



ame
HEALTH & SAFETY

**Health & Safety
Management System**

Who we are



OCCUPATIONAL HEALTH AND SAFETY ACT

Established in 2004, ame is a pioneer in the local health, safety and environment industry and a benchmark in high quality service locally. With over 15 years' experience and a growing team of 22, ame offers a wide-ranging portfolio of services which spans from training and certification to risk assessment and health, safety and environment safety management systems.

ame's training services offer an array of courses starting from the basic short training (BST), Online courses and is the only provider to offer VNFIL under the umbrella and approval of the Malta Further & Higher Education Authority.

Why Health & Safety?



Creating a Healthy and Safe culture

A workplace is an extension of home. It is only natural that we expect the same extent of safety at our workplace as that of our homes.

As an employer, apart from the legal responsibilities, it pays to see to the well being of your staff, as it improves productivity and reduces the risk of prosecution, fines, and reputational damage.

Therefore, it is advisable that health and safety is introduced at the early stages of a company's inception so that it becomes a corporate culture.

Why Health & Safety?



It makes great business sense

Having best practice in health and safety is always morally right, but there's also a very strong business case for promoting it too. Rather than being an expense, health and safety procedures should be considered an investment as the results are just as important as any other measurable business objective.

Best practice in health and safety will
Boost staff morale, Reduce risks, Improve efficiency, Avoid reputational damage and enjoy lower insurance costs.

Why Health & Safety?

A photograph showing several hands from different people, all giving a thumbs-up gesture. The hands are positioned in the foreground, with some wearing wristbands or watches. The background is a bright, clear blue sky. The overall mood is positive and supportive.

Positions your company as a Socially Responsible Brand

Companies which practice legally compliant health and safety measures are respected and positioned as good employers. Furthermore, over recent years, the importance of corporate social responsibility has become more apparent. There is an expectation from society that businesses are held accountable for their ethical practices, and so it has never been more important for businesses to ensure that their employees, visitors and customers are never put in harm's way during business operations.

A photograph of a business meeting. Two people are seated at a wooden table. The person on the left, with long reddish-brown hair, is gesturing with their right hand. The person on the right, wearing a dark blazer over a white shirt, is holding a pen and looking at a document. On the table are several papers, including one with a large blue circular logo and another with a bar chart. A clipboard and a small potted plant are also visible.

Where do you start?

Weigh up the risks

Carry out a risk assessment of your business and any potential threats. You can then make an informed decision about which risks are a priority and how to address them.

Risk assessment is an important part of your occupational health and safety (OSH) management plan. When you implement a proper assessment, you uncover hazards and risks, identify the people who might be at risk, and discover where control measures are needed to prevent illness and injury.

How Exposed is Your Team?



Identify the Hazards

Not only does a safety risk assessment identify potential issues affecting the staff, but an assessment is important to help you see how safety risks impact your business.

The goal of this systematic procedure is to identify any hazards that might result in danger to any people involved, including employees, contractors, visitors, customers, or the general public. Safety risks may result in an otherwise undesirable outcome, with examples including bodily harm, legal or regulatory liability, or loss of property or productivity.

When Should You Complete a Risk Assessment?

A photograph showing a business meeting. In the foreground, a person's hands are clasped together, resting on a desk. To the left, another person's hand is holding a pen, pointing at a document. The desk is covered with various documents, including a bar chart and a pie chart. The background is slightly blurred, showing other people in business attire.

Timing is Key

The timing of a risk assessment often coincides with changes or processes that are happening in the workplace.

However, the need for a Risk Assessment can also be prompted by changes in legal regulations. One needs to avoid cases where the need occurs after a near miss. Be proactive and reduce risks.

Detail & Scope

A close-up photograph of two hands, one from an adult and one from a child, positioned to form a protective frame. The adult's hand is at the top, with the index and thumb fingers extended to form the top edge of the frame. The child's hand is at the bottom, with the index and thumb fingers extended to form the bottom edge. The hands are light-skinned, and the background is a soft, out-of-focus light blue and white.

Focus

Risk assessments come as detailed as you want them to be. Therefore, the scope of the assessment must be laid out. The scope and detail of a risk assessment vary from a **Generic Risk Assessment** which consists of an overall evaluation to look at any factors that might be affecting safety in the workplace – focusing on common hazards relating to any task or activity performed.



Risk Levels

How are you comparing and measuring risks to prioritize the most important things to address in the workplace?

Probability: Is it likely that this risk could cause harm to the business, people, or property? Consider the possibility and frequency of potential risks.

Consequences: If something happens, what will be consequences on health and safety? Also, look at the potential consequences of business interruption, the environment, company reputation, and legal repercussions.

Acceptable risk: All risk is eliminated in an ideal world. But your business is functioning in the real world, which means there will likely be a level of remaining risk that needs to be acknowledged. Based on company objectives and culture, what are you willing to accept?

Combined risks: While you should use this risk assessment to identify single risks, it's also necessary to see the potential hazards due to a combination of risks. Multiple risks can combine, resulting in a situation of increased consequence.

We'll help you get Your Risk Plan Off the Ground

1

Risk Assessment

Now that you have completed your Risk Assessment, you need to complete the next steps in order to address what was discovered during the assessment.

2

Compliance Inspection & Reports

Compliance inspections track the mitigation progress of hazards identified in the Risk Assessment and identify any new emerging hazards in the workplace. These reports include control measures and photographs, indicating appropriate measures you should follow.

3

Fire drills and Reports

Fire drills are expected by law every 6 months. A fire drill entails, testing of the procedure; from sounding of the alarm, to full evacuation of the building and sweeping of the building, followed by a roll call.

4

Progress Meetings

The inspector assigned to you will chair health and safety meetings. During which meetings, minutes are held by your management and any health and safety issues shall be brought forward, analysed, and discussed.

5

Liaison with H&S Representatives

Health and Safety representatives are a must under the Health and Safety Act. The appointed representative will act as a point of reference to the employees and your company and will refer any issues to the management.

6

Safe Operation Procedure

A safe operating procedure (SOP) is a written document that provides step-by-step instructions on how you should safely perform a task or activity which involves some risk to health and safety.

7

H&S Policy

A health and safety policy sets out your general approach to health and safety. It explains how a you, as an employer, will manage health and safety in your business. It should clearly say who does what, when and how.

8

Emergency Evacuation Procedures

This Procedure involves your building's Emergency Evacuation Plan from the moment the evacuation alarm goes off, to the moment the whole building is vacated, and all your staff gathered at the preapproved meeting point/s

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