

**INDIS MALTA Ltd.**  
**Job Description**



<b>Department:</b>	Business Development & Facilities Management
<b>Position Title:</b>	<b>Health and Safety Officer</b>
<b>Reports to:</b>	<b>Senior Head – (Business Development &amp; Facilities Management)</b>
<b>Pay Grade:</b>	CA 2 - Executive II (Collective agreement 2022 – 2026)
<b>Job Summary</b>	
<p>The Health &amp; Safety Officer will be responsible for assisting the Technical Office and the Property &amp; Project Management Office in managing and coordinating all aspects relating to health and safety with regards to projects, property, and estates for which they are responsible, as well as coordinating health and safety procedures within INDIS Malta Ltd Head Office (B'kara) and other remote sites (including but not limited to Luqa Compound, Xewkija Hub, Ta Dbiegi, Ta' Qali Incubation Centre and Safi Aviation Park).</p> <p><i>For any avoidance of doubt, this job entails the responsibility of a <u>Health &amp; Safety Project Site Supervisor</u> as per Legal Notice 88/2018</i></p>	
<b>Description of main tasks</b>	
<p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• The selected person will need to ensure that projects, property, and estate for which INDIS Malta Ltd is responsible is always safe and secure, as outlined in the Maltese national legislation and best practices.</li> <li>• The Health &amp; Safety Officer will also interact continuously with the HR &amp; Administration Office of INDIS Malta Ltd 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. Provides recommendations, develops and implements a Health and Safety framework within INDIS Malta Ltd.</li> <li>• Develops and supervises implementing and maintaining a comprehensive Health and Safety program to prevent injury, occupational illness, and damage to INDIS Malta Ltd property.</li> <li>• Conducts facility and site inspections to perform job hazards analyses and other evaluations to identify Health and Safety hazards and potential risks within INDIS Malta Ltd as well as with regards to projects, property, and estate for which it is responsible for ensuring that the established Health and Safety regulations are being followed and rectifies any deviations as and when appropriate.</li> <li>• Conducts health and safety risk assessments before initiating a project and property-related works carried out by INDIS Malta Ltd and ensure that recommendations are implemented. Designs and introduced a works permit system to ensure health and safety governance on projects and property-related assignments by INDIS Malta Ltd and secure its implementation.</li> <li>• Design and agrees on a health and safety plan for all works contracted out by INDIS Malta Ltd to third-party contractors.</li> <li>• Ensures that third-party contractors and their employees abide by sign-off health and safety plans and measures and take corrective action, including the suspension of contractor employees, workers, and contractors in the event of default regarding such health and safety measures.</li> </ul>	

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- Designs and manages a fire management framework at INDIS Malta Ltd Head Office that includes the establishment of fire warden's escape routes, drills, essential first aid provision, fire equipment et al.
- Liaises continuously with the Chief Officers, or staff as delegated, of the Offices of Property & Project Management, Technical Office, and HR & Administration Unit, respectively, on all matters about health and safety.
- Participates in post-accident investigations and presents recommendations on measures to prevent a future repeat of such accidents.
- Collates and analyses incident statistics and advice 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.
- Promotes awareness within INDIS Malta Ltd on the importance of complying with Health and Safety regulations.
- Provides guidance and advice to employees on Health and Safety matters.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior management as requested.
- Performs any other job-related duties as necessary or as assigned that may be required from time to time.

#### Consultation

- Consults with the Chief Officer or his designated person as well as with other relevant Units on all matters about health and safety and in resolving relevant issues and problems that are sensitive and of a strategic importance.
- Consults and coordinates with Occupational Health and Safety regulatory bodies, both locally and abroad.
- Coordinates and communicates with external stakeholders as appropriate.
- Coordinates and communicates with other personnel within INDIS Malta Ltd to ensure the best use of a shared resource.
- Keeps up to date with new trends, instruments, and methodologies related to Health and Safety concerning the role that could potentially impact INDIS Malta Ltd.'s goals, objectives, and efficiency.
- Keeps current with legislative and regulatory developments related to Occupational Health and Safety.
- Keeps up to date with the latest developments within INDIS Malta Ltd.
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#### Self-Improvement

- Keeps up to date with new trends, instruments, and methodologies in relation to Legislation and Regulations that could potentially impact INDIS Malta Ltd. goals, objectives and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.

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**Other**

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

**Supervision Received**

- Direct supervision and guidance from CO Technical, and/or any designated person as necessary.

**Working Conditions**

- A flexible approach to work is required as there may be occasions when it is necessary to work additional hours, or outside office hours as dictated by the workload, and/or in crisis situations and/or to meet deadlines.
- On-site visits in Malta and Gozo are also required.

**Qualifications**

The required candidate should have a solid background in Health and Safety, Site Supervision, or another related background which may be considered relevant for this post.

The role calls for an academic qualification in a relevant field of study at National Qualification Framework Level 5 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC) or a widely recognised professional qualification at a comparable level.

The applicant should also possess a minimum of three (3) years working in a relevant area.

If the candidate does not have the necessary academic or professional qualifications but have at least ten (10) years of relevant experience in a similar role, the Company would still be interested in speaking with him/her.