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| **Maika Herbert Fai** **Health & Safety Officer (HSE) Professional****E-mail:** maika-393377@2freemail.com  |  |

**Profile Synopsis**



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Versatile, Dynamic and Safety-oriented HSE Professional equipped with 9+ years multidisciplinary exposure and track record of delivering top quality performance in carrying out multifaceted functions. Possess the ability to provide health, safety & environmental advice, safety management; safety inspection, safety briefing and report writing skills. Adept in HSE practices training and with the application of OHSAS standards, facility inspection, accident prevention, post-incident analysis, and health maintenance as well as planning & managing resources to successfully complete project goals and objectives; Sound knowledge of industrial processes (peer review, ergonomics, environmental, quality, and productivity); Highly efficient, trustworthy and dedicated team player with excellent analytical, critical thinking, active listening, judgment and decision-making, problem-solving, time management and interpersonal skills; Aspiring to contribute and work actively in a more challenging environment where gained knowledge and experience will have a valuable impact.

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| **Strengths & Skills** |
| * Certified NEBOSH International General Certificate
* Site Inspections, HSE Audits & Investigations skills
* Adherence with Intl. Regulatory & Safety standards
* Adroit with Environmental Safeguards & Ergonomics
* Exemplary Interpersonal and Problem-solving skills
 | * Competency in HSE, Safety and Site Supervision
* Knowledgeable of Risk control and Loss prevention
* Certificate in COSHH, Fire fighting & Safety Training
* Adept with Fire Safety Principles & First Aid at Work
* Result-driven – Dynamic – Vibrant Personality
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| **Educational Qualification** |

**Bachelor's Degree in Human Geography (B.Sc. in Social Science) 2007 – 20012**

*University of Yaoundé One Social Sciences, Cameroon*

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**Certifications:**

* **NEBOSH** International General Certificate in Occupational Health and Safety – Green World Group, UAE
* **COSHH** - Control of Substances Hazardous to Health – Green World Group, UAE
* Hazardous Waste Operations and Emergency Response Management – Green World Group, UAE, CPD Certified
* Behavior Based Safety Management – Green World Group, UAE, CPD Certified
* Management of Change in Process Safety – Green World Group, UAE, CPD Certified
* Attended Integrated Management System Internal Auditor Training – Green World Group, UAE, CPD Certified

**(ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007)**

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| **Career Snapshot**  |

**Safety & Security Officer –** *Abu Dhabi* **Oct 2013 – Present**

**Safety Officer –** *East Atlantic Consulting Douala, Cameroon* **2010 – 2013**

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| **Areas of Expertise**  |

**Health and Safety Officer (HSE)**

* Responsible for all safety processes & procedures on designated construction site, including third parties operating on contracted projects. Administer First Aid to personnel for the designated job site.
* Monitor compliance of safety policy & regulations. Promote a culture of safety within the organization and on the job site.
* Manage return to work program for site staff. Coordinate with Work Safe BC regarding site-specific injury management.

***Policy & Regulation Maintenance***

* Monitor compliance of company health and safety policies and procedures. Ensure a safe working environment for all personnel and third parties. Enforce OHS policies (e.g. accident reporting process).
* Advise on provisions to minimize safety risks. Liaise with & report to official regulatory bodies on OHS matters.
* Collaborate with managers to ensure the site complies with relevant safety legislation & regulations & identify safety issues. Attend, participate and/or facilitate safety meetings including Safety Committee meetings and Toolbox Meetings.

***Site Safety Inspections***

* Perform daily site inspections. Carry out safety corrective actions as a result of site inspections, investigations or compliance requirements.
* Intervene in unsafe activities or operations and take action to correct unsafe conditions, performance or actions.
* Accompany work safe BC inspectors or other health and safety representatives. Report accidents, unsafe conditions, and unsafe acts to the superintendent.

***Accident Investigation***

* Respond immediately to safety incidents ensuring risk mitigation strategies are implemented in a timely manner.
* Direct accident investigation procedures. Support the incident management process in investigations, data gathering, and reporting. Advise on corrective actions for all incidents, accidents or near misses.

***Record Keeping***

* Assist with internal COR audits, when required. Keep records of safety-related incidents and propose corrective actions.
* Complete & provide site safety reports, as required. Perform general management of safety administration, as required.
* Maintain and manage safety records, logbooks, registers, and documentation, as required.

***Safety Officer Training***

* Organize and track health and safety training of site staff and conduct OHS training plans. Conduct site safety orientations and training as required.

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| **Proven Job Role**  |

**Safety Officer – Abu Dhabi**

* Coordinated and monitor the implementation of the requirements of health and safety plan; arrange continuous and formal daily safety monitoring to ensure compliance and effectiveness.
* Vigilant in detecting, identifying, analyzing, controlling, eliminating and recognizing hazardous substances, unsafe acts, conditions behaviors, and violations.
* Performed investigation and write reports immediately related to accidents, unsafe acts and near misses occurring at the worksite and submit to the concerned office.
* Identified safety training needs for both management and operations; conduct awareness and training to newly appointed employees regarding HSE management system.
* Prepared risk assessments and monitor their implementation and also ensure that Risk Assessment for all the potential hazardous operations is developed and informed to the concerned personnel.

**Security Officer**

* Patrolled the premises and adjacent areas. Direct the traffic back and forth from the main building. Performed safety inspections in order to flail off any negative activity. Provided necessary action on the spot when needed.
* Checked the identity cards of personnel before admitting into the building & investigate and report any vicious activity.
* Prepare detailed reports and records. Answered queries from visitors and occasionally operate the switchboard.

**Safety Officer *–* East Atlantic Consulting Douala, Cameroon**

* Investigated causes of accidents and other unsafe conditions on the job site. Recommend the best way to prevent future accidents. Liaised with law enforcement and other investigators who are present at the time during a serious accident
* Reviewed and report related to the staff's compliance with health and safety rules and recommend conditions or dismissal based on performance. Prepared Job Safety Analysis, and Risk assessment.

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**Other Certificates / Awards**

* Essentials in Fire Safety Principles – Green World Group, UAE
* First Aid at Work – Green World Group, UAE
* Certificate in MS Word and Excel – Community Vocational Institute Of Computer & Management Studies, Cameroon
* NFCE level 3 Award in Health and Safety for the workplace

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**I.T Proficiency**

* Proficient in MS Office application (Word, Excel, Email application & Internet).

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| **Personal Details**  |

Nationality : Cameroon

Date of Birth : 20th March 1987

Marital Status : Married

Visa Status : Employment

Languages : English

Reference : Available upon request