

**Tigistu**

**Tigistu.369793@2freemail.com**

**PERSONAL INFORMATION**

**Job Applied for: Health&Safety Officer**

**CAREER OBJECTIVE**

* To apply my communication, interpersonal, and organizational skills, as well as knowledge acquired through NEBOSH International Diploma in Occupational Health and Safety and experience obtained from my current career and be a leader to create a safe working environment in the work place.

**TECHNICAL SKILLS**

* Identifying work place health and safety hazards
* Analyzing Health and Safety data
* Conducting risk assessment
* Health & Safety action plan preparation
* Health and safety report writing
* Application of Microsoft office (MS word, Excel, Publisher, Power point), Internet and MS outlook.

**PERSONAL SKILLS**

* Excellent written and verbal communication skills
* Highly organized and efficient
* Ability to work independently or as part of a team
* Highly enthusiastic and motivated towards achieving goal

**EDUCATION**

* NEBOSH International Diploma in Occupational Health and Safety, 2016.
* BA Degree in Sociology and Social Administration from Addis Ababa University, 1999.

**PROFESSIONAL EXPERIENCE**

* Client : Emirates Steel Industries (ESI)
* Department Name: General Services
* Employer : Securiguard Middle East (SGME)
* Job Interval : 01/July/2012 –To date
* Position : Safety Officer
* **As a site Safety Officer, I have been able to:**
* Protect the safety of employees, contractors and visitors at the site by ensuring that all the vehicles and pedestrians that enter into the site have fulfilled all the requirements of ESI.
* Ensure that all vehicles and pedestrians that enter into the site fulfill the health and safety requirements of ESI (valid driving and vehicle license, alcohol free, PPE,etc) by means of the inspections conducted in coordination with security guards.
* Contribute to ensure that all employees, contractors and visitors comply with the HSE policy, rules and procedures of ESI at all times in the site. This is done through inspection of the workplace, identify non conformities, and advise the offenders and reporting to HSE department if not complied with.
* Contribute to the safety of employees, contractors and visitors at the site by identifying hazards, near misses, or accidents during site inspection and reporting on the Health & Safety portal of ESI.
* Improve the quality of Permit to Work by conducting daily site PTW audit.
* Maintain daily site observations in observation tracking register.
* To prepare monthly TBT plan &training Plan for the security team.
* Conduct training to security team as per HSE monthly training plan or as per client instruction.
* Conduct induction and site specific awareness training to new security team or other contractors as per client instruction
* Provide HSE reports, data for monthly reports and prepare monthly departmental HSE reports.
* Prepare monthly statistics report to be submitted to ESI Health and Safety Department.
* Prepare follow-up reports related to any near miss or incident/accident.
* Attend Departmental HSE weekly &monthly contractors meeting.
* Carry out Hazard identification and analysis and risk assessment for specific activities related to General Services Department as per client instruction.
* Ensure all appropriate safety signage are placed at appropriate places, visible and cleaned and safe traffic movement.
* Attend meeting with senior staff/clients and resolve departmental Safety related issues.
* Improve the awareness of security guards at the site on different matters focusing on safety issues. In order to achieve this I have been conducting a series of trainings/toolbox talks to the guards.

**REFERENCES:**

* Will be provided upon request.