

Health and Safety of Employees, Students, and Guests to Maintain Readiness

The Bahamas Technical and Vocational Institute (BTVI) comprises a network that includes one main campus, one branch campus, three extension campuses and two instructional service centres. The main campus is situated on the Island of New Providence with the branch campus, extension campuses and instructional service centres located on the islands of Grand Bahama, Eleuthera, Exuma, Moore's Island Abaco and North Andros respectively. The Bahamas extends 760 miles from the coast of Florida on the north-west and almost to Haiti on the south-east. The group consists of 700 islands and 2,400 cays with an area of 5,358 sq. miles (13,878sq.km.) Thirty of the islands are inhabited.

Purpose

This document outlines the Annual Plan for the institution's health and safety for the Academic Year 2025/26. Assuring the health and safety of the institution's employees, students and guests across the BTVI network require alignment with Strategic Pillars and the Strategic Plan (2024-2028). In this context, particular emphasis is placed on Pillar 1 - Strengthening our Institute to build capacity to serve and excel. This plan provides general rules in health and safety and presents basic procedures to implement the health and safety plan.

Goal

The main goal of this plan is to prevent accidents resulting from unsafe working conditions, equipment failure and human error and in the event of an accident, to respond in an appropriate manner and to take steps to prevent reoccurrences. Another goal is to reduce institutional liabilities.

Scope

The Health and Safety Plan establishes a uniform system that protects campus life and property by preventing accidents, injuries caused by fire and occupational disease, hazards, crime, and natural disasters. This plan is applicable to BTVI's main campus, branch campus, extension campuses, and instructional service centers.

The scope of services includes, but is not limited to:

1. Policy Development & Regulatory Compliance

- **Janitorial & Maintenance SOPs:** Develop and recommend procedures that ensure compliance with the *Health and Safety at Work Act 2002* and the *Persons with Disabilities (Equal Opportunities) Bill 2014*.
- **Standardized Cleaning:** Establish SOPs for restrooms, classrooms, workshops, offices, and kitchens, including specialized protocols for emergency cleaning.
- **Technical Safety:** Develop SOPs for the general use of power tools to mitigate workplace hazards.

2. Emergency Preparedness & Readiness

- **Emergency Infrastructure:** Review emergency evacuation plans and ensure proper safety signage is erected across all campuses and instructional sites.

- **Drill Management:** Review protocols for fire and emergency drills, generating comprehensive reports and actionable output plans following each exercise.
- **Contact Management:** Maintain and update an active registry of local clinics, doctors, emergency contacts, and police/fire departments.

3. Training & Certification

- **First Responder Program:** Develop selection criteria for first aid candidates, execute the selection process, and facilitate formal training for designated staff.
- **Drill Training Records:** Provide formal reports on fire and emergency drill training, including the production of certificates of completion.
- **Stakeholder Engagement:** Offer training sessions to explain roles and responsibilities to relevant stakeholders and develop ongoing safety operating procedures.

4. Incident Management & Communication

- **Incident Investigation:** Report and investigate all health, safety, medical, and "near miss" incidents, ensuring adherence to emergency response and NIB Industrial Accident procedures.
- **Plan Integration:** Actively promote the Health and Safety Plan by integrating it into Student Orientation and the Student Success Class curriculum.

In accordance with the regulations made under the Health and Safety Act, the BTVI Health and Safety Department will address risks faced by the institution primarily around occupational health, safety, environment and emergency management. The Safety Department will also have responsibility for providing leadership in development and maintenance of the Annual Health and Safety Plan as well as planning for future activities. The Department will be assisted by the Health and Safety Committee.

Major Activities

The following comprise the list of Health and Safety major activities planned for the Academic Year 2025/26, some of which have already been executed. These activities are on-going.

Each campus has a list of potential hazards they have to address. No one list is the same for all campuses. A major goal for Health and Safety for the school year 2025/2026 is to assess BTVI's safety readiness.

Health and Safety;

The Health and Safety and Maintenance departments have collaborated closely to ensure all safety equipment remains functional and to address emerging hazards promptly through targeted corrective measures.

- This was achieved by creating safety check sheets that are filled out biannually
- When hazards/risks are identified or reported a request for corrective action is made to the maintenance department.

New Providence Campus

1. The reports from Inspections related to fires safety which were carried out in New Providence and Grand Bahama will be review by the Health and Safety Committee. Requests for inspections on the Family Island Sites will be made. GPRs will be raised to secure equipment to address the deficiencies in the assessment performed by the Royal Bahamas Police Force Fire Branch for the New Providence main Campus and Freeport Branch campus.
2. Employees will be selected and trained for first aid and first responder training following the SOP for First Aiders and First Responders Selection.
3. The Department will organize health related events. The clinic on New Providence campus will host several events for the 2025/26 Academic Year.
4. Additional safety signs will be installed on some campuses, and safety signs will be replaced at other instructional sites.
5. Evacuation Drills on the main and branch campuses, extension campuses and instructional service centres are being scheduled.

New Providence Campus

Regarding the safety measures listed below, we will continually monitor and adjust our approach where necessary. The evacuation diagrams will be reviewed annually to ensure they reflect any structural changes to the building or property.

- a) **Assembly Points:** Weatherproof Evacuation Assembly Point signs will be posted at the identified assemble points.
- b) **Safety Documentation:** All rooms will be checked to ensure emergency contacts, evacuation procedures, evacuation diagrams, and safety rules are posted.

Fire Marshals: Additional training session will be conducted and distribution of equipment will be made. A request will be made to the Royal Bahamas Police Force Fire Branch to conduct our final fire marshal training and to oversee our fire drill.

Training and Drills

- Annual evacuation drills will be conducted to ensure familiarity with procedures.
- All staff, students, and visitors must participate in these drills.
- Evacuation plans will be reviewed annually and updated to reflect any changes to the campus or safety procedures.

Grand Bahama Branch Campus

Regarding the safety measures listed below, we will continually monitor and adjust our approach where necessary. Request for assistance with producing the evacuation diagrams will be made. When Evacuation diagrams are produced, they will be posted in every classroom, workshop, lab and office space.

- a) **Assembly Point:** An emergency assembly point will be identified and a weatherproof Evacuation Assembly Point sign will be posted at that location.
- b) **Safety Documentation:** All rooms will be checked to ensure emergency contacts, evacuation procedures, evacuation diagrams, and safety rules are posted.

Fire Marshals: The process for selecting the fire marshals will begin shortly. Selected persons will be trained and PPE's will be distributed.

Training and Drills

- Annual evacuation drills will be conducted to ensure familiarity with procedures.
- All staff, students, and visitors must participate in these drills.
- Evacuation plans will be reviewed annually and updated to reflect any changes to the campus or safety procedures.

The other extension campuses and instructional service centres

Regarding the safety measures listed below, we will continually monitor and adjust our approach where necessary. Request for assistance with producing the evacuation diagrams will be made. When Evacuation diagrams are produced, they will be posted in every classroom, workshop, lab and office space.

- Assembly Point:** An emergency assembly point will be identified and a weatherproof Evacuation Assembly Point sign will be posted at that location.
- Safety Documentation:** All rooms will be checked to ensure emergency contacts, evacuation procedures, evacuation diagrams, and safety rules are posted.

Fire Marshals: The process for selecting the fire marshals will begin shortly. Selected persons will be trained and PPE's will be secured.

Training and Drills

- Annual evacuation drills will be conducted to ensure familiarity with procedures.
- All staff, students, and visitors must participate in these drills.
- Evacuation plans will be reviewed annually and updated to reflect any changes to the campus or safety procedures.

To prevent future harm and manage risk, all health and safety incidents across our campuses and sites will be recorded and analysed. A designated staff member at each location will be responsible for collecting, documenting, and forwarding this information to the Health and Safety Manager to ensure compliance with our legal obligations. – This will be an ongoing process.

Distribution of the Health and Safety Plan

Detailed components of the Health and Safety Plan will be disseminated to the campus community via an action learning Programme. Comprised of stand-alone modules, this training will remain applicable across all institutional campuses and sites. Engagement will be facilitated through targeted audience groups, allowing for in-depth discussion of role-specific safety requirements.

Evaluation Annual of the Health and Safety Plan

Monitoring and evaluation are widely recognized as essential to the effective implementation of outputs and outcomes. Quarterly reporting mechanisms both at the departmental and senior management level are key to developing a strong evaluation and review framework. These quarterly reports will include and are not limited to First Responder Training Reports, CPR Completion Reports, Fire and Emergency Drill Reports, and reports from surveys.

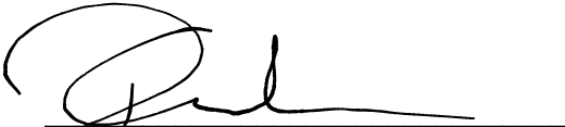
The Annual Evaluation Report for Health and Safety for the Academic Year 2025/26 will be produced no later than Q3/2025 and will be submitted to the Board of Directors. This annual

report will include strengths and weaknesses of the process and results, as well as recommendations to remove deficiencies.

A Health and Safety Committee will assist with raising awareness, educating staff students and making recommendations to management.

Information about the Health and Safety Plan is available to Students, Faculty and Staff

The Health and Safety Action Learning Series was developed to facilitate stakeholder consultations and ensure all students, faculty, and staff have access to essential safety information. You can review the full Health and Safety Plan on the BTVI website. Additionally, these protocols are integrated into Student Success (STSU 1000) classes and the standard student orientation process.



Patrice Gardiner
Associate Vice President, Administrative Services

2026-06-17

Date

CERTIFICATE *of* SIGNATURE

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