

Anness A

Ministry:	<i>Ministeru għall-Enerġija, l-Ambjent u R-Riġenerazzjoni tal-Port il-Kbir</i>	 GVERN TA' MALTA MINISTERU GĦALL-ENERĠIJA, L-AMBIENT U R-RIĠENERAZZJONI TAL- PORT IL-KBIR
Job Title:	<i>Health and Safety Officer</i>	
Dmirijiet u Responsabbiltajiet		

- Jimplimenta u jinforza l-Ligijiet u r-Regolamenti dwar is-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol li jkun fis-seħħ minn żmien għal żmien;
- Jiżviluppa, jimplimenta u jinforza politika u linji gwida dwar is-saħħa u s-sigurtà fil-Ministeru;
- Jispezzjona postijiet tax-xogħol, jagħti pariri fuq prekawzjonijiet ta' sigurtà u metodi tax-xogħol korretti u jinforza kwalunkwe miżura ta' prekawzjoni kif meħtieġ;
- Jassessja r-riskju fuq kwalunkwe xogħol li jitwettaq jew prattiċi ta' xogħol segwiti mill-impjegati tal-Ministeru; u jintroduċi wkoll miżuri ta' kontroll li jikkorrispondu mal-assessjar tar-riskju;
- Jipprovdi informazzjoni u taħriġ fuq kwistjonijiet ta' saħħa u sigurtà fuq il-post tax-xogħol lill-impjegati, u jikkollabora mar-rappreżentanti tal-haddiema u senior officers oħra fil-Ministeru;
- Jorganizza u jipparteċipa f'inizjattivi dwar is-saħħa u s-sigurtà fuq il-post tax-xogħol li jittiehdu fil-Ministeru;
- Jgħaqqad rapporti, jzomm rekords, u jipprovdi analiżi dwar affarijiet relatati mas-saħħa u s-sigurtà fuq il-post tax-xogħol;
- Iwettaq dmirijiet oħra relatati mas-saħħa u s-sigurtà fuq il-post tax-xogħol skont kif jiġu assenjati lill;
- Jikkollabora ma' entitajiet pubbliċi oħra u terzi persuni rilevanti skont kif ikun meħtieġ sabiex iddmirijiet assenjati lill jitwettqu b'mod effettiv u sabiex jistabbilixxi u jsostni koperazzjoni kostruttiva f'affarijiet relatati mas-saħħa u s-sigurtà fuq il-post tax-xogħol;
- Izomm ruħu aġġornat ma' żviluppi u leġislazzjoni fil-qasam tas-saħħa u s-sigurtà fuq il-post tax-xogħol, kemm dawk nazzjonali u kif ukoll internazzjonali;
- Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lill/lilha, kif jista' jkun meħtieġ;
- Iwettaq dmirijiet oħra li jisgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry:	<i>Ministry for Energy, the Environment and the Regeneration of the Grand Harbour</i>	 GOVERNMENT OF MALTA MINISTRY FOR ENERGY, THE ENVIRONMENT AND THE REGENERATION OF THE GRAND HARBOUR
Job Title:	<i>Health and Safety Officer</i>	
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 Ministry;
- iii. Inspects places 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 Ministry;
- v. Provides information and training on Occupational Health and Safety issues to employees, and liaising with workers' representatives and other senior officers in the Ministry;
- vi. Organises and participates in any initiatives on Occupational Health and Safety issues undertaken within the Ministry;
- vii. Compiles reports, maintains records and provides analyses on matters relating to Occupational Health and Safety;
- viii. Carries out any other Occupational Health and Safety-related duties assigned to him/her;
- 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.