**RAJESH**

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**OBJECTIVE**

To acquire a professional position within the Environmental Health and Safety Department that will continue my growth towards becoming a more proficient employee with a proven and stable company that offers advancement within the organization based on job performance and achievement

**Key Skills:**

* Efficient at applying the protocols set by HSE laws to organization's operations
* Strong observational skills that help evaluate the effectiveness of the safety measures
* Proficient at establishing articulate communication and drafting reports
* Ability to find feasible solution to improve the safety standards of operations
* Updated knowledge of the environment friendly operations systems and tools

**Work summary**

**HSE Officer (Construction) J & P Overseas Ltd**

**Jeddah, Saudi Arabia September 2014 - Present.**

## My chief responsibilities include:

* Develop, monitor and evaluate occupational health, safety and environment plans/programs for the project activities to ensure compliance with applicable regulation, client requirement and international best practices; evaluate, modify and implement alternative methods for achieving desired goals.
* Promoting safety awareness among employees. Loss prevention and loss control.
* Risk Analysis, Accident Analysis, and control loss of materials & miss handling. Maintaining good housekeeping and industrial hygiene, preparing safe working procedure based on safety analysis.
* Ensure and document company's compliance with mandatory HSE requirements and bring to management's attention areas of deficiency Develop and implement HSE training and educational programs, safety meeting, workshops etc.
* Co-ordinating with client, consultant third party management staffs and workers.
* Ensure that all job site and/or camp site procedures are strictly followed.
* Perform all reporting and administrative duties accurately and on time.
* Ensure that each and every employee under his responsibility is fully

trained as per the standards laid down.

* Organize and conduct safety training for all staff. Keep and maintain

up-to-date records of on-the-job and off-the-job training.

* Develop and maintain good working relationship with the client and

customers through regular personal contacts.

* Maintain a professional and pleasant working relationship with all his

superiors and peers at all times.

* Ensure that all accidents, fire, loss, theft and damages are reported

to superiors immediately and proper procedures are followed. In

addition, where appropriate, take remedial action.

* Conduct regular tool box meetings or training sessions to enhance QHSE

Knowledge and awareness among staff members.

* Ensure that periodic pest control is carried out in all areas of operation.
* Maintain highest possible standard of personal hygiene.

**Permit To Work System**

* Login& logout all permit register in database.
* Ensure that only registered competent persons are signing the permits.
* Inspection of site work permits for compliance.
* Attend construction co-ordination meetings & in order to know the
* Status of day to day activities for PTW issue.
* To co-ordinate all signatory body & ensure that permits are issued in time.
* To attend daily supervisory co-ordination meeting & raise the HSE

Issue & work clearance to issuer permits.

* Ensure all supplementary permits; method statements & job hazard

analysis are attached to permit to work before validation.

* Reporting PTW status tm client.

**HSE Coordinator , DynCorp INTL**

**Camp Dwyer Afghanistan, AUGUST 2010 – July 2013.**

## My chief responsibilities include:

* Ensure compliance of the organization's internal laws, operations, safety facilities and waste management systems with the HSE protocols
* Identify the risks, threats and the inconsistent areas that need improvement to upgrade the current safety standard
* Coordinate with the external HSE analysts and provide them with relevant information during the yearly HSE inspections
* Develop training programs to help the employees deal with emergencies responsibly and avert or overcome accidents
* Conduct regular inspections to assess health and safety plan adherence as well as identify potential loss and risk
* Taking appropriate actions to prevent loss and mitigate risk in accordance to Company standards and practices
* Ensuring that deficiencies are corrected in a timely manner and to acceptable measures  
  Review the accidents if any and find the reason for negligence to avert any future possibility of such accidents
* Familiar with safety aspects related to lifting tools, tackles and equipment, working at height, working in confined spaces, handing hazardous materials, fire hazards, work permit systems, PPEs and slinging and rigging practices.
* Establishing procedures for meeting Health, Safety and Environment standards for project execution procedures and ensuring compliance to standards through all phases of the Project.
* Ensuring workers are provided with suitable PPE.
* Investigating procedures for working in hazardous environments.
* Conduct random spot checks & special purpose audits of Ground Operations pertaining to Management Control, Documentation, Training aspects, Quality Control Audits.
* Conducting draft training programs for employees to teach them to operate machineries safely, dispose waste materials safely, handle toxic and hazardous materials responsibly and respond to emergencies quickly.
* Overviewing the completion of Activity Hazard Analysis (AHA) preparation and acceptance  
   As directed, lead health and safety training for Company staff, subcontractors, and any parties required to participate to ensure achievement of exceptional health & safety standards including participating in developing training content

**Safety Officer, Emirates Engineering (PV) Ltd.**

**Coimbatore, India. Aug 2006 to April2010**

## My chief responsibilities include:

* Assigned the tasks of planning and reviewing specification design reviews for conformance to fire protection requirements
* Installed, designed, tested, inspected and maintained fire pump
* Handled the responsibilities of designing and developing fire protection data base
* Responsible for preparing and reviewing fire hazard analyses
* Performed other assigned tasks as requires
* Conducting safety committee meeting and awareness meeting.
* Providing safety training
* Conducting index training for new employee’s

**Daily Activities:**

* Housekeeping inspection
* Conducting toolbox meeting
* Work place inspection
* Checking P.P.E
* Inspection towards welfare facilities.
* Conducting safety awareness meeting
* Ensuring high housekeeping standards
* Strictly adhere to work permit instruction for hot works
* Providing separate place for flammable materials
* Checking ventilation for flammable storage area
* Avoiding multi socket and temporary electrical connections
* Ensuring high housekeeping standards
* Strictly adhere to work permit instruction for hot works
* Providing separate place for flammable materials
* Avoiding multi socket and temporary electrical connections

**Educational Qualifications:**

* **Passed Higher Secondary Examination**
* **Diploma in Electrical Electronic Engineering**
* **Bachelor of Engineering in Electrical &Electronics.**
* **Diploma in Industrial Safety Management.**
* **30 Hour OSHA in industrial safety management.**
* **NEBOSH IGC1 and IGC2**
* **IOSH Managing Safety**

**Training and Awards**:

* **Certification in OSHA- Construction safety (scaffoldings, excavations and electrical safety).**
* **Certification in “Elementary First Aid Training”,**
* **Certification in “Hazard Identification &Risk Assessment”,(HIRA)**
* **Certification in “Confine space entry”,**
* **Certification in “Disaster Management”,**
* **Certification in “Personal Safety And Social Responsibilities”.(PSSR).**
* **Certification in “HABC-2”.**

**Computer skills:**

MS DOS, MS WINDOS 95/98, MS WORD, AUTO CAD, POWERPOINT, Excel.

**Pass port Details:**

* Passport No: H7010414
* Date of Issue: 05/10/2009
* Date of Expiry: 04/10/2019
* Place of issue: Madurai, India.

**Declaration:**

I declare that the above facts given by me are true to the best of my knowledge and belief.

PLACE: