

Anness A



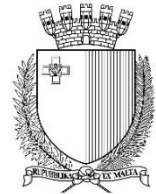
MINISTERU GHALL-FINANZI U X-XOGHOL
30, MAISON DEMANDOLS,
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Ministeru	<i>Ministeru għall-Finanzi u x-Xogħol</i>
L-impjeg	<i>Senior Inspector (Health and Safety)</i>

Dmirijiet u Responsabbiltajiet

- i. Jimplimenta u jinforza l-leġislazzjonijiet u r-regolamenti dwar is-Saħħa u s-Sigurtà fuq il-post tax-xogħol, li huma fis-seħħ minn żmien għal żmien, u jiżviluppa politiki u linji gwida dwar is-saħħa u s-sigurtà fid-Dipartiment tad-Dwana;
- ii. Jispezzjona postijiet tax-xogħol, jkun ta' gwida dwar kwalunkwe prekawzjonijiet ta' sikurezza u metodi ta' xogħol xierqa u jinfurza kwalunkwe miżuri ta' prekawzjoni meħtieġa;
- iii. Jagħmel valutazzjonijiet tar-riskju, jintroduci miżuri ta' kontroll korrispondenti u jissorvelja l-implimentazzjoni ta' tali miżuri ta' kontroll fuq kwalunkwe xogħol jew Prattika tax-xogħol li jkun qed jitwettaq mill-impjegati fid-Dipartiment tad-Dwana;
- iv. Jipprovi informazzjoni u taħriġ dwar kwistjonijiet ta' Saħħa u Sigurtà fuq il-post tax-xogħol lill-impjegati, u jikkoordina mar-rappreżentanti tal-ħaddiema u uffiċjali għolja oħra fid-Dipartiment tad-Dwana;
- v. Jorganizza u jipparteċipa fi kwalunkwe inizjattivi dwar kwistjonijiet ta' Saħħa u Sigurtà fuq il-post tax-xogħol li jsiru fi ħdan id-dipartiment;
- vi. Jikkoordina u jorganizza taħriġ u laqgħat regolari mat-timijiet tad-dipartiment tar-Rappreżentanti tas-Saħħa u Sigurtà, Uffiċjali ta' l-Ewwel Għajnuna u pumpiera;
- vii. Jikkompila rapporti, iżzomm rekords, jipprovi analiżi u jwettaq kwalunkwe dmirijiet oħra relatati mas-Saħħa u s-Sigurtà fuq il-post tax-xogħol assenjati lilu;
- viii. Jwettaq superviżjoni, fl-istadju tal-ippjanar, ta' kwalunkwe proġett ta' rinnovazzjoni ttrattat mid-dipartiment;
- ix. Jikkoordina 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 kostruttiva fi kwistjonijiet ta' Saħħa u Sigurtà fuq il post tax-xogħol;
- x. Izomm ruħu aġġornat mal-iżviluppi ta' kwistjonijiet u leġislazzjonijiet relatati mas-Saħħa u s-Sigurtà fuq il-post tax-xogħol kemm fil-livell nazzjonali kif ukoll f'dak internazzjonali;
- xi. Jimmaniġġja u jissorvelja x-xogħol tal-Uffiċjali tas-Saħħa u s-Sigurtà li jistgħu jigu assenjati taħt ir-responsabbiltà diretta tiegħu;
- xii. Jaqdi dmirijiet oħra kif assenjati mis-Segretarju Permanenti (Finanzi u Xogħol), mid-Direttur Ġenerali/Direttur rispettiv u/jew mir-rappreżentant/i tagħhom;
- xiii. Kwalunkwe dmir ieħor kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



MINISTRY FOR FINANCE AND EMPLOYMENT
30, MAISON DEMANDOLS,
SOUTH STREET, VALLETTA

Ministry	<i>Ministry for Finance and Employment</i>
Job title	<i>Senior Inspector (Health and Safety)</i>

Duties and Responsibilities

- i. Implementing and enforcing the Occupational Health and Safety Legislation and Regulations, in force from time to time, and developing, health and safety policies and guidelines in the Customs Department;
- ii. Inspecting places of work, providing guidance on any safety precautions and proper work methods and enforcing any precautionary measures as necessary;
- iii. Making risk assessments, introducing corresponding control measures and monitoring of the implementation of such control measures on any work or work practices being carried out by employees in the Customs Department;
- iv. Providing information and training on Occupational Health and Safety issues to employees, and liaising with workers' representatives and other senior officers in Customs Department;
- v. Organising and participating in any initiatives on Occupational Health and Safety issues undertaken within the department;
- vi. Coordinating and organising training and regular meetings with the department's teams of Health and Safety Representatives, First Aiders and Fire Fighters;
- vii. Compiling reports, maintaining records, providing analyses and carrying out any other Occupational Health and Safety-related duties assigned to him/her;
- viii. Carrying out supervision, at planning stage, of any refurbishing project dealt with by the department;
- ix. Liaising with other public entities and relevant stakeholders as may be required for effective fulfilment of assigned duties and for establishing and maintaining constructive cooperation in Occupational Health and Safety matters;
- x. Keeping abreast with developments in Occupational Health and Safety matters and legislation both at a national and international level;
- xi. Managing and supervising the work of Health and Safety Officers who may be assigned under his/her direct responsibility;
- xii. Performing any other duties as assigned by the Permanent Secretary (Finance and Employment), the respective Director General/Director and/or their representative/s;
- xiii. Any other duties as directed by the Principal Permanent Secretary.