

Anness A



Ministeru	<i>Ministeru għall-Arti, Kultura u Wirt Nazzjonali</i>
L-impjeg	<i>Senior Health and Safety Officer</i>

MINISTERU GĦALL-ARTI, KULTURA U WIRT NAZZJONALI
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL- BELT VALLETTA, MALTA

Dmirijiet u Responsabbiltajiet

- i. Jimplimenta u jinforza l-leġiżlazzjoni u r-regolamenti dwar is-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol li jkunu fis-seħħ minn żmien għal żmien;
- ii. Jizviluppa, jimplimenta u jinforza r-regolamenti u l-linji gwida dwar is-saħħa u s-sigurtà fi ħdan id-Dipartiment tar-Restawr u l-Konservazzjoni;
- iii. Jagħmel spezzjonijiet tal-postijiet u s-siti tax-xogħol, jipprovdi gwida dwar kwalunkwe prekawzjoni tas-sigurtà u metodi ta' xogħol xierqa, u jinforza miżuri ta' prekawzjoni kif meħtieġ;
- iv. Jagħmel “*risk assessments*” u jintroduci miżuri ta' kontroll korrispondenti fuq kwalunkwe xogħol jew prattiki ta' xogħol li jkunu qed jitwettqu mill-impjegati fi ħdan id-Dipartiment tar-Restawr u l-Konservazzjoni;
- v. Jipprovdi informazzjoni u taħriġ dwar kwistjonijiet relatati mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol lill-impjegati, u jikkollabora mar-rappreżentanti tal-ħaddiema u uffiċjali ohra fi ħdan id-Dipartiment tar-Restawr u l-Konservazzjoni;
- vi. Jorganizza u jipparteċipa f'inizjattivi dwar kwistjonijiet relatati mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol li jitwettqu fi ħdan id-Dipartiment;
- vii. Jikkumpila rapporti, iżomm rekords u jipprovdi analiżi fuq kwistjonijiet relatati mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;
- viii. Jiġi mahtur bħala Rappreżentant tal-Klijent responsabbli għad-disinn u/jew l-eżekuzzjoni u/jew is-superviżjoni tal-eżekuzzjoni ta' proġett f'isem id-Dipartiment, u jwettaq id-dmirijiet speċifikati fir-Regolamenti dwar is-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol, 2025 kif stipulat fl-Avviz Legali L.N. 52 tal-2025 ;
- ix. Jzomm kuntatt ma' entitajiet pubbliċi ohra u partijiet interessati rilevanti kif meħtieġ għall-eżekuzzjoni effettiva tad-dmirijiet assenjati u għall-istabbiliment u ż-żamma ta' kooperazzjoni kostruttiva f'kwistjonijiet relatati mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;
- x. Jzomm ruħu aġġornat dwar l-iżviluppi f'kwistjonijiet u leġiżlazzjoni relatati mas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol kemm fuq livell nazzjonali kif ukoll internazzjonali;
- xi. Jwettaq kwalunkwe komputu ieħor li jista' jiġi delegat lilu/lilha mis-superjur tiegħu/tagħha, kif meħtieġ;
- xii. Jwettaq kwalunkwe dmir ieħor li jista' jiġi aġġornat biex jissodisfa r-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xiii. Jwettaq kwalunkwe dmir ieħor kif dirett mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	<i>Ministry for Arts, Culture and National Heritage</i>
Job title	<i>Senior Health and Safety Officer</i>

MINISTRY FOR ARTS, CULTURE AND NATIONAL HERITAGE
230, CASA GASPE, TRIQ IR-REPUBBLIKA,
IL-BELT VALLETTA, MALTA

Duties and Responsibilities

- i. Implements and enforces the Occupational Health and Safety Legislation and Regulations in force from time to time;
- ii. Develops, implements, and enforces health and safety policies and guidelines in the Restoration and Preservation Department;
- iii. Inspects places and sites of work, provides guidance on any safety precautions and proper work methods and enforces any precautionary measures as necessary;
- iv. Makes risk assessments and introduces corresponding control measures on any work or work practices being carried out by employees in the Restoration and Preservation Department;
- v. Provides information and training on Occupational Health and Safety issues to employees, and liaising with workers' representatives and other senior officers in the Restoration and Preservation Department;
- vi. Organises and participates in any initiatives on Occupational Health and Safety issues undertaken within the Department;
- vii. Compiles reports, maintains records and provides analyses on matters relating to Occupational Health and Safety;
- viii. Acts as the Client Representative responsible for the design and/or execution and, or supervision of the execution of a project, on behalf of the Department and to carry out the duties specified in the Health and Safety at Work Act Regulations, 2025 as stipulated in Legal Notice L.N. 52 of 2025.
- ix. Liaises with other public entities and relevant stakeholders as may be required for effective fulfilment of assigned duties and for establishing and maintaining constructive cooperation in Occupational Health and Safety matters;
- x. Keeps abreast with developments in Occupational Health and Safety matters and legislation both at a national and international level;
- xi. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xii. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary;
- xiii. Any other duties as directed by the Principal Permanent Secretary.