Ministeru	*Ministeru għall-Gvern Lokali u Xogħlijiet Pubbliċi*
L-impjieg	*Health and Safety Officer*

Anness A

MINISTERU GĦALL-GVERN LOKALI U X-XOGĦLIJIET PUBBLIĊI
DIVIŻJONI GĦAT-TINDIF U MANUTENZJONI, 87, TRIQ ĦAL-TARXIEN, Ħal-LUQA

Dmirijiet u responsabbiltajiet

i. Jimplimenta liġijiet u regolamenti maħruġa minn żmien għal żmien mill-Awtorità għas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol, kif ukoll il-linji gwida tal-Politika dwar is-Saħħa u s-Sigurtà tad-Diviżjoni għat-Tindif u Manutenzjoni;

ii. Jispezzjona l-postijiet tax-xogħol, jagħti pariri dwar prekawzjoni ta' sigurtà u metodi xierqa ta' xogħol, u jinforza kwalunkwe miżura ta' prekawzjoni kif meħtieġ;

iii. Jagħmel risk assessments fuq kull tip ta' xogħol jew prattiċi ta' xogħol li jkunu qed jiġu implimentati minn impjegati tad-Diviżjoni għat-Tindif u Manutenzjoni;

iv. Jipprovdi informazzjoni u jwettaq taħriġ dwar Saħħa u Sigurtà fuq il-Post tax-Xogħol lill-impjegati tad-Diviżjoni għat-Tindif u Manutenzjoni;

v. Jipparteċipa b'mod attiv fi kwalunkwe inizjattiva ta' Saħħa u Sigurtà fuq il-Post tax-Xogħol meħuda mid-Diviżjoni għat-Tindif u Manutenżjoni ;

vi. Jagħmel rapporti u jżomm rekords dwar materji relatati max-xogħol ta' kuljum tal-Unit tas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;

vii. Iwettaq dmirijiet assenjati lilu/lilha fil-qasam tas-Saħħa u s-Sigurtà fuq il-post tax-xogħol;

viii. Jikkollabora ma' entitajiet pubbliċi oħra u partijiet oħra interessati skont kif ikun meħtieġ fit-twettiq tad-dmirijiet assenjati u biex tiġi stabbilita u tinżamm koperazzjoni inter-organizzattiva fil-materji ta' Saħħa u Sigurtà fuq il-Post tax-Xogħol;

ix. Iżomm lilu nnifsu aġġornat ma' żviluppi u leġiżlazzjonijiet fil-qasam tas-Saħħa u s-Sigurtá fuq il-post tax-xogħol, kemm fuq livell nazzjonali kif ukoll dak internazzjonali;

x. Iwettaq kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/lilha, kif jista' ikun meħtieġ; u

xi. Iwettaq kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministry	*Ministry for Local Government and Public Works*
Job title	*Health and Safety Officer*

Annex A

MINISTRY FOR LOCAL GOVERNMENT AND PUBLIC WORKS
CLEANSING AND MAINTENANCE DIVISON, 87, TARXIEN ROAD, LUQA

Duties and responsibilities

i. Implements laws and regulations issued from time to time by the Occupational Health and Safety Authority, as well as the Health and Safety Policy guidelines of the Cleansing and Maintenance Division;

ii. Inspects places of work, provides guidance on any safety precautions and proper work methods, and enforces any precautionary measures as necessary

iii. Makes risk assessments on any work or work practices being carried out by employees of the Cleansing and Maintenance Division;

iv. Provides information and carries out training on Occupational Health and Safety issues to employees of the Cleansing and Maintenance Division;

v. Actively participates in any initiatives on Occupational Health and Safety issues undertaken by the Cleansing and Maintenance Division;

vi. Compiles reports and maintains records on matters dealing with the day to day running of the Occupational Health and Safety Unit;

vii. Carries out any duties assigned to him/her in the field of Occupational Health and Safety;

viii. Liaises with other public entities and relevant stakeholders as may be required for effective fulfilment of assigned duties and for establishing and maintaining a constructive interorganisational cooperation in Occupational Health and Safety matters;

ix. Keeps abreast of developments and legislations in Occupational Health and Safety matters, both at a national and international level;

x. Undertakes any other tasks which the superior may delegate to him/her, as may be required; and

xi. Undertakes any other duties as directed by the Principal Permanent Secretary