

<b>Position Description</b>			
<b>Title:</b>	<b>Health and Safety Officer</b>	<b>Ref No:</b>	ETC 115/2009 MPO/259/2009/6
<b>Office:</b>	Office of the Executive Chairman		
<b>Unit:</b>	Legal, Regulatory and Compliance Unit	<b>Relativity:</b>	5
<b>Responsible to:</b>	<b>Consultant, Estate Governance</b>		

### **Overall Purpose of Position**

The Health and Safety Officer is responsible for assisting the Consultant Estate Governance in managing and coordinating all aspects relating to Health and Safety within Malta Enterprise as well as with regards to projects, property and estate for which it is responsible. He or she is to ensure that the occupational environment of employees is conformant with the relevant national and international Health and Safety legislation and current best practice in this regard.

The Health and Safety Officer will interact on a continuous basis with the Office of Property Management, Office of Project Management and the Administration Unit.

### **Plans and Objectives**

- Ensures that the occupational environment within Malta Enterprise is safe and secure at all times, as outlined in national legislation and best practices in this regard.
- Ensures that projects, property and estate for which Malta Enterprise is responsible for is safe and secure at all times, as outlined in national legislation and best practices in this regard.

### **Duties**

- Provides recommendations, and participates in, the development and implementation of a Health and Safety framework within Malta Enterprise.
- Assists in the development, and supervises the implementation and maintenance of a comprehensive Health and Safety programme designed to prevent injury, occupational illness and damage to property within Malta Enterprise.
- Conducts facility and site inspections to perform job hazards analyses and other evaluations to identify Health and Safety hazards and potential risks within Malta Enterprise as well as with regards to projects, property and estate for which it is responsible.
- Conducts and supervises facilities and site inspections within Malta Enterprise as well as with regards to projects, property and estate for which it is responsible to ensure that the established Health and Safety regulations are being followed, and rectifies any deviations as and when appropriate.

- Conducts health and safety risk assessments prior to the initiation of project and property related works carried out by Malta Enterprise and ensures that recommendations are implemented.
- Designs and introduces a works permit system to ensure health and safety governance on project and property related works carried out by Malta Enterprise and secures its implementation.
- Design and agrees a health and safety plan for all works contracted out by Malta Enterprise to third part contractors.
- Ensures that third party contractors and their employees abide to sign off health and safety plans and measures and takes corrective action including the suspension of contractor employees, works and / or contractor in the event of default with regards to such health and safety measures.
- Designs and manages a fire management framework that includes establishment of fire wardens, escape routes, drills, basic first aid provision, fire equipment et al, together with the Consultant, Estate Governance establishes and implements a work programme with both the Offices of Property Management and Project Management respectively.
- Liaises on a continuous basis with the Chief Officers, or staff as delegated, of the Offices of Property Management, Project Management and Administration Unit respectively on all matters pertaining to health and safety.
- Develops, maintains and distributes Health and Safety manuals and provides clarifications to Malta Enterprise personnel in this regard.
- Participates in post-accident investigations and presents recommendations on measures to prevent future repeat of such accidents.
- Collates and analyses incident statistics and advices on future Health and Safety policies and procedures accordingly.
- Maintains records and other necessary documentation related to Health and Safety matters, as established by legislation and regulations in this regard.
- Coordinates and delivers training and information sessions on Health and Safety issues to Malta Enterprise personnel.
- Promotes awareness within Malta Enterprise on the importance of complying with Health and Safety regulations.
- Provides guidance and advice to employees on Health and Safety matters.
- Coordinates and chairs Health and Safety, and other related committees within Malta Enterprise.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior management as requested.

## **Consultation**

- Consults with the Consultant, Estate Governance in resolving obstacles and in dealing with issues in the unit.

- Consults and liaises with the Chief Officers, or staff as delegated, of the Offices of Property Management, Project Management and Administration Unit respectively on all matters pertaining to health and safety.
- Consults and coordinates with Occupational Health and Safety regulatory bodies, both locally and abroad.
- Coordinates with other internal functions and external stakeholders as necessary.

### **Self-Improvement**

- Keeps up to date with new trends, methodologies, and tools related to Occupational Health and Safety.
- Keeps up to date with legislative and regulatory developments related to Occupational Health and Safety.
- Keeps up to date with the latest developments within Malta Enterprise.

### **Other**

- Performs any other job-related duties as necessary or as assigned.

### **Supervision Received**

- Direct supervision and guidance from the Consultant, Estate Governance.

### **Working Conditions**

- Requested to work outside office hours in crises situations and / or to meet deadlines.
- On-site visits may be required from time to time.

### **Skills / Knowledge / Experience**

#### **Skills**

Computer literacy.	High
Written and verbal communication skills.	High
Communication and interpersonal skills.	High
Organising and planning skills.	High
Problem-solving and decision-making abilities.	High
Attention to detail and precision.	High
Ability to set and manage priorities judiciously.	High
Self-motivated and able to show initiative.	High
Ability to multi-task under tight deadlines.	High
Dependable, mature, trustworthy and shows professional conduct.	High

## Knowledge

Diploma in Occupational Health and Safety from an accredited institution or equivalent accreditation.	Mandatory
Knowledge of principles, procedures and tools related to Occupational Health and Safety.	Desirable
Knowledge of national and supra-national legislation, regulations and guidelines related to Occupational Health and Safety.	Desirable

## Experience

Minimum 2 years experience in a similar position.	Mandatory
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