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| **Shahjahan**  **Sr. HSE Advisor**  **Email:** [**shahjahan.383214@2freemail.com**](mailto:shahjahan.383214@2freemail.com) |  |  |
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| **Date of Birth: 03May 1972** |  |
| **Nationality: Indian** |  |

**Career Summary**

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| Perceived as **Health, Safety&Environment Management expert** with comprehensive knowledge in devising policies, strategies and **implementing &managing Integrated Management System (IMS) pertaining to HSE operations**, laws, methods & standards in the **OIL & GAS Projects, Manufacturing/Production Facilities**  Having around **16 years of experience** and accomplished efficiently with persons at all rankings, promoting and maintaining a **positive Health & Safety Culture for all organizations** worked with. Demonstrated experience to lead and execute plans associated with HSE standards.  Consistently rated excellent standards on professional evaluations. The energetic administrator who can adequately satisfy the requirements of the enterprise by managing extraordinary levels of HSE accomplishments.  Established capacity to evaluate HS & E hazards and execute the satisfactory remedial actions. **Sound knowledge to train and guide the organization** in promoting action programs that indicate **recognized HSE risks and hazards.** |
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| * HSE Management * Safety Leadership * Root Cause Analysis * Training & Mentoring * QHSE Audit * Risk Management * Hazard Analysis * Environmental Assessment * Process& KPI Management * Legal compliances * Team Management * Regulatory Compliance * HSE campaigns * Safety Stand downs |

**Core Competencies:**

* Well qualified professional with proven track record and qualitative experience Health, Safety and Environment management.
* Developing & implementing **HSE Policies and Strategies**
* Developing, implementing & maintaining **Integrated Management System** in compliance with **OHSAS 18001, , ISO 14001 standards ISO 9001 standards**
* Identifying and evaluating of **health & safety hazards & risks, environmental aspects & impacts** associated to the activities **ofvarious industry sectors**
* **Training need analysis and conducting trainings such as Behavioral Based Safety training, Health & Safety Hazards & Operations Controls,** Environmental **Impacts & Controls** and on **ISO 14001, OHSAS 18001 management systems**
* Evaluation of **Legal compliances**
* QHSE **Audits**& Facility / Site **HSE Inspections**
* **Professional Accreditation** from minister of Labour Abu Dhabi - UAE
* **NEBOSH Qualified** and **Auditor** for ISO 14001 & OHSAS 18001 management systems

**Areas of Expertise:**

* **Devising & implementing strategies** for overall Health, Safety and Environment Management and performance improvement for the Projects, Business Units, Departments, and Production Plants.
* **Development & facilitating implementation of policies, procedures and methodology** to ensure all requirements of HSE are addressed and fulfilled as per the international, local standards and local business &corporate requirements.
* Conducting **Projects / Facility HSE Inspections** and Leading / conducting **First party, second party audits**and facilitate identification and implementation of **control measures.**
* **Training need analysis and conducting trainings** to sustain the **positive safety culture**
* **Leading Incident Investigations** and recommendations for correction and preventive action
* Development and facilitateimplementation of proactive**HSEPrograms** and **Incident Prevention campaigns**
* Development and **implementation of Emergency Response Programs and Business Continuity Plans**
* **Process alignment and procedure development** in compliance with the standards such as OHSAS 18001, ISO 14001 andISO 9001.
* **Development & analysis of performance indicators** for the businesses
* **Conducting comprehensive training programs** for effective implementation & maintenance of integrated management system.
* Conducting **Health & Safety Risk Assessment, Business risk analysis** and develop control measures
* Carry out **Environmental impact assessment for projects, facility operations** and develop control measures
* Evaluating & monitoring of **legal / statutory compliance**
* Consolidation of management report and providing feedback and advice to top management, division and business unit heads for HSE performance improvement.

**Academic Qualification**

Graduated Bachelor of Commerce (B.com) 1993 from University of Calicut,Government College Madapallay, Vadakara, (North- MAHE) Kerala, INDIA

**HSE Qualifications**

* NEBOSH International General Certificate**(NEBOSH IGC 1, 2 & 3)**Student #:00143965
* CertifiedHSE Root Cause Analyst-by EthosEnergy
* Safety Leadership Training from STC- Abu Dhabi, **23rd February 2016**
* Appointed person for Lifting Operations, 4 days, from Lloyds register – **Dubai, 21- 24, January 2016**
* Integrated Management System Auditor – by Bureau Veritas **Certificate No. ADH.4612.1395890/0313/IMS/05**
* OHSAS 18001 Internal Auditor – by LRQA**Certificate No. 12/0932**
* ISO 14001 EMS Awareness Training - **2 days’ workshop** by Environmental agency Abu Dhabi UAE
* Occupational health requirements,stipulated withlabour legislations in the UAE, **certificate ID 271107W4GS**- accredited by health authority of Abu Dhabi- UAE #
* HSEQ development Module 1& 2 **(HSEQ Tools and communication)**by Al Mansoori, Abu Dhabi. UAE

**Other Training Courses Completed**

* Behavioral Based Safety Training Course –by EthosEnergy
* QMS-ISO 9001-2000 by Dubai Quality Group
* HSE-MS Awareness program Module by MrTakhirAzhibekove& Dr. Muhammed Tayab, ADCO on 15/04/2014
* Quality customer care Session 1&2 Module by Mr. Nabeel Al Alawi, Al Mansoori /Abu Dhabi.
* Accident / incident investigation training by EthosEnergy.
* Risk Assessments/JSAs – How to make them effective
* HSE Management Framework & Our Role
* Environmental Risk Management & Risk Factor
* Human Factors - How to Prevent Human Error
* Occupational Ergonomics – How to reduce the risk of lifting and body positioning
* Behavior Based Safety Principles – Driving Safe Habits & Choices
* Medical First Aidcourse by Eurolink safety Services
* Safe Rigging & Slinging training course (3days) by TUV
* Safe overhead crane operations and operator certification (2days)
* H2S/ Breathing apparatus by GTSC

**Personal Skills**

* Proficient in the use of MS-Office package
* Expertise in delivering training and presentations
* HSE & Quality Management Audits

**Professional Contour**

**Regional Sr. HSEAdvisor**  **July 2015 – March 2018**

**EthosEnergy / Wood Group Abu Dhabi,Dubai& Qatar**

**About the company** - The company is into OIL & GAS Service business, located in Mussaffah, Abu Dubai with headquarters in Scotland and Houston.

**About the Role-** Responsible for**development, implementation and maintenance of strategic , Health, Safety and Environment Management System, Programs**and performance management for the **Middle East operations** and **active support to other facilities located in UK and United States.**Reporting to the Managing Director for the division.

**Key Responsibilities:**

* Effectively implementing and maintaining HSE Management System across the 3 Business Units as- signed within the Middle East region.
* Managing the implementation of the HSE Management System by liaising with HSE Advisors at respective business units.
* Creating and updating the documentation for the HSE Management System at different levels and generate monthly HSE reports.
* Performing periodic OH&S risk assessments and Environmental Impact Analysis and recommend actions for implementation.
* Implementing Business Unit HSE management system requirements in compliance with OHSAS 18001, ISO 14001 standards and Group requirements.
* Managing the HSE training program and monitor employees’ training.
* Leading HSE Management Review, monthly and toolbox meetings.
* Supporting the implementation of Company standards and procedures including new initiatives.
* Reporting and investigation of HSE incidents as per the Group requirements.
* Supporting incident investigations, NCR investigation and subsequent corrective / preventive action identification and follow up for implementation.
* Initiating and participating in site HSE campaigns to promote safety excellence.
* Providing responses based on root cause analysis for internal and external (local authorities, customers and certification agencies and other interested parties) HSE issues and corrective action re- quests.
* Actively participating in internal audits and inspections including the planning, preparation, executive,
* Monitoring, inspecting, communicating and verifying the status of HSE related activities, non- conformance reports and corrective actions and provide feedback to managers.
* Monitoring and checking compliance to all applicable regulatory requirements and is responsible for any interface relationship with regulatory authorities.
* Performing cross company internal HSE audits for the 3 Middle East business units.
* Reporting HSE performance to the management with any recommendations for improvement

**Sr. QHSE Advisor for Pioneer Engineering August 2014 – May 2015**

**Manufacturing, Oilfield Equipment’s Erbil, Iraq&Dubai,**

**About the company** - The Company is into OIL & GAS Service business, located Erbil- Iraq, Reporting to the QHSE Manager for the division.

**Key Responsibilities:**

* Ensured that the Group Health, Safety and Environmental Policy, reporting and continuous improvement tools are maintained and complied with across the organisation.
* Responsible for the maintenance and development of directives and procedures in line with Group requirements to ensure delivery of exemplary safety performance across all areas of the business.
* Prepared monthly performance reports for Group HSEQ Manager and ensure effective replication of Safetrack data in accordance with Group reporting directives.
* Preparing and establishing QHSE plan, Yearly Training Plan, Target and Objectives, QHSE KPI’s and Statistical performance analysis
* Monitored performance against objectives and targets as directed by Group HSEQ Manager.
* Ensured investigations conducted by regions were of adequate depth, identify root causes and any learning was effectively captured and communicated.
* Developed improvement tools, HSEQ training materials and Positive Invention initiatives
* Risk Assessments, Work Instructions, Job safety analysis, Site/ plant Inspection forms, Safety inspections/ Audits, MSDS & COSHH documentation, Environment impact assessment, Incident Accident reporting including root cause analysis and emergency procedures
* Supported managers in the delivery of HSEQ targets and goals to ensure continuous awareness and improvement of key HSEQ area.
* Preparing and establishing QHSE plan, Yearly Training Plan, Target and Objectives, QHSE KPI’s and Statistical performance analysis
* Undertook different training engaged in Health, Safety & Environmental Practice to all company staff & workers including QHSE induction program

**HSEQ AdvisorMay 2012 – July 2014**

**MICODA Process systems International** **Abu Dhabi, UAE**

**About the company** - The Company is into OIL & GAS Service business, located in Mussafah Abu Dhabi, Group of Al MansoorispecialisedEngineering,Reported to the General Manager for the division.

**Key Responsibilities:**

* Determine the effectiveness of HSEQ Management system by measuring and evaluating performance indicators (KPI) to ensure continuous improvement by analysing efficiently and effectively in conformity with the Company policies and guidelines laid down by the Senior Management. Develop process safety and risk management plans, procedures and standards to ensure that the company facilities and operational processes pose minimal risk. Manage hazard identification programs, monitors and tracks trends and recommends alternatives to minimize risk:
  + Hazard Identification and risk assessment
  + Legal requirements identification & gap assessment
  + Setting up performance management system
  + Meeting client HSE requirements
  + Inspection schedules at the sites
  + Internal Audit schedules
  + Management reviews
* Ensures that processes needed or the Integrated Management System are established, implemented & maintained.
* Drafts, maintains, authorizes and distributes Management System documentation and administers the continual review of the system.
* Arranges/carries out internal (self), external (on clients) and extrinsic (third party) audits.
* In coordination with divisions heads prepares for Management Review Meetings. Reports on the performance of the Integrated Management System and recommends necessary improvements.
* Ensures all staff is aware of their responsibilities in the area of HSEQ.
* Ensures the promotion of awareness of customer requirements throughout the organization.

**Sr. HSE Officer**

**ADOS Engineering Industries,Abu Dhabi**

**ADOS Gasket factory, Abu Dhabi**

**MEOS Workshop , Jebel Ali, Free zoneDubai March 2000 – April 2012**

**About the company** - The Company is into OIL & GAS Service business, located in Mussafah Abu Dhabi, Group of Abu Dhabi Oilfield services,Responsibility for all three facilities,Reported to QHSE Manager &Engineering Director.

**Key Responsibilities:**

Safety orientation, Training (HSE Induction, Toolbox Talks), Performing Site Inspections, Auditing, performing risk assessment & Job hazard analysis, implementing emergency procedures, fire drill, Formulation of yearly HS&E Plan to effectively implement ADOS & Client HS&E requirements and Determine the effectiveness of management systems by measuring and evaluating Key performance indicators (KPI) to ensure continuous improvement and reporting it to Management. Chair and minutes of HSE monthly meeting, Accident investigations and ensuring effective corrective & preventive actions are taken to avoid recurrence. Coordination of offshore activities and Identification and provision of training support to achieve the levels of skill and knowledge required to meet the operational requirement. Coordination with environment agencies for waste assessment and disposal with the goal of minimizing and preventing the generation of waste.

* + HSE Induction / Orientation trainer
  + Issuance of Permit to Work (PTW) in critical project activity as follows;
  + Confined Space Work/Activity, Work at Height, Hot & Cold Work
  + H2S emergency Response Preparedness.
  + Heat Stress Policy, Procedures & Corrective Action.
  + Handling & Mobilization of Chemicals (MSDS).
  + Lock out Tag Out procedures & Preventative maintenance
  + Accident / Incident Investigation and First Aid Procedures.
* Selected by the Senior Management to establish, implement and maintain the HSE Management systems.
* Developed & Implemented EMS – ISO 14001:2004
* Developed OHSAS 18001 Management System
* Responsible for the company’s operations allthree facilities in UAE.
* Credited with key role of leading the HSE Auditing Program to conduct Management System Audits and Assessments, review internal control structures and statutory compliance with HSE Regulations.
* Provide seasoned expertise in reviewing, evaluating and updating of the Health, Safety, Environmental & and Standards & Guidelines Manual.
* Directing the cross functional team in the development, implementation and maintenance of HSE Management Systems.
* Leverage seasoned expertise in preparation and maintenance of HSE Procedures and Manuals.
* Provide operational management team of the company with assistance and guidance to maintain effective HSE operational control.
* Develop and present Environmental, Health and Safety training program for all levels of the organization.
* Spearheading the establishment of process throughout the company for ensuring compliance and adherence to Local HSE regulations (AD EHSM, Customs & Free zone Regulations).
* Awarded ADNOC HSE 2009 certificate of appreciation for participating subject to the Sealing for “Tomorrow’s Asbestos- Free Environment “Abu Dhabi, UAE
* Responsible for Contractor Management for Projects, Transport and Suppliers.
* Responsible for reviewing key HSE performance indicators for the company. Utilize extensive knowledge of Health, Safety and Environmental regulations and requirements in conducting investigations and reviews of accidents.
* Initiate, develop and implement equipment process safety and environmental review process, used to identify and minimize safety and environmental impacts of new and revised operations.

* **Baker Oil Tools, Dubai UAE**

**Position: Warehouse Supervisor 1998 – 1999**

**Manufacturing division**

* **Tawoos LLC. Oman, Dubai and China 1995 – 1997**

**Position: Quality Inspector and Shipping coordinator**

**Products: Denim Fabric (Yarn)**

**Personal Dossier**

**Marital Status**: Married

**Visa Status :**UAE Residence Visa

**Linguistic Skills**: English, Hindi, Malayalam,

**Driving License** : Validfor UAE

**Countries visited**: Qatar, Oman, Iraq and China