

Expression of Interest – OHS Tutors

The Occupational Health and Safety Authority (OHSA) invites Expressions of Interest from suitably qualified individuals who wish to collaborate with the Authority as OHS Tutors for the delivery of Occupational Health and Safety (OHS) Awareness Sessions.

1. Scope and Objectives of Training

The OHS Awareness Sessions will be delivered to organisations, entities and small and medium-sized enterprises (SMEs). Their primary objective is to support continuous improvement in OHS by enhancing understanding of legal OHS obligations, promoting effective risk-prevention practices and encouraging a proactive approach to workplace safety.

The sessions will focus on practical guidance tailored to specific sectors and will aim to strengthen safer workplace practices and compliance. Through this initiative, OHSA seeks to reinforce national safety culture while maintaining a strong and visible presence through direct engagement with workplaces and stakeholders.

The sessions will:

- Address sector-specific hazards and applicable legal requirements
- Provide practical OHS guidance to support safer workplaces
- Promote proactive safety management and continuous improvement

This initiative aligns with BM 137, which states: *“L-OHSA se tipprovdi taħriġ dwar is-saħħa u s-sigurtà u l-obbligi legali relatati lil diversi entitajiet, organizzazzjonijiet u SMEs.”*

2. Structure and Content of Training

The course consists of 8 hours of training, delivered in two (2) four-hour parts:

Part 1 – General OHS Awareness (4 hours)

Common to all participants, regardless of sector.

Topics include:

- Introduction to OHS
- Safety culture
- Health and Safety at Work Act, 2024
- Health and Safety Policy

Part 2 – Sector-Specific Training (4 hours)

This part builds on the knowledge gained in Part 1 and applies it to real workplace situations relevant to the participants' sector. Part 2 must be delivered interactively.

Tutors are expected to actively involve participants through group exercises, discussions and practical activities.

Sectors Covered (as applicable)

Possible sectors include:

- Manufacturing;
- Offices;
- Construction;
- Retail and hospitality;
- Voluntary organisations and NGOs (e.g. maintenance, animal care, food preparation and events)

3. Training Delivery Arrangements

Training sessions may be delivered at OHSA premises, at participants' workplaces or online. Sessions may be scheduled in the morning, afternoon or if required on Saturday mornings depending on participant demand and operational requirements.

3.1 Sessions Delivered at OHSA Premises

OHSA shall provide a suitable training room and essential equipment, including presentation facilities, audio-visual equipment and internet connectivity. Tutors shall familiarise themselves with the equipment provided and deliver the session professionally using the facilities made available.

3.2 Sessions Delivered at Participants Premises

OHSA shall, where possible, liaise with the host organisation to confirm the availability of suitable facilities and equipment. Tutors may be required to use their own laptop. Tutors shall not be required to purchase equipment specifically for training delivery.

OHSA shall not be held responsible for the malfunction of equipment provided by third parties.

3.3 Online Training Sessions

Tutors shall ensure a suitable, quiet and professional environment free from distractions, together with a reliable internet connection and appropriate audio-visual equipment. Microsoft Teams shall be used unless otherwise directed by OHSA.

4. Duties and Responsibilities of the Tutor

The work involved includes, but is not limited to, the following:

- Preparation and delivery of OHS Awareness Sessions in line with OHSA-approved course objectives and content;
- Preparation and delivery of sector-specific training material for Part 2 of the course, based on the prospectus provided by OHSA, including practical and real-life examples;
- Delivery of training in an interactive and participatory manner;
- Supporting participants in identifying sector-specific hazards and developing a basic risk assessment, including hazard identification, risk evaluation and control measures;
- Providing or making available suitable and recognised risk assessment tools, templates and links to relevant resources;
- Providing training materials (e.g. notes, presentations, templates, protocols and checklists) to support learning outcomes and post-course reference.

Administrative Responsibilities

- OHSA shall coordinate bookings and logistics;
- OHSA shall provide attendance sheets;
- OHS Tutors shall return completed assessments within the agreed timeframe;
- OHSA shall issue certificates of attendance.

5. Eligibility Requirements

OHS Tutors shall satisfy one (1) of the following criteria:

Criteria 1

Be registered on the OHSA Competent Person Register;

OR

Criteria 2

Meet the eligibility requirements for registration as outlined in Administrative Instrument No. 1 of 2025 (OHSA/ADMIN INST/01-2025) as follows:

- They must be citizens of Malta or of a country within the European Union, or residents of Malta who have obtained the necessary permits for this purpose from the relevant Authorities, as well as written confirmation that they are registered with Jobsplus from the same Agency.
- Academic Qualification: A qualification certified by the Malta Qualifications Recognition Information Centre (MQRIC) at a Level five (5) minimum, (60 ECTS) or higher in occupational health and safety.
- Proven Experience and Competence: A minimum of two years of verifiable practical experience and competence in occupational health and safety.
- Proficiency in English or Maltese.
- Police Conduct Certificate: In the case of a Maltese certificate, issued within the last six (6) months from the application date, and clean from any breaches, related to the profession and Occupational Health and Safety (OHS) legislation. Where the applicant is a foreigner, in addition to the above requirements regarding the Maltese certificate, they must also provide an authentic Police Conduct Certificate from their country of origin.
- Whose name does not appear in the Administrative and Compromise Fines Register on the OHSA webpage.
- Applicants holding a foreign qualification shall be required to successfully complete a training module on Maltese Occupational Health and Safety Law and the local Occupational Health and Safety context, as recognised by the Authority.

6. Additional Skills and Assets

OHS Tutors must also:

- Be proficient in both written and spoken Maltese and English.

The following will be considered assets:

- Experience in training, lecturing or teaching;
- Possession of a Train the Trainer certificate.

7. Application Requirements

Interested applicants are required to submit the following documentation:

- Certified copies of qualifications;
- An equivalence certificate (if applicable), attesting to the number of ECTS.
- An up-to-date Curriculum Vitae;
- Evidence confirming a minimum of two (2) years of practical experience in OHS (e.g. employment history from JobsPlus).
- Police Conduct Certificate issued within the last six (6).

Persons who are already registered as Competent Persons on the OHSA Competent Persons Register are not required to resubmit the above documentation. However, they must still submit an expression of interest in accordance with the requirements outlined in Section 16 of this document.

8. Payment Rate and Conditions

The applicable payment rate shall be a flat rate of €35 per hour (inclusive of VAT), payable only for the actual time spent delivering the training sessions.

This rate is inclusive of all duties related to course preparation and delivery as outlined in Section 4. Preparation activities, including planning, reviewing materials and developing lesson content, are deemed to be included within the hourly rate and shall not be remunerated separately.

9. Selection of Tutors

Eligible applicants shall be interviewed by a selection board appointed by OHSA. Successful candidates shall be placed on an approved list of OHS Tutors.

The results of the selection process shall be valid for a period of one (1) year.

10. Course Allocation and Acceptance

Training sessions shall be allocated based on operational needs, sector requirements and tutor availability. Acceptance of a session by the tutor constitutes a commitment to deliver it as scheduled. Nothing in this call obliges OHSA to allocate a minimum number of sessions.

11. Cancellation and Rescheduling

If a Tutor is unable to deliver a confirmed session, OHSA must be notified as soon as reasonably possible and no later than 48 hours prior to the scheduled session, except in cases of emergency.

OHSA reserves the right to cancel or reschedule sessions due to operational requirements or insufficient participant numbers. Where possible, reasonable notice shall be provided. No payment shall be due for sessions cancelled by OHSA unless otherwise agreed in writing.

12. Availability and Professional Conduct

Tutors shall act professionally, punctually and in accordance with approved content and standards, treating participants with courtesy, integrity and impartiality.

13. Confidentiality and Intellectual Property

- All training material provided by OHSA, including presentations, templates, assessments and related resources, shall remain the sole property of OHSA.
- Tutors shall not disseminate, reproduce or use such material for purposes outside the scope of this engagement without prior written consent from OHSA.
- Tutors shall treat all information obtained during the course of their engagement, including participant information and organisational data, as confidential both during and after the period of engagement.

14. Data Protection

All personal data shall be processed according to the General Data Protection Regulation (EU 2016/679) as well as other applicable data protection legislation.

The Data Protection Officer may either be contacted at Occupational Health and Safety Authority (OHSA) Head office in Pieta or by telephone at 138 or by email at gdpr@ohsa.mt.

15. Termination

OHSA reserves the right, at its sole discretion to remove a tutor from the approved list, suspend the allocation of training sessions or terminate the engagement where delivery standards are not met, approved content or methodologies are not followed, professional conduct is deemed unsatisfactory or where there is a breach of confidentiality, data protection obligations or any other conditions of this Expression of Interest.

16. Submission Details

Expressions of Interest, together with the requested documentation where applicable, must be submitted by email to procurement.ohsa@ohsa.mt by no later than **Monday, 16th February 2026 at 12:00 noon**.