

# Annex A

Ministry	Ministry for Active Ageing
Job title	Fire Team Officer



Ministry for Active Ageing  
46, Level 5, Palazzo Spinola, St. Christopher Street, Valletta, VLT 1464

## Duties and Responsibilities

- I. undertaking tasks assigned and ensuring such tasks are completed;
- II. acting in compliance with established Hospital Fire Safety Strategy, including Established Hospital Fire Safety Policy and Procedures;
- III. acting as focal points for Fire Safety Issues for Hospital Staff;
- IV. in consultation, organising and assisting in the Hospital Fire Safety regime within Departments and other sectors;
- V. raising issues regarding fire safety with Line Management;
- VI. actively assisting in any fire incidents;
- VII. being trained to tackle fires with First Aid Fire Fighting Equipment;
- VIII. supporting Line Management in Fire Safety Issues;
- IX. assisting, scheduling and coordinating in Fire Drills; including respective documentation;
- X. monitoring and reporting on General Fire Safety, First Aid Fire Equipment, and Good Housekeeping throughout the Hospital;
- XI. concurrently reporting to Head of Section of SVP Fire and Safety Unit;
- XII. monitoring and reporting on the SVP No Smoking Policy;
- XIII. assisting Emergency Civil Protection Department Site Operations;
- XIV. monitoring and reporting on Hot Work Permits; attending LPG & medical oxygen fill-up;
- XV. attending with third party contractors to follow up and check repairs of fire-related equipment, including fire doors, dry and wet risers, fire alarm and any other related equipment.
- XVI. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- XVII. Any other duties as directed by the Principal Permanent Secretary.

# Anness A

Ministeru	Ministeru għall-Anzjanita` Attiva
L-impjeg	Fire Team Officer



Ministeru Għall- Anzjanita' Attiva  
46, Level 5, Palazzo Spinola, St. Christopher Street, Valletta, VLT 1464

## Dmirijiet u Responsabbiltajiet

- I. it-twettiq ta' kompiti assenjati u l-iżgurar li dawn il-kompiti jitlestew;
- II. jaġixxi f'konformità mal-Istrategija stabbilita dwar is-Sikurezza kontra n-Nirien fl-Isptar, inklużi l-Politika u l-Proċeduri Stabbiliti dwar is-Sikurezza kontra n-Nirien fl-Isptar;
- III. jaġixxi bħala punti fokali għal Kwistjonijiet ta' Sikurezza kontra n-Nirien għall-impjegati tal-Isptar;
- IV. f'konsultazzjoni, l-organizzazzjoni u l-assistenza fir-regim tas-Sikurezza kontra n-Nirien fl-Isptar fi hdan id-Dipartimenti u setturi oħra;
- V. it-tqajjim ta' kwistjonijiet dwar is-sikurezza kontra n-nirien mal- amministrazzjoni;
- VI. tassisti b'mod attiv fi kwalunkwe inċident tan-nar;
- VII. jiġu mħarrġa biex jindirizzaw in-nirien bit-Tagħmir tat-Tifi tan-Nar tal-Ewwel Għajnuna;
- VIII. l-appoġġ għall-manigment fi Kwistjonijiet ta' Sikurezza kontra n-Nirien;
- IX. l-assistenza, l-iskedar u l-koordinazzjoni f'Fire Drills; inkluża d-dokumentazzjoni rispettiva;
- X. il-monitoraġġ u r-rappurtar dwar is-Sikurezza Ġenerali kontra n-Nirien, it-Tagħmir tan-Nar tal-Ewwel Għajnuna, u l-Manutenzjoni Tajba fl-Isptar kollu;
- XI. jirrapporta lil kap tas-sezjoni tal-Fire and Safety Unit ġewwa SVP;;
- XII. il-monitoraġġ u r-rappurtar dwar No Smoking Policy ta' San Vincenz;
- XIII. tassisti lid -Dipartiment tal-Protezzjoni Ċivili;
- XIV. il-monitoraġġ u r-rappurtar dwar il-Hot Work permits; attendenza għal LPG & mili ta 'ossigġu mediku;
- XV. jattendu ma' kuntratturi ta' partijiet terzi biex isegwu u jiċċekkjaw it-tiswijiet ta' tagħmir relatat man-nar, inklużi bibien tan-nar, risers niexfa u mxarrba, allarm tan-nirien u kwalunkwe tagħmir ieħor relatat.
- XVI. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- XVII. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.