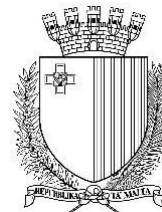


Anness A

Ministeru	<i>Ministeru għall-Intern u s-Sigurta'</i>
L-impjeg	<i>Post ta' Health & Safety Officer</i>



MINISTERU GĦALL-INTERN U S-SIGURTA'
201 TRIQ ID-DEJQ VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jiżgura li r-regolamenti tas-saħħa u s-sigurtà jiġu osservati fil-qasam operattiv tal-Ministeru, b'konformita ma' standards nazzjonali u internazzjonali.
- ii. Jifformula, jaġġorna, u jissorvelja l-proċeduri tas-Saħħa, is-Sigurtà, u tal-Ambjent (HSE) skont l-għanijiet tal-Ministeru.
- iii. Jagħmel valutazzjonijiet tar-riskju għall-prattiċi fuq l-post tax-xogħol u għal ħarsien tal ambjent, jidentifika, jipprevjeni u jnaqqas ir-riskji.
- iv. Iwettaq spezzjonijiet regolari, jinforza miżuri ta' sigurtà, u jipprovdi gwida dwar protokoll ta' sigurtà kif suppost.
- v. Jipprovdi taħriġ dwar is-saħħa u s-sigurtà lill-impjegati tal-Ministeru, u jsaħħaħ kultura ta' għarfien dwar is-sigurtà u kif ukoll jipprovdi gwida dwar protokoll tas-sigurtà.
- vi. Jiżgura li jkun hemm tagħmir tal-ewwel għajna u tagħmir tal- AED (Automated External Defibrillator) fil-proprjetajiet u l-vetturi tal-Ministeru, kif ukoll jiżgura lill-impjegati jkunu imħarrġa fuq dan l-istess tagħmir.
- vii. Jiżviluppa miżuri preventivi biex jitnaqqasu ir-riskji u jippromwovi ambjent ta' xogħol sigur.
- viii. Imexxi u jzomm dokumentazzjoni preċiża dwar l-attivitajiet tas-saħħa u s-sigurtà, inklużi valutazzjonijiet tar-riskju, rapporti ta' inċidenti, u dokumenti ta' konformità.
- ix. Imexxi proġetti operattivi għall-uffiċċju tas-Segretarju Permanenti, jamministra riżorsi, skedi ta' ħin, u baġit biex jappoġġja l-għanijiet tal-Ministeru.
- x. Jipprovdi appoġġ operattiv biex itejjeb l-effiċjenza u l-effettività tal-uffiċċju tas-Segretarju Permanenti.
- xi. Jassisti fit-titjeb tal- influss tax-xogħlijiet varji, l-arrangamenti logistiċi, u l-immaniġġjar tar-riżorsi biex jissimplifika l-operazzjonijiet tal-Ministeru.
- xii. Jikkoordina ma' entitajiet pubbliċi u partijiet interessati biex jiżgura kollaborazzjoni fi kwistjonijiet ta' operazzjonijiet fil- qasam tas-saħħa u sigurtà.
- xiii. Jissorvelja l-impjegati taħt ir-responsabbiltajiet tiegħu u jiżgura prestazzjoni u żvilupp effettiv.
- xiv. Żomm ruħu aġġornat dwar il-legiżlazzjoni u l-aħjar Prattiki hekk kif imħabbra mill-OHS (Occupational Health and Safety Authority) u direttivi l-godda, u jimplementa bidliet kif meħtieġ.
- xv. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvi. Iwettaq dmirijiet oħra li jistgħu jiġu aġġornati biex jissodisfaw ir-rekwiżiti ta' kwalunkwe qasam ieħor kif ikkonfermat mis-Segretarju Permanenti;
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Ministeru għall-Intern u s-Sigurta'

201, Triq id-Dejqa, il-Belt Valletta
Telefon: 2268-9000

Annex A

Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Post of Health & Safety Officer</i>



MINISTRY FOR HOME AFFAIRS AND SECURITY
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Ensures compliance with health and safety regulations across the Ministry's operational remit, aligning with both national and international standards.
- ii. Formulates, updates, and oversees Health, Safety, and Environment (HSE) procedures in alignment with the Ministry's objectives.
- iii. Conducts risk assessments for work practices and environments, identifying and mitigating risks.
- iv. Carries out regular inspections, enforces safety measures, and provides guidance on proper safety protocols.
- v. Provides health and safety training to Ministry staff, fostering a culture of safety awareness and preparedness.
- vi. Ensures adequate First Aid Kits and AED (Automated External Defibrillator) equipment are available in the Ministry's properties and vehicles, including AED-trained first aiders.
- vii. Develops preventative measures to reduce risks, promoting safe working environments.
- viii. Manages and maintains accurate records on health and safety activities, including risk assessments, incident reports, and compliance documents.
- ix. Leads operational projects for the Permanent Secretary's Office, managing resources, timelines, and budget to support Ministry goals.
- x. Provides operational support to enhance the efficiency and effectiveness of the Permanent Secretary's Office.
- xi. Assists with various workflow optimisation, logistical arrangements, and resource management to streamline Ministry operations.
- xii. Coordinates with public entities and stakeholders to ensure inter-organisational cooperation in OHS (Occupational Health and Safety Authority) and other operational matters.
- xiii. Supervises assigned staff within his remit, ensuring effective performance and development.
- xiv. Stays updated on the latest OHS legislation and new directives, implementing changes as necessary.
- xv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xvi. Undertakes any other duties which may be updated to meet the requirements of any other area as confirmed by the Permanent Secretary.
- xvii. Any other duties as directed by the Principal Permanent Secretary.