



## Department of Environmental Health (DEH)

### Publication Scheme

*Produced in accordance with the Chief Secretary's Code of Practice*

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#### 1. About the Publication Scheme

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Every public authority covered by the Freedom of Information Law has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Environmental Health (DEH) to making information available to the public as part of its normal business activities.

The Department of Environmental Health will:

- specify the information held by the authority, which falls within the seven (7) categories below;

- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;
- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

## **2. Information that may be withheld**

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The Department of Environmental Health will generally not publish:

- information in draft form;
- information that is not held by the Department of Environmental Health, or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Law or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted<sup>1</sup> form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, our aim is to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Law expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Environmental Health's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

## **3. Methods of access**

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Information available under our publication scheme will usually be accessible through the methods described below.

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<sup>1</sup> A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

*Section 7: Categories of information* provides more details on the information available under the scheme, along with additional guidance on how the information within each category may be accessed.

#### Online

Some of our documents are published electronically on the DEH website at [www.deh.gov.ky](http://www.deh.gov.ky) and can be downloaded in PDF format.

If you are still having trouble locating information listed using the DEH website, please contact the FOI Information Manager Stacey-Ann Anderson at 949-6696 or direct line at 743-5992 or email at [stacey-ann.anderson@gov.ky](mailto:stacey-ann.anderson@gov.ky) or [foi.evh@gov.ky](mailto:foi.evh@gov.ky).

#### Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at [foi.evh@gov.ky](mailto:foi.evh@gov.ky) to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

#### Phone

Documents listed in the publication scheme can also be requested by telephone. Please call Stacey-Ann Anderson at 949-6696 or direct line at 743-5992.

#### Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Information Manager  
Department of Environmental Health  
P.O. Box 1820  
Cayman Islands KY1-1109

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

#### Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

#### Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact Stacey-Ann Anderson at 949-6696 or direct line at 743-5992 or email at [stacey-ann.anderson@gov.ky](mailto:stacey-ann.anderson@gov.ky) or [foi.evh@gov.ky](mailto:foi.evh@gov.ky).

The Department of Environmental Health will adhere to its obligations under section 10 of the FOI Law, and any requirements relating to disability or discrimination, when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Environmental Health is legally required to translate any information, it will do so.

#### **4. Fees and charges**

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The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Environmental Health strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information which is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on memory stick. Charges will reflect the actual costs of reproduction and postage, as described below.

##### Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

##### Postage costs

The Department of Environmental Health will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information of the FOI regulations*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Environmental Health has received your payment.

#### **5. Requests for information outside the Publication Scheme**

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Information held by the Department of Environmental Health that is not published under this scheme can be requested in writing.

Your request will be considered in accordance with the provisions of the FOI Law by contacting FOI Information Manager Stacey-Ann Anderson at 949-6696 or direct line at 743-5992 or email at [stacey-ann.anderson@gov.ky](mailto:stacey-ann.anderson@gov.ky) or [foi.evh@gov.ky](mailto:foi.evh@gov.ky).

#### **6. Complaints**

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The Department of Environmental Health aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact Stacey-Ann Anderson at 949-6696 or direct line at 743-5992 or email at [stacey-ann.anderson@gov.ky](mailto:stacey-ann.anderson@gov.ky) or [foi.evh@gov.ky](mailto:foi.evh@gov.ky) and we will try to resolve your complaint as quickly as possible.

Further information about our complaints procedures can be obtained from Stacey-Ann Anderson at 949-6696 or direct line at 743-5992 or email at [stacey-ann.anderson@gov.ky](mailto:stacey-ann.anderson@gov.ky) or [foi.evh@gov.ky](mailto:foi.evh@gov.ky).

You have legal rights to access information under this scheme, and a right to complain to the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman  
George Town, Grand Cayman

PO Box 1375  
Grand Cayman KY1-1108  
CAYMAN ISLANDS

Telephone: 1(345) 946-6283  
Email: [info@ombudsman.ky](mailto:info@ombudsman.ky)  
Website: [www.ombudsman.ky/](http://www.ombudsman.ky/)

Hours of Work: Monday to Friday, 8:30am - 4:30pm

## 7. Categories of information

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- About Us
- Ministry
  - Strategic Management
  - Finance & Administration
  - Laws & Regulations
- Organization and Function
- DEH Laws & Regulations
- DEH Guidelines
- Board and Committees
- DEH Policies & Procedures
- Permits Granted
- Inspections & Recommendations
- List of Information Held

## ABOUT US

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The Department of Environmental Health (DEH) protects the public from environmental health related hazards through measures and activities including management of food hygiene and safety, laboratory services, district sanitation and rodent control, engineering and developmental control, solid and hazardous wastes including waste collection, recycling and disposal; and public education and promotion programmes.

## MINISTRY

The Department of Environmental Health operates under the Ministry of Health, Environment, Culture & Housing (HECH).

## **STRATEGIC MANAGEMENT**

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The Ministry of Health, Environment, Culture & Housing (HECH) administers the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising laws and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the laws that regulate the function of government entities.

## **FINANCE & ADMINISTRATION**

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The Ministry of Health, Environment, Culture & Housing (HECH) administers the authority's internal functions and manages its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies using the laws that regulate the function of government entities.

## **LAWS & REGULATIONS**

### **Financial Management**

- Annual Salary Scale for Salaried Staff (September 1, 2012)
- Financial Regulations (2013 Revision)
- Public Management and Finance Law (2013 Revision)
- Public Management and Finance Regulation (2013 Revision)
- Public Holidays Law

### **Administration & Human Resource Management**

- Health Insurance Law (2013 Revision) Health Insurance Regulations (2013 Revision)
- Public Service Management Law (2013 Revision)
- Public Servant Code of Conduct for Civil Servants
- Public Service Pensions Law (2013 Revision)
- Public Service Pensions Regulations (2013 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)

### **Records Management**

- Freedom of Information (General) Regulations (2008)
- Freedom of Information (Information Commissioner) Regulations (2008)
- The Freedom of Information Law, 2007 (Commencement) Order (2008)
- National Archive and Public Records Law (2010 Revision)
- National Archive and Public Records (Regulations) 2007

**Ministry of Health, Environment, Culture & Housing (HECH)**

**Minister**

Hon. Dwayne Seymour

**Chief Officer/Permanent Secretary**

Mrs Jennifer Ahearn

**Address**

5<sup>th</sup> Floor, Government Administration Building, 133 Elgin Avenue, George Town, Grand Cayman

**Mailing Address**

Government Administration Building, Box 107  
Grand Cayman KY1-9000, CAYMAN ISLANDS

**Telephone:** (345) 244-2318 **Fax:** (345) 949-1790

**Email** [foi.mhs@gov.ky](mailto:foi.mhs@gov.ky)

**Website:** [www.ministryofhealth.gov.ky](http://www.ministryofhealth.gov.ky)

**Hours of Work:** 8:30am to 5:00pm, Monday to Friday.

**DEH Principle Officers**

**Mr. Richard Simms**

Director / Chief Environmental Health Officer / Head of Department (Acting)

**Dr. Paulino Rodrigues, Ph.D.**

Assistant Director, Environmental Health

**Mr. Mark Bothwell**

Assistant Director, Solid Waste (Acting)

**DEH Contact Details**

**Grand Cayman Office Address:**

**Physical address:**

Cayman Islands Environmental Centre, 580 North Sound Rd, Grand Cayman, Cayman Islands

**Mailing Address:**

P.O Box 1820,  
Grand Cayman KY1-1109

Tel: 345-949-6696

Email: [foi.evh@gov.ky](mailto:foi.evh@gov.ky)

Website: [www.deh.gov.ky](http://www.deh.gov.ky)

Hours of Work: 8.30am-5:00pm, Monday-Friday

**Cayman Brac Office Address:**

**Physical address:**

211 Stake Bay Road, Cayman Brac, Cayman Islands

**Mailing Address:**

P.O Box 212  
Cayman Brac KY2-2101

Tel: 345-948-2321

Email: [foi.evh@gov.ky](mailto:foi.evh@gov.ky) Website: [www.deh.gov.ky](http://www.deh.gov.ky)

Hours of Work: 8.30am-5:00pm, Monday-Friday

**DEH Information Manager**

Stacey-Ann Anderson at 949-6696 or direct line at 743-5992 or email at [stacey-ann.anderson@gov.ky](mailto:stacey-ann.anderson@gov.ky) or [foi.evh@gov.ky](mailto:foi.evh@gov.ky)

**RESPONSIBILITIES & FUNCTIONS OF DEH**

**Environmental Engineering**

Buildings can have an impact on a person's health, and the Engineering section of the department evaluates and examines all buildings (except for residential homes) from an Environmental Health perspective to ensure the safety and health of the population.

The following environmental health activities are covered under the regulations:

- Air quality
- Hazardous waste
- Industrial hygiene
- Lighting and ventilation
- Noise pollution control
- Sanitary facilities
- Solid waste management
- Swimming pools
- Water supply

**Public Cemeteries Management**

Public cemeteries in the Cayman Islands are managed by the Department of Environmental Health. The department is responsible for the allocation of land for burial, design and construction of burial vaults. The maintenance of the grounds and landscaping is carried out by the Recreations, Parks & Cemeteries Unit (RPCU). The construction and maintenance of headstones and other grave monuments is usually the private responsibility of families of the deceased.

**Engineering Policy, Advice, & Project Management**

The Engineering section also provides technically support for government projects that may need technical advice from an environmental health perspective. Also, this section provides



project management for engineering projects undertaken by the department.

### **District Sanitation**

District Sanitation section of the department is responsible for the management of all district environmental health sanitation which includes the inspecting, monitoring and enforcement of the Public Health Laws and DEH guidelines in the following areas: -

- Auto garages/petrol service stations.
- All Schools (including day care and tertiary schools).
- Collection of water/sewage samples for laboratory analysis.
- Cosmetology industry which includes Barber shops, beauty salons, tattoo parlours, and other health care centres.
- Environmental health nuisances and pests.
- Environmental health promotion and special projects.
- Public sanitary facilities including at beaches.
- Private dwellings and public buildings.
- Retirement facilities, foster homes and other public institutions.
- Recreational waters such as swimming pools and spas.
- Tourist accommodations such as hotels, condominiums, guest houses & tenement houses etc.

### **Food Hygiene and Safety**

The Department of Environmental Health (DEH) employs Environmental Health Officers in the Food Safety Team whose task it is to ensure that all food businesses operate in a safe and hygienic way.

In order to ensure that these duties are met the Food Safety Team undertakes the following activities:-

- Condemnation of foods that do not meet food safety requirements.
- Food premises inspections.
- Food hygiene training.
- Inspection of imported foods.
- Inspection of locally slaughtered animals for public consumption.
- Investigation of cases of food borne illness.
- Sampling of food and water.
- The recall/ withdrawal of unsafe food products.
- The investigation of consumer complaints concerning food and/or food premises.

### **Environmental Health Laboratory**

The DEH Laboratory services provide analytical services in support of the Department of Environmental Health in its mandate of monitoring and controlling environmental conditions that may adversely affect human health. The DEH Lab ensures that such information obtained is accurate, precise, legally defensible and produced in a timely fashion

The DEH Laboratory performs the following functions:-

- Conduct analytical services that form part of the DEH monitoring programs relating to environmental health to ensure the safety of human health. Example of analytical services offered are potable water, bathing water, sewage, marine, ground water, building air quality, environmental noise and food safety programs.
- Conduct environmental impact assessments with relation to environmental health

issues.

- Provide assisting in the preparation of disaster preparedness plans and plans for the mitigation of accidental environmental disasters.
- Provide analytical services to the food sanitation monitoring program to improve the Islands' food hygiene practices.
- Response to HAZMAT emergencies.

### **Public Relations & Education**

The Public Relations & Education Officer's role is to support the work of the DEH by generating and maintaining a high level of public awareness regarding all aspects of environmental health and solid waste matters. This includes the following activities:-

- Conduct presentations on littering and recycling in all schools.
- Keep the community informed about DEH activities through press releases and other media.
- Participate in national events to raise awareness on DEH matters.
- Produce educational material on DEH topics.
- Promote recycling and other waste reduction activities.
- Promote the Anti-littering message.
- Provide assistance to the community for clean-ups.

### **Solid and Hazardous Waste Management**

Solid waste management is the collection, transport, processing or disposal, managing, and monitoring of solid waste materials. These are materials produced by direct or indirect human activity, and the process is generally undertaken to reduce their effect on health, the environment, and aesthetics.

Under the Public Health Law, the department is responsible for providing and operating waste disposal facilities which are capable of dealing with waste arising from within the Cayman Islands.

The solid waste section is responsible for the following activities:-

- Collections of residential waste and commercial waste.
- Collection and disposal of infectious waste.
- Disposal of hazardous waste.
- Litter collection / roadside cleaning.
- Recycling.
- Removal of abandoned motor vehicles.

### **LAWS & REGULATIONS**

The Department of Environmental Health (DEH) is regulated by two main laws which are the Litter Law and the Public Health Law and Regulations. There is no regulation under the Litter Law.

#### **The Litter Law (12 of 1982) (1997 Revision)**

#### **Public Health Law (2002 Revision)**

- Public Health Law (2002 Revision)
- Public Health Law (2002 Revision) Public Health (Infectious Waste) Regulations (2002 Revision)

- Public Health Law (2002 Revision) (Garbage and Refuse Disposal) Regulations (2011 Revision)
- Public Health Law (2002 Revision) (Miscellaneous Fees) Regulations (2011 Revision)
- Public Health Law (2002 Revision) (Quarantine) (Amendment) Regulations 2011
- Public Health Law (2002 Revision) The Ships (Sanitation Control) Regulations 2011

### **The Tobacco Law (2008)**

- The Tobacco Law 2008 The Tobacco Regulations 2010

### **DEH GUIDELINES**

- Complaints & Requests Procedure Guidelines.
- Guidelines of Burial at Sea
- Guidelines for Development Control
- Guidelines of the Examination of Imported Foods.
- Guidelines for Food Safety at Outdoor Events
- Guidelines for Indoor Mould Prevention and Remediation in Buildings.
- Guidelines for the Importation and Disposition of a Deceased body or Human Ash
- Guidelines for the Operation of Barbershops & Beauty Salons.
- Guidelines for the Operation of Tourist Accommodation Properties (Hotel, Condominiums & Guesthouses).
- Guidelines for the Operation of Temporary / Itinerant Food Facilities.
- Guidelines for the Production and Supply of Bottle Water in the Cayman Islands.
- Guidelines for Schools & Preschools.
- Guidelines for Tattooing, Body Piercing & Body Art Establishments & Procedures.

### **BOARDS AND COMMITTEES**

Currently, (December 2018) there are no (appointed) boards within DEH; but DEH Officers are members of a number of boards and committees that function within government and the private sector. Frequently, DEH officers are asked to produce reports or recommendations from an Environmental Health prospective.

### **POLICIES & PROCEDURES**

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In addition to the laws and regulations listed above the following policies and procedures are used at DEH.

- Complaints-handling procedure
- Human Resource policies & procedures
- Hurricane Preparedness manual
- Hazardous Materials policy and procedures
- Solid Waste Management procedures
- Environmental Health Laboratory policies and procedures

### **List of Forms Used (External & Internal)**

- Application Form for Swimming Pool / Spa Review
- Application Form for an Environmental Health Related Business
- Application Form for Environmental Health Related Business – New Business
- Application Form for Environmental Health Related Business – Re-application
- Basic Food Hygiene Training Course application Form
- Collection and Disposal Service Contract Form
- Complaints/ Request Investigation Form
- Community Clean-up Assistance Form
- Derelict Vehicles Removal Form
- Food Premises Inspection Report Form
- Food Safety Advice and Consultation Form
- Food Safety Risk Assessment Score Sheet
- Horse Stables and Animal Pens Inspection Form Reports
- Hotel / Condominium Inspection Report Form
- Laboratory Chain of Custody and Analysis Request Form
- Public Facilities Inspection Form
- Public Facilities Inspection Form Recreation & Institutional Health & Safety
- School Inspection Report Form (Pre-School & Day Care Centre)
- Waste Disposal Contracts for Incinerator Services George Town Landfill

### **List of Brochures at DEH**

- A Common Pest: House Flies
- Aluminium Can Recycling
- DEH Battery Recycling
- Camping Tips
- CAREERS in the Department of Environmental Health
- Child Safety Tips
- Cigarette Litter
- Cistern Safety Maintenance
- DEH Christmas Tree Recycling
- DEH Recycling Services
- Food Safety in the kitchen
- Garbage Disposal Flyer
- Garbage Dumps
- Get a Grip on Litter
- Guidelines of Bonfires
- How to Disinfect Water
- Managing Your Household Waste
- 3Rs: Managing Waste
- Recycle Waste Flyer
- Reuse Waste Flyer
- Lead Poisoning: What you need to know
- Leftovers
- Litter
- Lunch Box Safety
- Facts on Mould
- Recycling Used Cooking Oil
- Recycling Aluminium Cans with Condominiums
- Responsibilities of DEH
- Rodent Control
- Solid Waste Management
- Starting Your Own Recycling Program
- Used Motor Oil Recycling
- Water Cooler Maintenance
- Know your Recyclables
- Garden Waste Guidelines for Landscapers
- Reduce Waste Flyer

### **PERMITS GRANTED**

The DEH issues the following:-

- Permits to import and export human remains.
- Permits for bonfires on public beaches.

Request for information concerning permits not issued by DEH should be directed to the public authority that has responsibilities for issuing a particular permit.

## **DECISIONS & RECOMMENDATIONS**

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Inspections by Environmental Health Officers are documented through reports or recommendation based on their findings. Many of these reports or recommendations can be access by the public under the FOI law.

### **List of inspections carried out by DEH**

- Liquor Licensing inspections
  - Inspections for all establishments serving alcohol such as bars and restaurants.
- Food Safety inspections
  - Inspections of food establishments such as restaurants and grocery stores.
  - Post-mortem inspections, food containers inspections, and temporary food stalls.
- Tourist Accommodation inspections
  - Inspections of hotels, condo, and guest houses.
- Government Buildings inspections
  - Inspections of Government offices and private & public schools.
- Cosmetology industry & other consumer facilities inspections
  - Inspections of beauty salon, barbershops, tattoo parlour, mobile beauty & barbershops.
- District Sanitation inspections
  - Rodent inspections and district complaints inspections.
- Environmental Engineering Inspections
  - Inspections of apartments, commercial buildings, industrial businesses.
  - Inspections of recreation facilities such as parks, swimming pool, spas etc.
- Lab Analysis reports
  - Lab reports on the analysis of samples such as food, drinking water, beaches, pools, spas, wastewater, ground and surface water, landfill leachate, used oil, unknown substances, Mould, and hazardous material

### **CLASSES OF INFORMATION HELD**

<b>Classes of Information</b>	<b>Restrictions &amp; Accessibility to information</b>
Cabinet reports & recommendations	FOI request concerning this type of information should be directed to the Ministry of Health, Environment, Culture & Housing.
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Inspections reports & recommendations	Majority of information can be access by the public using FOI. Access is restricted for personal information concerning clients or private residents or if information is being used in an investigation.

Complaints	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Lab analysis	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation. Services paid for by private entities are the property of the payee unless the information is prejudice to health & human safety.
Financial information i.e. accounts, budget	Majority of the information can be accessed by the public through FOI law. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Tender Contracts	FOI request concerning this type of information should be directed to the Ministry of Health, Environment, Culture & Housing or to the Central Tenders (Procurement) Committee.