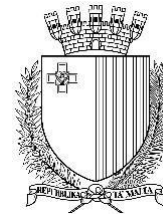


Anness A



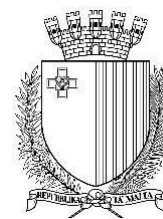
UFFIĊĊJU TAL-PRIM MINISTRU
BERĠA TA' KASTILJA, VALLETTA, MALTA

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

Dmirijiet u responsabbiltajiet

- i. Jappoġġja l-konformità mar-regolamenti dwar is-saħħa u s-sigurtà fil-mandat operazzjonali kollu tal-Istamperija tal-Gvern, f'konformità mal-istandards nazzjonali u internazzjonali;
- ii. Jassisti fil-formulazzjoni, l-aġġornament u l-implimentazzjoni tal-proċeduri tas-Saħħa, is-Sigurtà u l-Ambjent skont l-oġettivi tal-Istamperija tal-Gvern;
- iii. Iwettaq valutazzjonijiet tar-riskju relatati mal-prattiki u l-ambjenti fuq il-post tax-xogħol, li jgħinu fl-identifikazzjoni, il-prevenzjoni u t-tnaqqis tar-riskji;
- iv. Iwettaq spezzjonijiet regolari, jirrapporta s-sejbiet, u jappoġġja l-infurzar ta' miżuri tas-sigurtà. Jipprovdi gwida lill-persunal rigward il-protokolli tas-sigurtà stabbiliti;
- v. Iwassal sessjonijiet ta' sensibilizzazzjoni dwar is-saħħa u s-sigurtà u taħriġ bażiku. Jiżgura li l-kits tal-ewwel għajnuna u t-tagħmir tad-Defibrillatur Estern Awtomatizzat (AED) ikunu disponibbli u miżmuma kif xieraq fil-proprjetajiet u l-vetturi tal-Istamperija tal-Gvern, u jassisti fil-koordinazzjoni tat-taħriġ tal-AED/l-ewwel għajnuna;
- vi. Jiżgura li t-tagħmir tas-sigurtà kontra n-nirien (bħall-apparat tat-tifi tan-nar u l-alarm) ikun disponibbli, funzjonali, u miżmum kif xieraq fiż-żoni kollha meħtieġa;
- vii. Jassisti fl-iżvilupp u l-implimentazzjoni ta' miżuri preventivi biex jitnaqqsu r-riskji fuq il-post tax-xogħol u jiġu promossi ambjenti tax-xogħol siguri;
- viii. Izomm rekords preċiżi tal-attivitajiet relatati mas-saħħa u s-sigurtà, inklużi l-valutazzjonijiet tar-riskju, ir-rapporti tal-inċidenti, u d-dokumentazzjoni tal-konformità;
- ix. Jappoġġja l-kompiti operattivi relatati mar-rekwiziti tas-saħħa u s-sigurtà;
- x. Jikkoordina mal-entitajiet pubbliċi u mal-partijiet ikkonċernati dwar kwistjonijiet operazzjonali relatati mas-saħħa u s-sigurtà biex jiffaċilita l-kollaborazzjoni u t-tixrid ta' informazzjoni;
- xi. Izomm aġġornat dwar il-leġiżlazzjoni u l-aħjar Prattiki Maħruġa mill-Awtorità għas-Saħħa u s-Sigurtà fuq il-post tax-Xogħol, u jassisti fl-implimentazzjoni ta' kwalunkwe bidla meħtieġa;
- xii. Jassisti fil-ħolqien, iż-żamma u l-implimentazzjoni ta' proċeduri skont l-istandards tal-ISO, u jikkoopera ma' awdituri esterni matul il-proċessi ta' ċertifikazzjoni tal-ISO;
- xiii. Iwettaq kwalunkwe dmir ieħor relatat li jista' jiġi assenjat mill-Maniġment; u
- xiv. Iwettaq kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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

Duties and responsibilities

- i. Supports compliance with health and safety regulations across the Government Printing Press' (GPP) operational remit, in line with national and international standards;
 - ii. Assists in the formulation, updating, and implementation of Health, Safety and Environment (HSE) procedures according to the objectives of the GPP;
 - iii. Conducts risk assessments related to workplace practices and environments, helping to identify, prevent, and reduce risks;
 - iv. Carries out regular inspections, reports findings, and supports the enforcement of safety measures. Provides guidance to staff regarding established safety protocols;
 - v. Delivers health and safety awareness sessions and basic training. Ensures that first aid kits and Automated External Defibrillator (AED) equipment are available and properly maintained across the GPP's properties and vehicles, and assists in coordinating AED/first aid training;
 - vi. Ensures that fire safety equipment (such as fire extinguishers and alarms) is available, functional, and appropriately maintained in all required areas;
 - vii. Assists in the development and implementation of preventative measures to reduce workplace risks and promote safe working environments;
 - viii. Maintains accurate records of health and safety related activities, including risk assessments, incident reports, and compliance documentation;
 - ix. Supports operational tasks related to health and safety requirements;
 - x. Coordinates with public entities and stakeholders on operational matters related to health and safety to facilitate collaboration and information exchange;
 - xi. Remains updated on legislation and best practices issued by the Occupational Health and Safety Authority, and assists in implementing any changes required;
 - xii. Assists in creating, maintaining, and implementing procedures according to ISO standards, and cooperates with external auditors during ISO certification processes;
 - xiii. Performs any other related duties that may be assigned by the Management; and
 - xiv. Performs any other duties as directed by the Principal Permanent Secretary.
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