?	Y

**Date Information Statement was updated: 31<sup>st</sup> Dec 2014**

*Sign:*

*Mellonie Furbert*  
*Public Health Nutritionist*

*Date: March 24<sup>th</sup>, 2015*

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section:**  
**Occupational Therapy & Physiotherapy Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

**Other governing legislation that is relevant to the Occupational Therapy & Physiotherapy Program:**

Residential Care Homes and Nursing Home Act 1999  
The Education Act 1949  
Child Act 1998  
AHP Act 1973

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32120/32080**

*Insert a summary of services and programs provided by the authority:*

**Program:**

The Occupational Therapy and Physiotherapy Services Program aims to provide quality rehabilitation service intervention to people in the community setting. Therapy primarily focuses on the rehabilitation and/or habilitation of people with physical or functional impairment of movement that negatively impacts their ability to lead a normal healthy lifestyle. This is done by:

1. Promoting optimal physical mobility, functional independence for self efficacy of activities for daily living inclusive of families/caregivers or other stakeholders
2. Promoting health and wellness for individuals and the general public to take ownership for their own health and well being for active community living

3. Preventing/limiting the development of physical deformities through adaptive equipment prescription and anticipatory guidance

**Services:**

1. Screening
2. Assessment
3. Health education
4. Treatment planning
5. Treatment
6. Monitoring
7. Case management
8. Referral
9. Consultation

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Program Entry and Exit Criteria
2. Service Provision Schedules and OT/PT annual Assignment list
3. Forms, and Letters to Parents, Physicians, School Personnel
4. Premature Infant Developmental Checklist
5. Early Intervention and School Health Medical Information Form
6. Pre-School Fine Motor & Gross Motor Screening Checklist
7. Primary School Fine Motor & Gross Motor Screening Checklist
8. School Health Referral Checklists for Occupational Therapy & Physiotherapy
9. Clinical Records (client information, informed consent, treatment record, progress/discharge reports, assessment reports)
10. Senior Physical/Functional Evaluation Form
11. Home Safety Assessment Form
12. Falls Screening Form
13. Wheelchair prescription Form
14. Program Information Pamphlets and others e.g.
  - a) Tummy Time for Infants
  - b) Motor Readiness for School
  - c) Fit to be Tied Footwear pamphlet
  - d) Eyes Front – Identifying children at risk for Visual Problems
  - e) Is Your Backpack Safe?

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Occupational Therapy & Physiotherapy Administrative Policy and Procedures Manual
2. Financial Instructions
3. Program Profiles for Pediatric and Senior Programs
4. Logic Models for Programs - Early Intervention, School Health and Senior



5. Administrative Monitoring Report
6. Problem/Incident Report
7. Health Promotion/Education Report

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Occupational Therapy Ethical Code of Conduct and Standards of Practice
2. Physiotherapy Ethical Codes of Conduct and Standards of Practice
3. Registration/Re-registration Guidelines of the Council for Allied Health Professions
4. Staff Development Plan

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Occupational Therapy & Physiotherapy Services Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Occupational Therapy & Physiotherapy Program, Attention: Teresa Trott, Coordinator OT & PT Program
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	411-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that **you think** might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm)); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online

[www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

**Sign:**

**Teresa Trott**  
**Coordinator**

**Date:** March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Speech and Language Services Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation outlines the role of the Speech Language Services program:

Children Act 1999

Education Act 1996

Bermuda Health Council Act 2004

Ministry

Department of Health

**Section:** Community Health

**Program:** Speech and Language Services

**Sub-Programs:**

- **Prevention**
- **Intervention**
- **Health Promotion**

**Cost centre/ID Number: 32100**

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: *Community Health Section*

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: *Community Health Section*

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32100**

*Insert a summary of services and programs provided by the authority:*

**Program:**

The Speech and Language Services program aims to provide quality service to young children, some adults and seniors, within the community who have, or might be susceptible to, speech-language delays/disorders and/or feeding/swallowing disorders, and to promote their communicative and social

well-being. This is done by:

- a) promoting healthy communication and functional feeding/swallowing skills for individuals, in conjunction with their families and the general public; and
- b) fostering the prevention of speech-language challenges through hearing conservation awareness programs, speech and language screening programs and consumer information.

**Services:**

1. Screening
2. Assessment
3. Health education
4. Treatment planning
5. Treatment
6. Monitoring
7. Case management
8. Referral

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Program Entry/ Exit Criteria
2. Service Provision Schedules/ SLP Assignment List
3. Clinical Records (client information, documents, referrals and reports) - EXEMPT
4. Annual Report re: Caseload Analysis & Statistical Data/ Client Satisfaction Surveys
5. Forms (Mileage; Time-in-Lieu; Problem Report; Inventory) - EXEMPT
6. Report Templates (Assessments, End-of-Year Progress/ Evaluation. Discharge)
7. Forms and Letters to Parents and Teachers
8. Information Brochures and Leaflets
9. Checklists re: Developmental Benchmarks
10. Performance Overview – Speech and Language Services Program
11. Continuing Education – Conferences, Conventions, Workshops provided/ attended

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. Speech and Language Services Administrative Policy and Procedures Manual/ ISO Quality Assurance process;
2. Administrative documents
  - a) Program Profile
  - b) Program Objectives/ Logic Model
  - c) Another format to be decided)
  - d) Well Bermuda Quarterly Report
3. Standardized Assessment Batteries and Protocols for:
  - a) Articulation, Language, Voice, Fluency, Hearing Screening; Literacy, Swallowing/ Feeding

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Master’s degree in Speech-Language Pathology or equivalent;
2. Obtaining and maintaining Clinical Certification by the professional association within jurisdiction of training;
3. Obtaining and maintaining registration with the Council for Allied Health Professions, Bermuda;
4. Speech and Language Services Administrative Policy and Procedures Manual/ ISO Quality Assurance process.

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Speech and Language Services Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Ministry of Health, Seniors & Environment Re: Speech and Language Services Program, Attention: Susan Price-Barrett (Coordinator)
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online

[www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign and Date:*  
**Susan Price-Barrett**  
Coordinator

*Date:* March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Long Term Care**  
**Lefroy House Care Community Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other governing legislation relevant to the role of the community long-term care:

Nurses Act 1997; Rules & Regulations 2003  
Residential Care Homes and Nursing Homes Act 2000

Ministry  
Department of Health  
**Section:** Community Health  
**Program:** Lefroy House Care Community  
**Cost centre/ID Number:** 32000

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health: **Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: **Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID:**

*Insert a summary of services and programs provided by the authority:*

**Programs:**

The purpose of this program is to promote independence and optimal health in elders through the provision of a multi-level residential care facility.

**Services:**

The following services are provided to care for elders:

1. Skilled Nursing care, nursing care, personal care
2. Rehabilitation programs
3. Recreational programs
4. Day Care Services for up to ten persons
5. Respite Care for elders who are usually cared for by families
6. Pharmacy
7. Physician

Environmental services provided including:

1. Laundry
2. Maid
3. Dietary
4. Maintenance

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

The purpose of the records and documents described below offer a practical approach to nursing policies and procedures for long term care facilities to assist in providing quality elder care that is in compliance with the Residential Care Home and Nursing Home Regulations.

1. **Elder Rights Policy**- exists to promote and protect the rights of elders residing in the care home to ensure choice and a dignified existence.
2. **Admission and Transfer and Discharge Rights Policy**- Movement of Elders to accommodations outside of the care home
3. **Elder Behavior and Care Home Practices Policy**- Elder behavior and care home practices.
4. **Quality of Life Policy** – Promotes the maintenance or enhancement of each elders quality of life including dignity and respect with full recognition of his/her individuality.
5. **Elders Assessment Policy**- conducts and documents comprehensive assessments on all elders admitted to the care home
6. **Quality of Care Policy** – the provision of care and services that ensures the maintenance of physical, mental and psychosocial well being.
7. **Dietary Services Policy**- services that meet the individual nutritional needs of each elder.
8. **Physician Services Policy**- supervision of the elder’s medical care by a physician.
9. **Rehabilitative Services Policy** – Physical therapy, speech therapy, occupational therapy as required in the elders comprehensive plan of care.
10. **Dental Services Policy** – The care home will assist elders to obtain routine and emergency dental care.
11. **Pharmacy Services** – Pharmaceutical procedures including acquiring, receiving, dispensing and administering of all drugs and biological to meet the needs of each elder.
12. **Infection Control Policy**- an established and maintained infection control program.
13. **Physical Environment Policy**– is designed, equipped and maintained to protect the health and safety of elders, personnel and the public.
14. **Policy Administration Policy** – Ensures the care home is licensed operated in a manner that enables it to use the resources effectively and efficiently.



15. **Laboratory Services** – are provided by a certified and licensed laboratory.
16. **Radiology and other Diagnostic Services** – are provided upon the order of a the elders attending physician.
17. **Clinical Records** – are maintained on each elder in accordance with accepted professional standards and practices.
18. **Disaster and Emergency Preparedness** – Plans and procedures are available to meet all potential emergencies and disasters such as fire, severe weather and elder absconding.
19. **Transfer Agreement** – Medical and other information needed for care and treatment of elders will be exchanged between the hospital and the care home.
20. **Quality Assessment and Assurance** – A committee is established and maintained.

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. General across government
  - a) Human Resources: Code of Conduct and Conditions of Employment; Collective Bargaining agreements
  - b) Financial/ Budget: Financial Instructions
- Specific to Facility living:
  2. Nurses Code of Conduct
  3. Residential and nursing care Policy and Procedure Manual
  4. Residential Care Standards
  5. Operating Budget

#### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Public Health Act
2. Nurses Act 1997; Rules & Regulations 2003
3. Residential Care Homes and Nursing Homes Act 1999
4. Residential care homes and nursing homes regulations 2001
5. Budget
6. Residential care Standards

#### **Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Lefroy Care Community Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Lefroy House Care Community, Attention: Mrs. Rosheena Masters
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

#### **Admission to the Lefroy Care Community is via a single entry point.**

It is through the Community Assessment and Referral Team (CART). This multi-disciplinary team of health professional's representative community health and National Office for Seniors and Physically Challenged. Referrals are received from the community and the hospital made by family, health professionals and or physicians. The (CART) Team evaluates the resulting comprehensive assessment and recommends the required level of care and appropriate long term care and or continuing care services i.e. home living, supportive living or facility living.

#### **Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the "Budget Book" icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

### Section I: Any Other Information To be Provided? [s5(1)i]

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)

4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

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- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign and Date:*  
**Rosheena Masters**  
 Administrator

**Date:** March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Community Health Section: Long Term Care**  
**Sylvia Richardson Care Facility Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other governing legislation relevant to the role of the Adult Health program:  
Nurses Act 1997; Rules & Regulations 2003  
Residential Care Homes and Nursing Homes Act 2000

Ministry  
Department of Health  
**Section:** Community Health  
**Program:** Long Term Care  
**Sub-Programs:** Sylvia Richardson Care Facility  
**Cost centre/ID Number:** 32015

**Section B1: Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
**Community Health Section**

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32015**

*Insert a summary of services and programs provided by the authority:*

**Programs:**

To provide care, promote independence and optimal health in persons aged 65 years and over, with significant unmet nursing and care needs requiring 24 hour/facility based care.

**Services:**

The following services are provided to care for elders:

1. Skilled Nursing care, nursing care, personal care

2. Rehabilitation programs
3. Activities, leisure and community outings
4. Day Care Services for up to ten persons
5. Respite Care for elders who are usually cared for by families
6. Pharmacy
7. Physician

Environmental services provided including:

5. Laundry
6. Maid
7. Dietary
8. Maintenance

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

The purpose of the records and documents described below offer a practical approach to nursing policies and procedures for long term care facilities to assist in providing quality elder care that is in compliance with the Residential Care Home and Nursing Home Regulations.

1. **Elder Rights Policy**- exists to promote and protect the rights of elders residing in the care home to ensure choice and a dignified existence.
2. **Admission and Transfer and Discharge Policy**- Confidential Admission and preadmission assessment and discharge documents are kept on each Elder admitted or discharged. These include financial information, cost, payment of fees etc.
3. **Elders Assessment Policy**- conducts and documents comprehensive assessments on all elders admitted to the care home
4. **Quality of Care Policy** – the provision of care and services that ensures the maintenance of physical, mental and psychosocial well being.
5. **Dietary Services menus and Policy**- services that meet the collective and individual nutritional needs of the elders. Menus change seasonally and as required to meet the needs of the elders.
6. **Physician Services Policy**- supervision of the elder’s medical care by a physician.
7. **Prescription medication record**- Individual medication kardex sheet showing current medication prescribed by a medical Doctor with written instructions for administration.
8. **Rehabilitative Services Policy** – Physical therapy, speech therapy, occupational therapy as required in the elders comprehensive plan of care.
9. **Dental Services Policy** – The care home will assist elders to obtain routine and emergency dental care.
10. **Pharmacy Services** – Pharmaceutical procedures including acquiring, receiving, dispensing and administering of all drugs and biological to meet the needs of each elder.
11. **Infection Control Policy**- an established and maintained infection control program.
12. **Physical Environment/ Work place Safety and Health Policy**– is designed, equipped and maintained to protect the health and safety of elders, personnel and the public. Minutes of staff safety and Health meetings are kept.
13. **Policy Administration Policy** – Ensures the care home is licensed operated in a manner that enables it to use the resources effectively and efficiently.
14. **Laboratory Services** – are provided by a certified and licensed laboratory.

15. **Radiology and other Diagnostic Services** – are provided upon the order of the elders attending physician.
16. **Clinical Records**–Elder’s Confidential individual current and historical record, consisting of Nursing, Physician and allied professional documentation maintained on each elder in accordance with accepted professional standards and practices.
17. **Disaster and Emergency Preparedness** – Plans and procedures are available to meet all potential emergencies and disasters such as fire, severe weather and elder absconding.
18. **Transfer Agreement** – Medical and other information needed for care and treatment of elders will be exchanged between the hospital and the care home.
19. **Staff personnel files**- confidential record containing copies of license and registrations required such as BNC registration for Registered Nurses and Geriatric Aides, CPR certification and copies of Community Service Vehicle License for all facility Van drivers and certificates and training relevant to employment.

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

1. General across government
    - a) Human Resources: Code of Conduct and Conditions of Employment; Collective Bargaining agreements
    - b) Financial/ Budget Financial Instructions
- Specific to Facility living:
2. Nurses Code of Conduct
  3. Residential and nursing care Policy and Procedure Manual
  4. Residential Care Standards
  5. Operating Budget
  6. Infection Control

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Public Health Act
2. Nurses Act 1997; Rules & Regulations 2003
3. Residential Care Homes and Nursing Homes Act 2000
4. Residential care homes and nursing homes regulations 2001
5. Residential care Standards
6. Senior Abuse Act
7. Budget

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Sylvia Richardson Care Facility Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Sylvia Richardson Care Facility Program, Attention: Coordinator, Angela Brangman
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

#### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

#### **Admission to the Sylvia Richardson Care Facility is via a single entry point.**

It is through the Community Assessment and Referral Team (CART). This multi-disciplinary team of health professional's representative community health and National Office for Seniors and Physically Challenged. Referrals are received from the community and the hospital made by family, health professionals and or physicians. The (CART) Team evaluates the resulting comprehensive assessment and recommends the required level of care and appropriate long term care and or continuing care services i.e. home living, supportive living or facility living.

#### **Further information**

1. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
2. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the "Budget Book" icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
3. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

#### Section I: Any Other Information To be Provided? [s5(1)i]

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

1. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
2. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].

3. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
4. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign and Date:*  
**Angela Brangman**  
 Administrator

**Date:** March 24<sup>th</sup>, 2015

*Ends*





**GOVERNMENT OF BERMUDA**

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**Ministry Of Health, Seniors and Environment**

**Information Statements:**  
**Public Authority: Department of Health**

**Environmental Health Section**  
**Programs:**

**Food and Beverage Safety**  
**Water & Sanitary Engineering Control**  
**Housing Conditions Control**  
**Occupational Health and Safety**  
**Vector and Port Health**  
**Nuisance, Pollution and Outbreak Control**  
**Institutional Hygiene and Safety**

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Food & Beverage Safety Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program:** Food & Beverage Safety  
**Cost centre/ID Number:**32172

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Food & Beverage Safety Program:**

- Public Health (Food) Regulations 1950
- Public Health (Imported Meat) Regulations 1956
- Public Health (Slaughter of Animals) Regulations 1945
- Public Health Act 1949
- Public Health (Milk And Dairy farm) Regulations 1952
- Public Health (Keeping Of Pigs) Regulations 1958
- Public Health (Milk and Dairy farm) Amendment Regulations 2000
- Liquor License Act 1974

Power of Public Health Officer to inspect and take samples of food intended for human consumption

- Condemnation of food unfit for human consumption
- Prohibition of sale of food unfit for human consumption
- Regulations relating to food generally
- Regulations; animals slaughtered for human consumption
- Regulations; production of milk
- Notification of food poisoning

Liquor:

**Special conditions with respect to grant, etc. of particular classes of license**

18 (1) No license, other than a License (A) or Restricted License (A), shall be granted or transferred unless the applicant produces to the licensing authority a certificate granted by the Department of Health certifying that the premises in respect of which the application is made are furnished with sufficient and suitable sanitary accommodation for the use of patrons of both sexes and that the sanitary condition of the premises is satisfactory in every respect.

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health: ***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32172**

*Insert a summary of services and programs provided by the authority:*

**Program Goals:**

Reduce the risk of Food Borne Illness

**Objectives:**

1. Monitor food and beverage importation, storage, preparation and sale by licensing all types of victualling (i.e. food and beverage) establishments and thereby ensuring hygienic conditions and operations.
2. Ensure food is fit for human consumption by sampling milk, frozen desserts, foods and beverages and inspecting locally slaughtered meat.

**Services:**

1. Dairy Farm Licensing and inspection
2. Food & Catering Establishments Licensing and inspection
3. Food contamination complaint investigation
4. Food Handlers training
5. Food Poisoning investigations
6. Frozen desert sampling and testing
7. Liquor License sanitary inspection and sanitary certificates
8. Meat importation permits
9. Meat inspection
10. Milk sampling and testing
11. Mineral Waters and bottled water sampling and testing
12. Pasteurization Plant Licensing and inspection
13. Slaughter House Licensing and inspection
14. Slaughter men registration

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

- 2. Inspections files
- 3. Investigation files
- 4. Sampling results
- 5. Registers or certificates and licenses

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Environmental Health Inspection Services Policy Manual

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

- 1. Itinerant Restaurant Guidelines
- 2. Procedure for Opening a New or Remodeled Food Establishment
- 3. Temporary Food Stall Frequently Asked Questions
- 4. Foodborne Illness Policy
- 5. Guide to Bake Sales
- 6. Guide to Home Bakeries
- 7. Operators Guide to Frozen Desserts
- 8. Temporary Food Stall Guideline

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Food & Beverage Safety Program.

Contact

Information Officer, Mrs. Verlina Bishop  
c/o Jahkia Bolin, Ministry of Health, Seniors & Environment  
Re: Food & Beverage Safety Program,

	Attention: George Simons (Acting Chief Environmental Health Officer),
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

4. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
5. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
6. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermulaws.bm](http://www.bermulaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

None - At Jan 2012 there are no regulations to specify any requirements in this section

5. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
6. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
7. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
8. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y

• The Bermuda National Library	Y
• The Bermuda Archives	Y
• Available electronically at:	
• PATI website <a href="http://www.gov.bm">http://www.gov.bm</a> Select Cabinet Office from the Government tab	Y
• Ministry website <a href="http://goo.gl/WvNi9g">http://goo.gl/WvNi9g</a>	Y
• With the Information Commissioner.	Y
Have you published a notice in the Gazette indicating the places where the information statement is available for the public?	Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign and Date:*

*Susan Hill Davidson*

*Senior Environmental Health Officer*

*Date:* March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section:**  
**Water & Sanitary Engineering Control Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation:

- Hamilton Sewerage Act 1912
- Hamilton Sewerage Ordinance 1951
- Plumbing And Drainage Regulations 1965
- Public Health (Privies and Cesspits) (Cleansing) Regulations 1930
- Public Health (Water Storage) Regulations 1951
- Public Health Act 1949
- St. George's Sewerage Act 1943
- Building Act 1988
- Building Code Regulations 1991
- Building Code 1972

Ministry

Department of Health

**Section:** Environmental Health

**Program:** Water & Sanitary Engineering Control

**Cost centre/ID Number:**32173

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Water& Sanitary Engineering Control Program:**

1. Power to inspect sewerage undertakings
2. Operation and maintenance of sewerage system by Municipality
3. Regulations; sewerage systems
4. Regulations; sanitary installations in buildings

5. Power of Minister to alter drainage system of premises
6. Power of Minister to require closets to be replaced
7. Care of closets
8. Care of closet used in common.
9. Drainage of yards
10. Power of Minister to require adequate means of ventilation to be provided
11. Tanks and catchments for buildings
12. Storage capacity of tanks and dimensions of catchments.
13. Regulations; tanks and catchments.
14. Power of Minister to require adequate catchments and tanks to be provided.
15. Maintenance of catchments and tanks
16. Power of Public Health Officer where water in tank polluted
17. Restriction on use of water from wells
18. Coverings to wells
19. Pollution of water
20. Power of Public Health Officer to inspect undertaking for water supply
21. Powers of Minister in respect of private water undertakings
22. Powers of Minister to control specified establishments

#### **Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

#### **Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32173**

*Insert a summary of services and programs provided by the authority:*

##### **Goals:**

1. Reduce the risk of Water Borne Illnesses
2. Reduce the risk of Sewage Borne Diseases
3. Ensure that each Building has Safe and Adequate Facilities for the Catchment and Storage of Rainwater.

##### **Programs:**

1. Protect the health of bathers by monitoring the chemical and bacteriological parameters of recreational waters in places of public resort
2. Ensure the purity of drinking water by continuously monitoring its chemical and bacteriological parameters.
3. Ensure an adequate and safe supply of drinking water by monitoring the maintenance, design and installation of plumbing pipes and fixtures to ensure compliance with the Bermuda and International Plumbing Code.
4. Prohibit the drinking of well water by licensing wells, requiring backflow prevention and monitoring for well water cross connections.
5. Prevent exposure of humans, food and water to sewage, by monitoring the design,



installation and maintenance of toilet facilities, drains and sewage and waste water treatment and disposal facilities.

6. Ensure the safety of paints and coatings coming in contact with drinking water by testing and registration of coatings used on water catchments and water cisterns to ensure compliance with BS6920.
7. Ensure the adequate sizing and provision of water tanks by reviewing all building proposals made to the Department of Planning.

**Services:**

1. Cess Pit Inspection
2. Drainage inspections and complaint investigation
3. Plumbing inspections
4. Pools, whirlpools & Spas: water sampling and testing
5. Roof Paints Registration
6. Septic Tank inspection
7. Sewage Treatment Plant Inspection
8. Sewers, sewage & Drains Inspection and complaint investigation
9. Water catchment and water (storage) tank inspections
10. Water sampling and testing of drinking water from water tanks, trucks and piped supplies
11. Water sampling of Bathing Beaches & other Recreational Seawaters
12. Water Treatment Plants Inspection
13. Well licensing and testing of well water used for drinking or food production

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Water Sample Results by category:
2. Potable
  - a) No complaint
  - b) Routine sampling program
  - c) Complaint
  - d) Follow up
3. Piped Water supplies – water sample results
4. Bottled/Container water – sample results
5. Sea Water Sample Results
6. Well licenses issued
7. Sewage Treatment Plants (list of plants, product water sample results)
8. Septic Tanks/ Boreholes.
9. Water borne disease notifications/investigations (salmonella, legionella, giardiasis etc.)
10. Final Plumbing Certificates issued
11. Register of approved paints

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities*

Environmental Health Inspection Services Policy Manual

1. Water Sample Policy and Procedure – under review
2. Water Analysis Form
3. Seawater Analysis form
4. Public Handouts and Advisories:
  - a) How to take a Water Sample - handout
  - b) How to Interpret Your Water Results - handout
  - c) Safe Tank Water - handout
  - d) Don't Use Well Water - poster

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

1. Potable Water Standards
2. Sea Water Standards
3. Water Sample Policy and Procedure
4. Plan Review Policy and Procedures
5. Sewage Treatment Standards
6. Safe Water Catchment and Tanks
7. My Water's Gone Bad

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Water & Sanitary Engineering Control Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Water & Sanitary Engineering Control Program Attention: <b>George Simons (Acting Chief Environmental Health Officer)</b>
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

7. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
8. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
9. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

9. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
10. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
11. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
12. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at:*)

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
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- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

*Have you published a notice in the Gazette indicating the places where the information statement is available for the public?* Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign and Date:*

*Susan Hill Davidson*  
*Senior Environmental Health Officer*

*Date:* March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Housing Conditions Control Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation:

Bermuda Housing Act 1980

Hotels (Licensing and Control) Act 1969

Hotels (Licensing and Control) Regulations 1976

Public Health (Registration Of Hotels And Common Lodging Houses) Regulations 1968

Public Health Act 1949

Timesharing (Licensing And Control) Act 1981

Timesharing (Licensing And Control) Regulation 1982

Bermuda Housing (Minimum Standard) Regulations 2002

Bermuda Housing Amendment Act 2001

Hotels (licensing and control) Amendment Act 2007

Ministry

Department of Health

**Section:** Environmental Health

**Program:** Housing Conditions Control

**Cost centre/ID Number:** 32180

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Housing Conditions Control Program:**

- a) Demolition orders
- b) Closing notices
- c) Fitness for human habitation
- d) Overcrowding
- e) Inspection of hotels
- f) Registration of rooming houses

**Fitness for human habitation, standards**

3 (1) A dwelling is fit for human habitation for the purposes of this Act unless, in the opinion of

the Minister, it fails to meet one or more of the requirements in paragraphs (a) to (j) and, by reason of that failure, is not reasonably suitable for occupation—

- (a) it is structurally stable;
  - (b) it is free from serious disrepair;
  - (c) it is free from dampness prejudicial to the health of the occupants;
  - (d) it has adequate provision for lighting and ventilation;
  - (e) it has an adequate piped supply of potable water;
  - (f) its internal arrangements, relating to the location of bedrooms, bathrooms, storage facilities and common areas, do not include any feature which prohibits the safe or unhampered passage of occupants;
  - (g) there are satisfactory facilities in the dwelling for the preparation and cooking of food, including a sink with a satisfactory supply of hot and cold water;
  - (h) it has a suitably located water-closet for the exclusive use of the occupants;
  - (i) it has, for the exclusive use of the occupants, a suitably located fixed bath or shower and wash-hand basin each of which is provided with a satisfactory supply of hot and cold water; and
  - (j) it has an effective system for the draining of foul, waste and surface water;
- and any reference to a dwelling being unfit for human habitation shall be construed accordingly.

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32180**

*Insert a summary of services and programs provided by the authority:*

**Program Goals:**

Prevent Illness and Injuring arising from Housing Conditions and Accommodations

**Objectives:**

1. Ensure the provision and maintenance of un-crowded, safe and sanitary housing conditions for guest workers and for the poor through the monitoring and licensing of rooming houses
2. Ensure the provision and maintenance of the minimum standards of fitness for Bermuda residences by responding to complaints, providing advice and seeking compliance from owners and occupiers.
3. Ensure the provision of safe and sanitary tourist and temporary accommodation through the inspection and monitoring of Hotels, Guest Houses, Time Shares, Camp Sites and Emergency Shelters.

**Services:**

1. Camp Site sanitary inspections
2. Emergency Shelter sanitary inspections
3. Hotels & Guest Houses food service & sanitary inspection
4. Housing conditions; assessment of fitness for human habitation and overcrowding

5. Housing Nuisance investigation
6. Rooming House Registration and inspection

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

6. Inspections files
7. Register of rooming houses

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Environmental Health Services Policy Manual

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

Listed Regulation (s A above)

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Housing Conditions Control Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Housing Conditions Control Program, Attention: (George Simons (Acting Chief Environmental Health Officer)
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

- 10. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
- 11. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm)); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
- 12. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

None - At Jan 2012 there are no regulations to specify any requirements in this section

- 13. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
- 14. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
- 15. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
- 16. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

*Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:*

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
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- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

*Have you published a notice in the Gazette indicating the places where the information statement is available for the public?* Y



**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign and Date:*

*Susan Hill Davidson*

*Senior Environmental Health Officer*

*Date:* March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Occupational Safety & Health Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

- Other legislation:
- Occupational Safety and Health Act 1982 (Consolidated 2009)
- Occupational Safety and Health Regulations 2009
- Occupational Safety and Health Ticketing Regulations 2012
- Occupational Health and Safety (Approved Code of Practice) Notice 1997
- Health and Safety at Work (Pressure Systems) Regulations 1989
- Tobacco Products (Public Health) Act 1987
- Radiation Act 1972

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program:** Occupational Safety & Health  
**Cost centre/ID Number:** 32270

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**1. Other governing legislation pertinent to the operations of the Occupational Safety and Health Program:**

**Safety and Health Officer**

12 (1) The Minister may authorize any public officer to exercise any powers or perform any duties conferred or imposed on a Safety and Health Officer by this Act.

(2) The Minister shall provide every Safety and Health Officer with a written instrument of appointment and every Safety and Health Officer shall produce his instrument of appointment upon request when exercising or seeking to exercise any power or to perform any duties conferred upon him by this Act or the regulations.

### **Powers of a Safety and Health Officer**

13(1) A Safety and Health Officer may —

(a) at any reasonable time (or, in a situation which in his opinion is or may be dangerous, at any time) enter any place of employment where he has reason to believe any person or self-employed person works or has worked, and he may conduct any tests, take any samples and make any examinations he considers necessary or advisable;

(b) take with him to any place of employment one or more persons to assist him and may make arrangements with the person in charge of the place of employment for the person or persons he takes with him to re-enter the place of employment to perform specified duties,

(c) take with him a police officer if he has reasonable cause to apprehend any serious obstruction in the execution of his duty;

(d) Make any examination and investigation that may be necessary to ascertain whether or not this Act or the regulations are being complied with.

(e) as regards any place of employment which he has power to enter, to direct that the place of employment or any part thereof, or anything therein shall be left undisturbed (whether generally or in particular respects) for so long as is reasonably necessary for the purpose of any examination or investigation under paragraph (d);

(f) take samples of any articles or substances found in any place of employment which he has power to enter, and of the atmosphere in or in the vicinity of any such place of employment;

(g) in the case of any article or substance found in any place of employment which he has power to enter being an article or substance which appears to him to have caused or to be likely to cause danger to health or safety, to cause it to be dismantled or subjected to any process or test (but not so as to damage or destroy it unless this is in the circumstances necessary for the purpose of carrying into effect any of the provisions of this Act or the regulations within the field of responsibility of a Safety and Health Officer;

(h) in the case of any such article or substance as is mentioned in paragraph (g), to take possession of it and detain it for as long as is necessary for all or any of the following purposes—

(i) to examine it and do to it anything which he has power to do under that paragraph;

(ii) to ensure that it is not tampered with before the examination of it is completed;

(iii) to ensure that it is available for use as evidence in any proceedings for an offence under this Act or the regulations or any proceedings relating to a notice under section 15;

(i) require the production of, inspect and take copies of any books, records or documents or any entry therein, kept pursuant to this Act or the regulations;

(j) require any person whom he finds in or at a place of employment to afford him any information the person can respecting the identity of the employer at that place of employment;

(k) do such other things as may be authorized by the Minister.

(2) Where a Safety and Health Officer proposes to exercise the power conferred by subsection (1)(g) in the case of an article or substance found in any premises, he shall, if so requested by a person who at the time is present in and has responsibilities in relation to those premises, cause anything which is to be done by virtue of that power to be done in the presence of that person.

(3) Before exercising the power conferred by subsection (1)(g) in the case of any article or

substance, a Safety and Health Officer shall consult such persons as appear to him appropriate for the purpose of ascertaining what dangers, if any, there may be in doing anything which he proposes to do under that power.

(4) Where under the power conferred by subsection (1)(h) a Safety and Health Officer takes possession of any article or substance found in any premises, he shall leave there, either with a responsible person or, if that is impracticable, fixed in a conspicuous position, a notice giving particulars of that article or substance sufficient to identify it and stating that he has taken possession of it under that power; and before taking possession of any such substance under that power a Safety and Health Officer shall, if it is practicable for him to do so, take a sample thereof and give to a responsible person at the premises a portion of the sample marked in a manner sufficient to identify it.

### **Notice of contravention**

14 (1) If a Safety and Health Officer is of the opinion that a person—

- (a) Is contravening any provision of this Act or the regulations;
- (b) Has contravened any provision of this Act or the regulations in circumstances which make it likely that the contravention will continue or will be repeated,

he may serve on that person a notice stating the provision and the reasons which make of that opinion and requiring that person to remedy the contravention within the period specified in the notice.

(2) Where a Safety and Health Officer is of the opinion that any activities which are being carried on or are about to be carried on at a place of employment involve or will involve a risk of serious personal injury he may direct in the notice of contravention that the activities to which the contravention notice relates shall not be carried on after the period specified in the notice or until the contravention specified in the notice has been remedied, whichever occurs first.

(3) Where the Safety and Health Officer is of the opinion that a risk of serious personal injury is or will be imminent, he shall, in the direction given pursuant to subsection (2), require that the activities mentioned in subsection (2) other than necessary to remedy the contravention, shall cease forthwith.

(4) Where there is a safety and health committee or a safety and health representative at a place of employment and a notice of contravention which relates to a contravention at that place has been served upon any person, the Safety and Health Officer shall provide the committee or the representative with a copy of that notice and, where there is no such committee or representative, the Safety and Health Officer shall post a copy of the notice in a prominent place at the place of employment.

(5) The person on which a notice has been served within seven days of the end of the period specified in the notice provide the safety and health committee or safety and health representative with, or where no committee or representative exists shall post in a prominent place at the place of employment, a written report of the progress that has been made towards remedying the contravention and, in the case of a notice relating to risk of serious personal injury, he shall, within seven days of the end of the period specified in the notice, send a copy of the report to the Safety and Health Officer who issued the notice.

### **Oral direction to eliminate or contain imminent danger**

14A (1) Notwithstanding section 14, where a Safety and Health Officer is of the opinion that a person is about to contravene, is contravening or has contravened any provision of this Act or any Regulations

made under this Act and the contravention may involve serious personal injury or is dangerous to public safety and health and requires immediate attention to ensure the remedying, containment or elimination or an imminent personal injury or imminent danger to safety and health he may give an oral direction to the person causing, about to cause or who has caused the contravention, stating the reason for that opinion and requiring the immediate or cessation of the activity.

(2) A Safety and Health Officer who gives an oral direction under subsection (1) shall confirm the oral direction, in writing as soon as reasonably practicable and have it served on the person causing, about to cause or who has caused the contravention.

(3) The confirmation of the oral direction in writing referred to under subsection (2) shall specify—

(a) the reason for the oral direction; and

(b) the time within which the person causing, about to cause or has caused the contravention, is required to remedy, contain or eliminate the contravention.

(4) Where a person is given an oral direction under subsection (1), and the person does not comply with the direction within the time he is required to comply with the direction, he commits an offence

#### **Matters to be included in notice of contravention**

15(1) A notice of contravention may include directions as to the measures to be taken to remedy the contravention to which the notice relates, and the directions shall, where practicable, give the person on whom the notice is served a choice of different ways of remedying the contravention.

(2) Where a notice of contravention which is not to take effect immediately has been served—

(a) the notice may be withdrawn by the Safety and Health Officer at any time before the end of the period specified in the notice; or

(b) the period so specified may be extended by the Safety and Health Officer at any time except when an appeal against the notice is pending.

#### **Closing notice**

15A (1) Notwithstanding any provision in this Act, where the Minister on consideration of a report from any of his Safety and Health Officers or other information in his possession is satisfied that any place of employment or part thereof is in such a state as to be a danger to the health or safety or to both safety and health of persons using the place or part thereof, he may in the interests of the public serve a closing notice upon the employer or upon the person having control of the place of employment or the part thereof.

(2) A closing notice shall be a notice prohibiting the use of the place of employment or part thereof in respect of which the notice is made for any purpose other than a purpose approved by the Minister.

(4) The Approval of the Minister under subsection (2) shall not be unreasonably withheld and if the Minister is satisfied that the danger to the health or safety or to both safety and health of persons using the place or part thereof is removed, he shall determine the closing notice.

(5) Any person aggrieved by –

(a) the withholding of approval by the Minister of any use of the place of employment or part thereof to which the closing notice relates; or

(b) a refusal by the Minister to determine the closing notice,

May appeal to the Magistrates' Court and on any such appeal the Court may make such order as it thinks fit.

(6) The procedure in respect of an appeal under this section shall be by way of complaint for an order.

(7) An appeal under this section shall be brought within twenty-eight days after the withholding of approval or the refusal, as the case may be, and for the purposes of this subsection the making of the complaint is deemed to be the bringing of the appeal.

(8) The bringing of an appeal under this section shall not have the effect of the suspending the operation of the closing notice.

### **Safety and Health Appeals Officer**

15C (1) The Minister may by instrument in writing authorize any Safety and Health Officer to exercise any powers or perform any duties conferred on a Safety and Health Appeals Officer under this Act.

(2) The instrument of authorization under subsection (1) shall specify the duration of the authorization.

### **Appeal against notice or oral direction of contravention**

16(1) Any person on whom a notice of contravention is served under section 14 or an oral direction of a contravention is given under section 14A may, within seven days from the date of the giving of the notice or the giving of the oral direction, appeal to the Safety and Health Appeals Officer, who may affirm, amend, or cancel the notice.

(2) An appeal to the Safety and Health Appeals Officer under subsection (1) shall not have the effect of suspending the operation of the notice of contravention or the oral direction of a contravention, but the Safety and Health Appeals Officer may suspend the operation of the notice or the oral direction, until the appeal is disposed of.

(3) Any person aggrieved by a decision of the Safety and Health Appeals Officer under subsection (1) may, within seven days from the date of the decision, appeal to the Minister against that decision.

(4) An appeal to the Minister under subsection (3) shall not have the effect of suspending the operation of the notice of contravention or the oral direction of a contravention, but the Minister may suspend the operation of the notice of contravention or the oral direction of a contravention until the appeal is disposed of.

### **Information confidential**

19 No person employed for any of the purposes of this Act shall reveal or in any manner communicate to any other person, except for the purposes of this Act and the regulations or as required by law, any information which may come to his knowledge in the course of his duties and employment.

### **Limitation of liability for certain persons**

20B No Safety and Health Officer, safety and health committee member or safety and health representative having a duty under this Act shall be held personally liable for anything done or omitted to be done by him in good faith in pursuance of his purported authority under this Act or any Regulations made under this Act.

### **Issue of ticket**

30 An authorized officer who issues a ticket shall, upon completing and signing the summons part of the ticket, either deliver the summons part to the person charged with the offence in respect of which the ticket is issued or serve it on that person by sending it by registered mail to the person's last known address.

(2) Unless the contrary is shown, the date of service of a summons served by registered mail is the fourteenth day after it was sent to the address referred to in subsection (1).

(3) Where the summons part is delivered to the person charged, the authorized officer shall request the person charged with the offence to sign the ticket in the place provided for signature, and the person's signature shall be sufficient proof that the person has received the summons.

(4) A person charged with an offence who refuses without reasonable excuse to accept delivery of the summons part of a ticket under subsection (1) commits an offence.

Punishment on summary conviction: a fine of \$100.

### **Payment of penalty out of court**

(32) (1) An authorized officer who issues a ticket in respect of an offence may enter on the summons part of the ticket the amount of any penalty for that offence specified in regulations made under section 36, in which case the officer shall endorse on the back of the summons part of the ticket a notice that the person to whom the summons is directed may, within seven days after delivery or service of the summons as the case may be, pay out of court the specified penalty.

### **Information**

33(1) The information part of a ticket shall be –

- (a) signed by the authorized officer who issues the ticket;
- (b) signed by the person who swears the information (the “informant”) and sworn before a justice of the peace; and
- (c) deposited with the court, together with the record of conviction part of the ticket.

(2) The information part of a ticket need not be sworn to before the summons part is delivered or served and the informant need not be the person who delivers or serves the summons.

### **Record of conviction**

35 Where the court makes a conviction on information in a ticket in respect of an offence, the court shall complete the record of conviction part of the ticket and an officer of the court shall cause a copy of it to be forwarded to the Minister.

### **Radiation:**

Control of radioactive substances and irradiating apparatus

Minister may grant licenses:

- (1) On application in the prescribed manner by any person desiring to obtain a license under this Act,

or to renew a license issued under this Act, the Minister may grant or refuse to grant a license to the applicant or renew or refuse to renew the license issued under this Act as the case may be.

(2) Every application for a license under this Act or for renewal of a license issued under this Act shall be accompanied by such information or particulars as may be prescribed or as the Minister may require.

### **Electromagnetic Radiation**

Control of radiation emitting devices from installation of devices, verification, testing, inspection, quality control and competency of operators in compliance with Health Canada Safety Codes.

### **Radiation emitting devices**

156 Where a device is capable of producing and emitting energy in the form of ionizing or non-ionizing radiation is used at a place of employer, the employer shall—

- (a) so far as is reasonably practicable, ensure that the device is installed, inspected, tested, maintained and operated so as to be safe and without risks to the safety or health of employees;
- (b) implement the safety code that is applicable to a device under regulation 157; and
- (c) if the device is one that is listed in regulation 158, make a report to the Safety and Health Office describing the device and its location in the place of employment.

### **Applicable safety codes**

157 The applicable Health Canada Safety Codes: 6, 20A, 23, 24, 25, 28, 29, 30 31, 32, 33. Other codes that are applicable depend on the technology.

## **Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

## **Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32172**

*Insert a summary of services and programs provided by the authority:*

### **Program Goals:**

To reduce the Risk of Injury and Illness arising from workplace activities

### **Objectives:**

1. Protect workers and the general public from harmful levels of electromagnetic and ionizing radiation by licensing all radiation emitting sources, devices and equipment and reviewing the location of all proposed telephone, radio and TV antennas in collaboration with the Department of Telecommunications.
2. Protect workers and the general public from second hand smoke by ensuring compliance with the Tobacco control laws forbidding smoking inside offices and public buildings.



3. Protect workers and the general public by ensuring adequate ventilation of workplaces and indoor air quality that complies with standards by responding to requests for service and by proactively reviewing the heating ventilation and air conditioning (HVAC) systems for all building proposals submitted to the Department of Planning.
4. Protect workers and the general public by ensuring that dangerous machinery and devices are operated in a safe manner by competent staff and are designed, installed and maintained in safe condition by registering and monitoring all such equipment and it's operators.
5. Protect workers and the general public by monitoring workplaces and encouraging tri-partite co-operation in the formation of safety & health committees that are active in performing risk assessment and the investigation of accidents.
6. Perform accident investigations, and provide recommendations for prevention and follow up.
7. Improve compliance levels using a range of compliance approaches, including education, informal requests for compliance, mediation, oral direction, stop orders, and notices of contravention, ticketing and prosecution as appropriate.

**Services:**

1. Asbestos abatement permits
2. Asbestos Workers & Asbestos Supervisors training and certification
3. Radiation equipment and sources licensing and inspection
4. Tobacco Control in Public Buildings and investigation of complaints
5. Workplace accident investigation
6. Workplace Indoor Air Quality inspections
7. Workplace safety inspection
8. Workplace Safety training seminars
9. Planning proposal review

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Case files
2. Accident investigations
3. Statutory returns
4. Inspection reports

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Orientation Handbook

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note “person” includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

Compliance Policy

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Occupational Safety & Health Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Occupational Safety & Health Program, Attention: Yuri Lightbourne, Safety and Health Officer
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that **you think** might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

- 13. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
- 14. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm)); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
- 15. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

- 17. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
- 18. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].

19. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
20. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

**Sign and Date:**

*Susan Hill Davidson*  
*Senior Environmental Health Officer*

**Date:** March 24<sup>th</sup>, 2015

*Ends*

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Vector Control and Port Health Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation that outlines the role of the Vector Control and Port Health Program:

Public Health (Fly Control) Regulations 1930  
Public Health (Mosquito Control) Regulations 1930  
Public Health (Mosquito Control) Regulations 1951  
Public Health (Rodent Control) (Ocean – Going Ships) Regulation 1930  
Public Health (Rodent Control) Regulations 1951  
Public Health (Quarantine Stations) Regulation 1926  
Quarantine (Air) Regulations 1946  
Quarantine (Maritime) Regulations 1946  
Quarantine Act 1946  
International Health Regulations 2005  
Public Health Act, 1949

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program:** Vector Control & Port Health  
**Cost centre/ID Number:**32190

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Other governing legislation pertinent to the operations of the Vector Control & Port Health Program:**

- Declaration of premises to be verminous premises
- Cleansing of verminous premises
- Attendance of verminous persons to be cleansed
- Treatment of articles infected with vermin
- Power of Minister to provide cleansing stations
- Regulations; destruction of vermin

**Minister to be the Quarantine Authority**

For the purposes of this Act there shall be a quarantine

- (1) The Minister shall be the Quarantine Authority.
- (2) There may be appointed such number of public officers to be Health Officers, Visiting Officers, quarantine guards and to fulfill other functions for the purposes of this Act, as may from time to time be authorized by the Governor.
- (3) Health Officers and Visiting Officers shall, in the exercise of their powers and the performance of their duties under this Act, act under the general or special directions and control of the Quarantine Authority.

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32190**

*Insert a summary of services and programs provided by the authority:*

**Program Goals:**

To prevent Vector Borne disease and the international spread of disease

**Objectives:**

1. Destroy vermin in response to surveillance results or to requests for service for rodent, mosquito and fly control and collaborate with occupiers to perform their statutory duties to control vermin.
2. Eliminate or control habitats that would support the breeding of vermin by requiring the control of standing water, requiring that buildings are made inaccessible to vermin, and requiring that foodstuffs and forage are inaccessible to vermin.
3. Proactive detection of Vermin by surveillance activities such as ovttrapping and test baiting.
4. Prevent diseases of international health significance from entering Bermuda by monitoring the health of arriving travelers.
5. Prevent diseases of international health significance from entering Bermuda by inspecting a portion of imported commodities.
6. Prevent diseases of international health significance from entering Bermuda by inspecting vessels and port facilities thereby ensuring the maintenance of safe and sanitary conditions.

**Services:**

1. Port Facilities, conveyances & commodities, sanitary inspections
2. Port Health, passengers and quarantine matters
3. Meat importation permits
4. Ships Sanitary certificates and inspection

5. Fumigation permits
6. Fumigator licensing and inspection
7. Mosquito control services and surveillance
8. Pesticides and Poison seller licensing and inspection
9. Pesticides applicator licensing
10. Rodent control services
11. Vector Control: rodent and mosquito control
12. Vermin investigations: Flies, beg bugs and ticks
13. Transport of Medical Waste

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Inspections files
2. Permit files
3. Certificate files
4. License files

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

**Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Vector Control & Port Health Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Vector Control & Port Health Program, Attention: Environmental Health Officer, Armell Thomas
---------	--

Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

**Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

**Further information**

16. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
17. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
18. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

**Section I: Any Other Information To be Provided? [s5(1)i]**

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

21. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
22. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
23. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
24. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

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- The Bermuda Archives Y

- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab
  - Ministry website <http://goo.gl/WvNi9g>
- With the Information Commissioner.

Y  
Y  
Y  
Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public?

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

*Sign and Date:*

*Susan Hill Davidson*

*Senior Environmental Health Officer*

*Date:* March 24<sup>th</sup>, 2015

*Ends*



**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section:**  
**Public Health Nuisances, Pollution and Outbreak Control Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation:

- Clean Air Act 1991
- Clean Air Regulations 1993
- Clean Air Rules 1993
- Public Health (House and Trade Refuse) Regulations 1930
- Public Health (Offensive Trades - Storage Treatment And Distribution Of Excreta And Faecal Matter) Regulations 1966
- Public Health (Offensive Trades) Order 1966
- Public Health Act 1949

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program:** Nuisance, Pollution & Outbreak Control  
**Cost centre/ID Number:**32171

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**1. Other governing legislation pertinent to the operations of the Occupational Safety Health Program:**

- a) Nuisances generally
- b) Duty to prevent nuisance
- c) Order of Minister requiring abatement of nuisance
- d) Demolition orders
- e) Sale of things removed in abating nuisance

- f) Restriction on establishment of offensive trade
- g) Prohibition of burials in places other than cemeteries
- h) Power of Chief Medical Officer to permit disinterment of human remains
- i) Prohibition of disinterment without permission
- j) Powers of Minister to control specified establishments
- k) Disposal of carcasses' of animals
- l) Prohibition of exposing infected person or articles
- m) Person suffering from communicable disease not to carry on occupation to danger of others
- n) Power to order child liable to convey communicable disease not to attend school
- o) Duty of person in charge of school to provide list of school children
- p) Power to restrict use of infected buildings
- q) Closing of places of public resort
- r) Prohibition of retaining unburied bodies of persons dying while suffering from communicable disease
- s) Cleansing and disinfection of premises and articles

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32172**

*Insert a summary of services and programs provided by the authority:*

**Goals:**

Prevent and control the occurrence of objectionable and offensive emissions that are prejudicial to health

Encourage public compliance with the various health, hygiene and safety laws

Control and prevent the recurrence of disease outbreaks and occupational illnesses and injuries

Control and prevent recurrence of public health nuisances such as accumulations of waste, emissions, dust, odor, noise and animals kept in unsatisfactory conditions by finding the author of the nuisance and requiring lasting remediation.

Improve compliance levels using a range of compliance approaches, including requests for compliance,

mediation, orders and court action when appropriate.

Collaborate in the investigation of illness outbreaks and provide recommendations for containment and prevention.

Services:

Accumulations of waste & garbage investigation

1. Animal Nuisance investigation
2. Dust Nuisance investigation
3. Noise Nuisance investigation
4. Odor Nuisance investigation
5. Pollution of water, land or air: complaint investigation
6. Public Health Nuisance investigations
7. Spray Paint Facility inspection

#### **Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Nuisance orders served
2. Court files (case files)
3. Inspection records

#### **Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

Environmental Health Inspection Services Policy Manual

#### **Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or unincorporated; [Interpretation Act, 1951]*

***Anonymous Complaints Policy***

#### **Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Nuisance, Pollution & Outbreak Control Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Nuisance, Pollution & Outbreak Control Program Attention: George Simons (Acting Chief Environmental Health Officer)
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Tel.	441-278-4900

#### Section H: Any Other Information [s5(1)h]

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

##### Further information

19. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
20. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
21. The **legislation** listed in this document may be found at Bermuda Laws Online [www.bermudalaws.bm](http://www.bermudalaws.bm).

#### Section I: Any Other Information To be Provided? [s5(1)i]

*At Oct 2014 there are no Regulations to specify additional requirements for the Information Statement. But note, that the following shall be provided in accordance with s6 of the PATI Act:*

25. **Log of PATI** information access requests: To be provided upon request and with personal identifiers deleted.
26. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
27. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
28. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

#### Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times at [s5(2-5), PATI Act]:

**Locations of Information Statement** (*Confirm copies of Information Statement are available at*):

- Office: Ministry Headquarters, Continental Bldg, 25 Church St, Hamilton Y
- The Bermuda National Library Y
- The Bermuda Archives Y
- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

***Sign and Date:***

***Susan Hill Davidson***

***Senior Environmental Health Officer***

***Date:*** March 24<sup>th</sup>, 2015

***Ends***

**Information Statement**  
**Public Authority: Department of Health**  
**Environmental Health Section: Institutional Hygiene & Safety Program**

**Section A: Structure, Organization and Governing Legislation [s5(1)a]**

*Insert Governing Legislation:*

**Primary:** Public Health Act, 1949

Other legislation:

1. Children Act 1998 - Part IX
2. Day Care Centre Regulations 1999
3. Education (Applications for Registration of Schools) Rules 1987
4. Education (Tutorial Sites) Rules 2003
5. Pharmacy And Poisons (Registration Of Pharmacies) Regulations 1979
6. Pharmacy And Poisons (Standards For Pharmacies) Regulations 1979
7. Public Health (Hairdressing Establishments) Regulations 1955
8. Public Health (Prohibition Of Spitting) Regulation 1930
9. Public Health Act 1949
10. Auxiliary Bicycle Liveries Protective Headgear Regulations 1976
11. Public Health (Clinical Laboratories) Regulations 2002
12. Public Health (Body Piercing, Electrolysis & Tattooing) Regulations 2001
13. Public Health (Hospitals) Regulations 2002
14. Residential Care Homes and Nursing Homes Act 1999
15. Residential Care Homes and Nursing Homes Regulations 2001

Ministry  
Department of Health  
**Section:** Environmental Health  
**Program:** Institutional Hygiene & Safety  
**Cost centre/ID Number:** 32170

**Section B1: Governing Legislated Functions, Powers and Duties of the Authority [s5(1)b]**

*Insert power, duties and functions of the Authority (cite Act or Policy):*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section B2: Obligations under PATI Act [s5(1)b]**

*(same for all public authorities)*

For more detailed information, please see the information statement for the Department of Health:  
***Environmental Health Section***

**Section C: Programs and Services [s5(1)c]- Cost Centre/ID: 32170**

*Insert a summary of services and programs provided by the authority:*

**Program Goals:**

Ensure adequate Infection Control and Safety in (applicable) Institutions

**Objectives:**

Ensure the maintenance of hygienic and safe conditions by monitoring and licensing and registering the operation of hospitals, clinical laboratories, pharmacies, hairdressers, barbers, cosmetologists, piercers, tattooists, nursing homes, day care centers and by inspecting schools, sports clubs and gyms

**Services:**

1. Electrolysis & Body Piercing Establishments licensing and inspection
2. Tattooing establishments Licensing and inspection
3. Cosmetic Treatments & Spa Establishment licensing and inspection
4. Hairdressers, Barbers, Licensing and inspection
5. Child Care Provider Registration
6. Day Care Centre Licensing and inspection
7. School safety & sanitary inspections
8. Nursing Home and Residential Care Home inspection
9. Pharmacist's registration
10. Pharmacy Registration and inspection
11. Clinical Laboratories Registration
12. Hospital inspection & Registration – pending

**Section D: Records and documents held [s5(1)d]**

*List and describe the classes of records held by the authority:*

1. Inspections files
2. Investigation files
3. Registers or certificates and licenses

**Section E: Administration manuals [s5(1)e]**

*Insert list and description of all administrative manuals/ guidelines used by employees for administering or carrying-out activities:*

***Environmental Health Services Policy Manual***

**Section F: Decision-making documents [s5(1)f]**

*Insert list and description of all policies and guidelines for decision making in respect to any person. Note "person" includes any company or association or body of persons, whether corporate or*

*unincorporated; [Interpretation Act, 1951]*

1. Environmental Health Hair Guidance
2. Child Care Providers (CCP) Guidelines
3. After School Care Policy
4. Day Nurseries & Nursery School Policy
5. Summer Day Camp Advisory
6. Pharmacy Guidelines
7. Body Piercing and Tattoo Policy

### **Section G: The Information officer [s5(1)g]**

*Insert name and contact information:*

Requests for information shall be in writing and submitted to the Ministry Information Officer; from where they will be directed to the Institutional Hygiene & Safety Program.

Contact	Information Officer, Mrs. Verlina Bishop c/o Jahkia Bolin, Ministry of Health, Seniors & Environment Re: Institutional Hygiene & Safety Program, Attention: George Simons (Acting Chief Environmental Health Officer)
Mail to	P.O. Box HM 380, Hamilton HM BX Bermuda
Visit	Continental Building, 25 Church St. Hamilton, Bermuda HM 12
Email	HealthPATI@gov.bm
Tel.	441-278-4900

### **Section H: Any Other Information [s5(1)h]**

*Insert any other information that you think might be useful for the public to know, so as to decrease requests for information [s6]:*

#### **Further information**

22. **About us** is available on the government website at: [www.health.gov.bm](http://www.health.gov.bm).
23. **Budget Book.** For the annual expenditure for the past fiscal period (31<sup>st</sup> Mar to 1<sup>st</sup> Apr), see the online Budget Book at: ([www.gov.bm](http://www.gov.bm); then select Ministry of Finance; then select the “Budget Book” icon on the right-hand side; then select: Section B – Current Account Estimates; then select Ministry of Health, Seniors and Environment).
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**Section I: Any Other Information To be Provided? [s5(1)i]**

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- 30. **Contracts:** Any contracts entered into, with a value greater than or equal to \$50,000 [s6(6)].
- 31. **Expenditure:** Quarterly expenditure will be provided upon request. Note the expenditure for the previous fiscal period is provided on the website (as per Section H)
- 32. **Salaries:** The Minister responsible for PATI shall publish a list of title and salary range of every post of public officers [s6(6)].

**Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]**

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- Available electronically at:
  - PATI website <http://www.gov.bm> Select Cabinet Office from the Government tab Y
  - Ministry website <http://goo.gl/WvNi9g> Y
- With the Information Commissioner. Y

*Have you published a notice in the Gazette indicating the places where the information statement is available for the public?* Y

**Date Information Statement was updated:** 31<sup>st</sup> Dec 2014

**Sign and Date:**

*Susan Hill Davidson  
Senior Environmental Health Officer*

**Date:** March 24<sup>th</sup>, 2015

*Ends*

