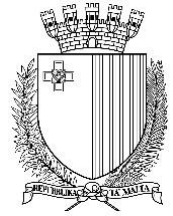


Anness A

Ministeru	Ministeru għall-Edukazzjoni u l-Isport (MES)
L-impjeg	Manager II



MINISTERU GHALL-EDUKAZZJONI U L-ISPORT

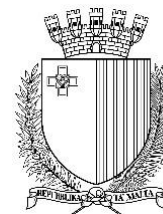
TRIQ L-ASSEDJU L-KBIR, FURJANA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jimplimenta u jinforza l-ligijiet u r-regolamenti mahruġa minn żmien għal żmien mill-Awtorità tas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;
- ii. Jimmonitorja, jevalwa u jirrevedi l-Politika u l-Prattika tas-Saħħa u s-Sigurtà u jiżviluppa u jimplimenta dokumenti godda ta' politika u proċedura kif meħtieġ;
- iii. Jispezzjona l-postijiet tax-xogħol, jipprovdi gwida dwar kwalunkwe prekawzjoni ta' sigurtà u metodi ta' xogħol xierqa, u jinforza kwalunkwe miżura ta' prekawzjoni kif meħtieġ u biex jiddetermina kwalunkwe kwistjoni ta' saħħa u sigurtà fl-iskejjel, l-uffiċċji u l-istazzjonijiet esterni;
- iv. Jipprovdi taħriġ u edukazzjoni lill-impjegati dwar protokolli, proċeduri u l-aħjar prattiki ta' sigurtà;
- v. Jagħmel valutazzjonijiet tar-riskju fuq kwalunkwe sit tax-xogħol, uffiċċji jew prattiki ta' xogħol li qed jitwettqu mill-impjegati tal-MES;
- vi. Jahdem mal-manijers u l-istaff biex jiżgura li l-valutazzjonijiet tar-riskju jithejjew u jiġu riveduti kif meħtieġ;
- vii. Jiġbor rapporti u jzomm rekords dwar kwistjonijiet li jittrattaw it-tmexxija ta' kuljum tal-Prattiki tas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;
- viii. Iwettaq kwalunkwe dmir assenjat lilu/lilha fil-qasam tas-Saħħa u s-Sigurtà fuq il-Post tax-Xogħol;
- ix. Jinvestiga inċidenti, korrimenti, u inċidenti li kważi seħħew biex jiddetermina l-kawża ewlenija u jimplimenta miżuri biex jipprevjenu inċidenti simili mill-jseħħ fil-futur. Dan jista' jinvolti intervisti ma' xhieda, eżami tax-xena tal-inċident, u analiżi ta' dejta u rekords rilevanti;
- x. Jikkollabora ma' entitajiet pubbliċi oħra u partijiet interessati rilevanti kif jista' jkun meħtieġ għat-twettiq effettiv tad-dmirijiet assenjati u għall-istabbiliment u ż-żamma ta' kooperazzjoni interorganizzattiva kostruttiva fi kwistjonijiet ta' Saħħa u Sigurtà fuq il-Post tax-Xogħol;
- xi. Jipprepara speċifikazzjonijiet dettaljati u dokumentazzjoni oħra għall-pubblikazzjoni ta' sejhiet għal akkwist ta' provvisti u/jew xogħlijiet skont ir-regolamenti rilevanti;
- xii. Jimmaniġġja, jikkoordina, jissorvelja u jiċċertifika s-servizzi mogħtija minn kuntratturi/fornituri ta' servizzi;
- xiii. Izomm ruħu aġġornat bl-iżviluppi u l-leġiżlazzjonijiet fi kwistjonijiet ta' Saħħa u Sigurtà fuq il-Post tax-Xogħol, kemm fil-livell nazzjonali kif ukoll internazzjonali;
- xiv. Jivvaluta fatturi ergonomiċi fil-post tax-xogħol biex jimminimizza r-riskju ta' disturbi muskuloskeletalni u korrimenti oħra relatati mal-ergonomija;
- xv. Jappoġġja inizjattivi mmirati lejn il-promozzjoni tas-saħħa u l-benesseri tal-impjegati fil-post tax-xogħol. Dan jista' jinkludi l-organizzazzjoni ta' skrining tas-saħħa u programmi ta' benessere;
- xvi. Jikkollabora ma' professjonisti u awtoritajiet oħra;
- xvii. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ; u
- xviii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	Ministry for Education and Sport (MES)
Job title	Manager II



MINISTRY FOR EDUCATION AND SPORT

GREAT SIEGE ROAD, FLORIANA, MALTA

Duties and responsibilities

- i. Implements and enforces laws and regulations issued from time to time by the Occupational Health and Safety Authority;
- ii. Monitors, evaluates and reviews Health and Safety Policy and Practice and to develop and implement new policy and procedure documents as required;
- iii. Inspects places of work, provides guidance on any safety precautions and proper work methods, and enforces any precautionary measures as necessary and to determine any health and safety issues in schools, offices and outstations;
- iv. Providing training and education to employees on safety protocols, procedures, and best practices;
- v. Makes risk assessments on any work site, offices or work practices being carried out by employees of MES;
- vi. Works with managers and staff to ensure risk assessments are prepared and reviewed as necessary;
- vii. Compiles reports and maintains records on matters dealing with the day to day running of the Occupational Health and Safety Practices;
- viii. Carries out any duties assigned to him/her in the field of Occupational Health and Safety;
- ix. Investigating accidents, injuries, and near-misses to determine the root cause and implement measures to prevent similar incidents from occurring in the future. This may involve interviewing witnesses, examining the scene of the incident, and analysing relevant data and records;
- x. 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 inter-organisational cooperation in Occupational Health and Safety matters;
- xi. Prepares detailed specifications and other documentation for publication of calls for procurements of supplies and/or works in line with relevant regulations;
- xii. Manage, coordinates, supervise and certify services rendered by contractors/service providers;
- xiii. Keeps abreast of developments and legislations in Occupational Health and Safety matters, both at a national and international level;
- xiv. Assessing ergonomic factors in the workplace to minimize the risk of musculoskeletal disorders and other ergonomic-related injuries;
- xv. Supporting initiatives aimed at promoting employee health and wellness in the workplace. This may include organizing health screenings and wellness programs;
- xvi. Collaborates with other professionals and authorities;
- xvii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xviii. Any other duties as directed by the Principal Permanent Secretary.