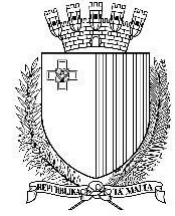


Anness A



UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

Ministeru	Uffiċċju tal-Prim Ministru
L-Impjeg	Senior Health and Safety Officer

Dmirijiet u responsabbiltajiet

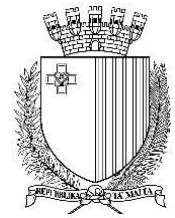
- i. Jiżgura li r-regolamenti tas-Saħħa u s-Sigurtà jiġu osservati fil-qasam operattiv tal-Istamperija, b'konformità ma' standards nazzjonali u internazzjonali;
- ii. Jiformula, jaġġorna u jissorvelja l-proċeduri tas-Saħħa, is-Sigurtà, u tal-Ambjent skont l-għanijiet tal-Istamperija;
- iii. Jagħmel valutazzjonijiet tar-riskju għall-prattici fuq il-post tax-xogħol u għall-ħarsien tal-ambjent, jidentifika, jipprevjeni u jnaqqas ir-riskji;
- iv. Iwettaq spezzjonijiet regolari, jinforza miżuri ta' sigurtà, u jipprovdi gwida dwar protokollu ta' sigurtà kif suppost;
- v. Jipprovdi taħriġ dwar is-saħħa u s-sigurtà lill-impjegati tal-Istamperija, u jsaħħaħ kultura ta' għarfien dwar is-sigurtà;
- vi. Jiżgura li jkun hemm tagħmir tal-ewwel għajnuna u tagħmir tal-Automated External Defibrillator (AED) fil-proprietajiet u l-vetturi tal-Istamperija, kif ukoll jiżgura li l-impjegati jkunu imħarrġa fuq dan l-istess tagħmir;
- vii. Jiżviluppa miżuri preventivi biex jitnaqqsu r-riskji u jippromwovi ambjent ta' xogħol sigur;
- viii. Imexxi u jzomm dokumentazzjoni preċiża dwar l-attivitajiet tas-saħħa u s-sigurtà, inklużi valutazzjonijiet tar-riskju, rapporti ta' incidenti, u dokumenti ta' konformità;
- ix. Imexxi proġetti operattivi għall-uffiċċju tad-Direttur Ġenerali (Stamperija tal-Gvern), jamministra riżorsi, skedi ta' ħin, u baġit biex jappoġġja l-għanijiet tal-Istamperija;
- x. Jassisti fit-titjib tal-influss tax-xogħlijiet varji, l-arranġamenti logistiċi, u l-immaniġġjar tar-riżorsi biex jissimplifika l-operazzjonijiet tal-Istamperija;
- xi. Jikkoordina ma' entitajiet pubbliċi u partijiet interessati biex jiżgura kollaborazzjoni fi kwistjonijiet ta' operazzjonijiet fil-qasam tas-saħħa u s-sigurtà;

Uffiċċju tal-Prim Ministru

Uffiċċju tal-Prim Ministru, Berġa ta' Kastilja, Valletta
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- xii. Jissorvelja l-impjegati taħt ir-responsabbiltajiet tiegħu u jiżgura prestazzjoni u żvilupp effettiv;
- xiii. Iżomm ruħu aġġornat dwar il-leġiżlazzjoni, direttivi ġodda u l-aħjar prattiki hekk kif imħabbra mill-Occupational Health and Safety Authority (OHSA), u jimplimenta bidliet kif meħtieġ;
- xiv. Iwettaq dmirijiet oħra li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ, u li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mid-Direttur Ġenerali (Stamperija tal-Gvern); u
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	Office of the Prime Minister
Job Title	Senior Health and Safety Officer

OFFICE OF THE PRIME MINISTER
AUBERGE DE CASTILLE, VALLETTA, MALTA

Duties and responsibilities

- i. Ensures compliance with Health and Safety regulations across the operational remit of the Government Printing Press, aligning with both national and international standards;
- ii. Formulates, updates, and oversees Health, Safety, and Environment (HSE) procedures in alignment with the objectives of the Printing Press;
- iii. Conducts risk assessments for work practices and environments, identifying and mitigating risks;
- iv. Carries out regular inspections, enforces safety measures, and provides guidance on proper safety protocols;
- v. Provides health and safety training to the Printing Press staff, fostering a culture of safety awareness and preparedness;
- vi. Ensures adequate First Aid Kits and Automated External Defibrillator (AED) equipment are available in the properties and vehicles of the Printing Press, including the training of such equipment for the employees;
- vii. Develops preventative measures to reduce risks, promoting safe working environments;
- viii. Manages and maintains accurate records on health and safety activities, including risk assessments, incident reports, and compliance documents;
- ix. Leads operational projects for the Office of the Director General (Government Printing Press), managing resources, timelines, and budget to support goals of the Printing Press;
- x. Assists with various workflow optimisation, logistical arrangements, and resource management to streamline the operations of the Printing Press;
- xi. Coordinates with public entities and stakeholders to ensure inter-organisational cooperation in the remit of health and safety and other operational matters;

Office of the Prime Minister

Office of the Prime Minister, Auberge de Castille, Valletta
Telephone : 2200-0000

- xii. Supervises assigned staff within his/her remit, ensuring effective performance and development;
- xiii. Stays updated on the latest legislation, new directives and best practices as informed by the Occupational Health and Safety Authority (OHSA), and implements changes as necessary;
- xiv. Undertakes any other duties which the superior may delegate to him/her, as may be required and which may be updated to meet the requirements of any other area as confirmed by the Director General (Government Printing Press); and
- xv. Any other duties as directed by the Principal Permanent Secretary.