

**Name**: Matthew

**Email :** **Mathew.388090@2freemail.com**

**CAREER OBJECTIVE:**

An active youth, fluent, and authoritative Speaker of English language, with over **5years** experience in various industries & Factories with **B.Sc**. Business Administration. I seek placement in Health, Safety and Environmental position where I can develop further my career and expertise so as to positively improve the Occupational Health and Safety System of the Company’s Project.

**PROFESSIONAL CERTIFICATES OBTAINED**

* **NEBOSH IGC** In View
* **NISP** Certificate in General health, Safety and Environmental Course (Nigeria Institute of Safety Professionals) HSE Level 1,2 & 3
* Permit to Work (**PTW**) **ADCO Approved**

**ACADEMICS CERTIFICATES OBTAINED:**

* **Bachelor of Science** in Business Administration (Igbinedion University Okada).
* Senior Secondary School Certificate (**SSSC & GCE 0/Level**).

**ADDITIONAL TRAINING AND COURSES**:

Policy, accident prevention and reporting, investigation, emergency planning, hazard identification, COSHH, safe rigging operation, risk analysis, first aid, firefighting, electrical safety, scaffolding techniques and inspection, working at height, lifting operations,

**WORK EXPERIENCE:**

1. **Idome and sons Nigeria Limited. (Feb 2018 – Oct 2018)**

**POSITION: Senior HSE Advisor**

**Duties and Responsibilities**

* To prepare and maintain weekly and monthly safety statistics report.
* To implement emergency response plans, procedures and evacuation drills.
* To participate in programs for carrying out regular inspections of all areas including camp and messing facilities, along with client HSE Person.
* To participate in, in house Health, Safety and Environment audits with the senior management.
* To report accidents / near miss to client and to Top management of the organization.
* To liaise with client HSE departments and representatives.
* To prepare daily site inspection report for file and correct deficiencies.
* To coordinate with authorized trainer / client and ensure client’s mandatory courses are attended by the required personnel.
* To ensure that all records for vehicles, drivers, electrical equipment’s etc., are maintained and up dated regularly.
* To ensure that the toolbox meetings are conducted by the Supervisors and the records are maintained.
* Anticipate the safety precautionary measure regarding the monthly working plan to ensure that everything is safe and correct.
* Inspect on the job site to make sure that everything is, safe the satisfactory.
* Formulate and implement the environmental, health and safety system and life safety in charge so as ensure that the system function as intended at all times.
1. **Heritage OIL Limited, OML-30 Kokori, Delta State, Nigeria. (Dec. 2016 – Jan. 2018)**

**POSITION:**. Safety Officer

**Duties and Responsibilities**

* Maintaining workplace safety while complying with statutory requirements on onshore oil production Facilities.
* Inspect and test machinery and equipment to make sure they meet safety regulations.
* Make sure that dangerous materials are correctly stored.
* Identify and test work areas for potential accident and health hazards and implement appropriate control measures.
* Make sure that the organization is aware of, and complies with, all legislation in relation to the use of its plant, equipment and substances, as well as in all workplace activities.
* Help supervise the investigation of accidents and unsafe working conditions, study possible causes and recommend remedial action
* Conduct training sessions for management, supervisors and workers on health and safety practices and legislation
* Coordinate emergency procedures
* Communicate frequently with management to report on the status of the health and safety program
* Make Recommendation to Management for continuous improvement in HSE Management system.
1. **P.O.C Nigeria Limited, Delta State. (Nov. 2013 – Dec. 2016).**

**POSITION:** Safety Assistant.

**Duties and Responsibilities**

* HSE orientation and Training to employees.
* Coordination and meeting with Client on HSE issues.
* Preparation for Audits & inspection of site.
* Follow safe work procedure and educate employees.
* Incident / Accident investigation& Reporting.
* Responsible to check, tools, equipment and lifting gears.
* Risk analysis and implementation of HSE procedures.
* Inspection of all the equipment.
* Prepare arrange and conduct Tool Box talk as per site requirements and nature of job.
* Strictly instruct to employees and educate them if they are working at live plant.
* Monitoring of heavy lifting activities.
* Maintain all HSE documentations and Records.

**Personal Data:**

* Date of birth : 12 May 1989
* Nationality : Nigerian
* Marital status : Single
* Language known : English,

**DECLARATION:**

I certify that the above are true and correct to the best of my knowledge and ability. If given a chance to serve you. I assure you that I will execute my duties for the total satisfaction of my superiors.

**Location: Abu Dhabi, U.A.E**