

The Foundation for Medical Services is seeking to recruit **Health and Safety Officer** who shall form part of the Foundation for Medical Services Team.

Jobsplus Permit Number: 749/2024

Job Description

Title: Health and Safety Officer – FMS

Reports to: Deputy CEO / FMS CEO and his/her named delegate/s

Scope of work and responsibilities:

- Develop, implement and maintain an effective program and ensure compliance with law on occupational health and safety as well as environmental factors;
- Develop systems to ensure all employees comply with all relevant legal safety requirements;
- Identify safety training needs, organise and co-ordinate safety training, courses and prepare training material where appropriate;
- Ensure that adequate PPE is provided to all personnel and records of the distribution and eventual replacement of the PPE are maintained throughout;
- Coordinate the monthly safety meeting:
 - Ensure meeting times are set
 - Agendas are sent out
 - Minutes are kept and sent out
 - Ensure that all support documentation in respect of the safety program is received on time and in the correct format from all concerned parties.
- Assist in appointment of safety representatives for all departments;
- Communicate changes in safety and Environmental legislation to Management and ensure compliance;

- Ensure compliance with LN88 of 2018 and other local Health and Safety regulations as deemed necessary to ensure that the FMS is fully compliant throughout in terms of Health and Safety;
- Develop Health and Safety project reports as required by the relevant laws and regulations, acting as the company Health and Safety representative (OHS Project Supervisor in terms of LN52 of 2025);
- Evaluate incident forms, surveys, audits to establish root causes and together with Supervisors and Managers concerned, formulate a plan of action to correct non-complaint behaviour or conditions;
- Perform project site inspection and generate the relevant reports in order to ensure that the contractors are respecting all rules and regulations throughout;
- Liaise with on-site contractors to ensure their compliance with company safety regulations and adherence to safety standards, including basic safety induction training, tool-box talks, etc;
- Conduct surveys and audits as required identifying and minimising the risk to company, employees and stake-holders;
- Identify unsafe acts, conditions, and hazards, investigate root causes and identify corrective and preventive actions and report to management;
- Coordinate at least two evacuation exercises per year to ensure that all staff become familiar with these procedures;
- Assist with the formulation of emergency/ contingency plans for:
 - Natural disasters
 - Industrial action
 - Political unrest
 - Fire
 - Explosions
 - Bomb threats
- Review and update Emergency Procedures as and when necessary;
- Study and analysis of workforce accidents, injuries and near misses to determine where process changes, communication of training needs improvements;

- Developments and manages reports for company management, also recommends and implements program changes where necessary;
- Maintains Materials Safety Data Sheets (MSDS) and other OHSA forms;
- Continuous sharing and interface with employees by way of:
 - Making presentations
 - Providing health and safety training
 - Collecting data
 - Identifying probable risks
 - Inspecting sites
 - Attending health and safety meetings
 - Being continually abreast of industry trends
 - Carrying out fire drills.
- Periodically conduct audits to ensure Health and Safety standards;
- Register incidents occurring at the workplace and provide any necessary reports;

Any other duties as may be required by the Employer.

Eligibility Requirements

Eligible candidates must:

- Hold a recognised Bachelor's degree at MQF Level 6 or higher in Occupational Health and Safety or an equivalent qualification, and have a minimum of two (2) years' proven experience in a health and safety role;

OR

- Hold a recognised Diploma at MQF Level 5 in Social Studies (Occupational Health and Safety) or an equivalent qualification, and have a minimum of four (4) years' proven experience in a health and safety role;

AND must also:

- **Be registered within the OHSA Malta Competent Persons' Register;**
- Have health and safety experience within the construction/building sector;
- Have experience conducting regular site inspections, including on-site interaction and guidance for workers at all levels;
- Possess extensive knowledge of health and safety legislation and policies;

- Hold a NEBOSH qualification or equivalent in Occupational Health and Safety (considered an asset).

Candidates will be also assessed on the following:

- Ability to think strategically;
- Ability to formulate recommendations;
- High level of interpersonal and written and oral communications skills.

Type of Contract and Salary Range:

Contract Type: Indefinite contract with 12 months probationary period.

Salary: An attractive salary package, including allowances and performance bonus are being offered with this position.

Interested persons are to submit their application together with the below documents:

- Application Letter
- An updated C.V.
- Two reference letters from previous employers
- Police Conduct Certificate (obtained within the last six months)
- Copy of the relevant qualification certificates. (*Applicants in possession of a foreign qualification need to submit a recognition statement from the Malta Qualifications Recognition Information Centre*)

Interested persons are to submit their application to The Head of Human Resources, Foundation for Medical Services, Gattard House, 3rd Floor, National Road, Blata l-Bajda HMR 9010 or via email on fmshr@gov.mt

Applications should reach the HR Department by not later than the 3rd of September 2026.