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 programme, ensuring compliance with occupational health and safety legislation and environmental requirements.
- Develop systems to ensure that all employees comply with all relevant legal safety requirements.
- Identify safety training needs, organise and coordinate safety training courses, and prepare training materials where appropriate.
- Ensure that adequate Personal Protective Equipment (PPE) is provided to all personnel and that records of PPE distribution and eventual replacement are maintained throughout.
- Coordinate the monthly safety meetings, ensuring that meeting times are set, agendas are circulated, minutes are recorded and distributed, and all supporting documentation relating to the safety programme is received on time and in the correct format from all concerned parties.
- Assist in the appointment of safety representatives for all departments.
- Communicate changes in safety and environmental legislation to Management and ensure compliance.
- Ensure compliance with LN 88 of 2018 and other applicable local health and safety regulations, as deemed necessary, to ensure that the FMS remains fully compliant with all health and safety requirements.
- Develop health and safety project reports as required by the relevant laws and regulations, acting as the Company's Health and Safety Representative (OHS Project Supervisor in terms of LN 52 of 2025).

- Evaluate incident forms, surveys and audits to establish root causes and, together with the Supervisors and Managers concerned, formulate action plans to correct non-compliant behaviour or conditions.
- Perform project site inspections and prepare the relevant reports to ensure that contractors comply with all applicable rules and regulations throughout the project.
- Liaise with on-site contractors to ensure compliance with company safety regulations and adherence to safety standards, including basic safety induction training and toolbox talks.
- Conduct surveys and audits as required, identifying and minimising risks to the Company, its employees and stakeholders.
- Identify unsafe acts, conditions and hazards, investigate their root causes, identify corrective and preventive actions, and report findings to Management.
- Coordinate at least two evacuation exercises per year to ensure that all staff become familiar with the relevant evacuation procedures.
- Assist in formulating emergency and contingency plans covering natural disasters, industrial action, political unrest, fire, explosions and bomb threats.
- Review and update emergency procedures as and when necessary.
- Study and analyse workforce accidents, injuries and near misses to determine where process changes are required and where communication and training need improvement.
- Develop and manage reports for Company Management, and recommend and implement programme changes where necessary.
- Maintain Material Safety Data Sheets (MSDS) and other OHSA forms.
- Maintain continuous communication and engagement with employees through presentations, health and safety training, data collection, identification of potential risks, site inspections, attendance at health and safety meetings, keeping abreast of industry trends and carrying out fire drills.
- Periodically conduct audits to ensure compliance with health and safety standards.
- Register incidents occurring in the workplace and prepare any necessary reports.
- Perform 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 29th of November 2026.