**Khizar H: Maghfoor Shah**

**HSE SUPERVISOR/COORDINATOR/OFFICER**

 | Cell: 0570471770

Email : Khizar1000@yahoo.com

**SUMMARY**

Having extensive experience in planning, organizing, Health, Safety and Environmental Management Systems. Technically skilled and knowledgeable in designs and modifications as to have an efficient, cost effective engineering controls in minimizing Hazards.

To maintain Health and Occupational Safety and Environmental compliances I am certified internal Auditor 14001: 2012, 9001 standard HSE Training.

**PERSONAL INFORMATION**

 **IQAMA :** Transferable

 **Nationality :** Pakistani

 **Passport Num :** LB5145853

 **Date of Birth :** 25, Feb1985

 **Marital Status :** Married

 **Religion :** Islam

 **Driving License :** Valid driving license (KSA) & Pak.

 **Language :** English, Arabic, Hindi, Urdu, Pashto

**EDUCATION**

* BCS (Hons) from University.
* Nebosh
* ICERTOSH
* Qscert Environmental Management.
* Advance Scaffolding Inspection from Parsons.
* Rig HSE from Inspire Safety Engineering Pvt Lmtd Pakistan.
* Basic Skills Of First Aid from National Center Saudi Arabia.
* 1 year Diploma in Safety Course.
* Competency based safety officer certificate.
* IOSH Safely Working Course Euro Link Dubai UAE.
* OSHA Constrictions 30 hours.
* Attend Royal Commission's training on the topic of “Work at Height" on 27th October, 2013.
* Attend Royal Commission's training on the topic of "Hazard Identification" on 16th November2014.

**WORK EXPERIENCE AS ENGINEER**

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* **HSE SUPERVISOR/ COORDINATOR**

**SAPAC CONSTRUCTION**

 **PROJECT: INFRSTRUCTURE**

 **DEC 2017 – Dec 2021**

 **RIYADH, SAUDI ARABIA.**

* **SR. HSE SUPERVISOR**

**NBHH NEIL & BIN HYDROEXPORT**

**PROJECT: INFRASTRUCTURE**

 **JUNE 2016– JUNE 2018**

 **DOHA, QATAR.**

* **HSE INSPECTOR/ ACTING ENGINEER**

 **PARSONS INTERNATIONAL (TABOUK)**

 **PROJECT: INFRASTRUCTURE**

 **OCT 2014 – FEB 2016**

 **SAUDI ARABIA.**

* **HSE SUPERVISOR**

**MASCO CONSTRUCTION**

 **JAN 2011 - JUNE 2014**

 **PROJECT: HARAMAIN RAILWAY PROJECT**

 **MADINA – SAUDI ARABIA.**

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* **HSE SUPERVISOR**

**DESCON ENGINEERING**

**AUGUST 2008 – NOV 2011**

 **PROJECT: INFRASTRUCTURE,**

 **PAKISTAN.**

**JOB RESPONSIBILITIES/ DUTIES**

Specific responsibilities include but are not limited to:

* Advises the Project Management of contractual and statutory safety, health and environmental protection requirements applicable to project operations / activities.
* Represents the company in all safety matters with the client on the project.
* Performs daily and documented periodic safety inspections at work site to identify report and correct unsafe conditions, methods and work practices.
* Conducts full investigation of accident / incidents including near-misses incurred; identifies probable causes and prepares reports of the same and ensures that established permanent preventive measures are subsequently carried out.
* Compiles and submits safety reports / statistics required by client.
* Monitors the performance of Safety Officers in the field and extends guidance as necessary in carrying out their assigned functional duties and responsibilities.
* Conducts Safety Toolbox Meetings in conjunction with line supervision, Emergency Safety Meetings where required, On The Job Safety Training, Hazard Identification Tours / Job Hazard Analysis, Pre-Deployment Safety Orientations, Joint Site Safety Inspections with the client and other similar safety routines.
* Responsible for all safety training by Power Point Program using data show and train (Engineers, Inspectors & managers) to improve the safe work habbits.
* Assists Project Management in arranging with the client PMT Representatives , Projects concerned authorities relevant safety requirements such as: Work Permit Receiver & Entry Attendant Certification Course, Riggers' Certification / Re-certification Test, Heavy Equipment Periodic Inspections / Certifications, etc.
* Maintains a complete and up-to-date record of Safety Inspections / Reports, Competent / Certified Personnel, Rigging Equipment Certifications / Test Certificates, Heavy Equipment Third Party Inspections, Safety Statistics and other required pertinent documents on project.
* Preparing project managing safety procedures at site as per ISO Safety manual.
* Prepare Weekly/ monthly KPI'S.
* Implementing (PSSR) Personnel Safety & Social Responsibilities in the minds of employee.
* Monitor the prevailing working conditions and ensures safe working practices in the company.
* Follow up on work permit systems and inspections, planning safety arrangements for Erection work.
* Maintains and implements the site Health, Safety & Environmental (HSE) plan, fire fighting plan, emergency evacuation plan.
* Expertise in hazard identification, risk analysis, risk assessment and job safety analysis Create safety awareness by promoting safety meetings, presentations, and open forum discussions and by implementing safety training. Etc.
* Conducts the monthly Site safety meeting and prepares monthly safety meeting topics Conducts monthly fire, First Aid and /or evacuation drills
* Attending the HSE Meetings and provide technical support related to HSE issues.
* Investigation of all Accidents, incident / Near misses / Spills / Fires to find the root Causes and recommends corrective actions.
* Prepare weekly site inspection report for Sub – Contractor guidance to improve the safety precaution on mention places & areas.
* Maintain alphabetical, numerical, and chronological subject matter files with full responsibility for setting up, disposing of, and revising files as required.
* Monitor the prevailing working conditions and ensures safe working practices in the company.
* Follow up on work permit systems and inspections, planning safety arrangements for Erection work.
* Maintaining General information report, Hazard condition & other requirements like equipment needs for first aid, PPE’s, etc,
* Ensuring the standards of Emergency services like Fire Extinguishers, First Aid Box.
* Assist facilities in complying with all safety and health regulation and company’s guideline.
* Understanding all aspects of PTW (Permit to Work) functions including job risk assessments and isolation risk assessments. etc.
* Conducting Safety Audit at project site
* Conducting Safety Training/Awareness program as per training calendar to all categories of site employees.
* Maintaining HSE manual, Forms, Formats, Registers & Safety records.
* Ensure wearing of PPE’s by all workers and staffs like helmets, goggles, glass, life jackets, safety shoes, safety belts, masks, etc
* Ensure all the lifting equipment, tools and tackles are inspected and checked.
* Conducting Tool box talks and trainings.
* Conducting Safety meeting.
* Preparing Check lists, Accident reports.
* Ensure safe operating instructions are available at working place.
* Ensure availability of First aid kits and Fire extinguishers at all work place.
* Supervising First aid precaution.
* Preparing Sign Boards & Banners regarding safety
* Conducting Weekly Inspection in Labours camp.
* Responsible to attend the duties of Admin. Officer in his absence.
* Responsible to perform the duties of safety manager on his absence.
* Develop, implement and maintain an effective program and ensure compliance to satisfy the requirement of local legislation and environment conservation act.
* Develop system to ensure all employees comply with all relevant legal safety requirements.
* Identify safety training needs, organize and coordinate safety training courses and prepare training material where appropriate.
* Co-ordinate safety meeting:

-Ensure meting time is set

-Agendas are sent out

-Minutes are kept and sent out

-Ensure that all support documentation in respect of the safety program is received on time and in the correct format from all concerned parties.

* Communicate changes in safety and environment legislation to management.
* Evaluate incident forms, surveys, audits to establish root causes and together with supervisor and managers concerned, formulate a plan of action to correct non-compliant behaviour or conditions.
* Liaise with on-site contractors to ensure their compliance with company safety regulations and adherence to safety standards, including basic safety induction training.
* Identify unsafe acts, conditions, and hazards, investigate root causes and identify corrective and preventative actions and report to management.
* Co-ordinate at least two evacuation exercises per year to ensure that all staff become familiar with these procedures.
* Assist with the formulation of emergency/contingency plans for

Natural disasters

Industrial action

Political unrest

Fire

Explosions

* Review and update emergency procedures as and when necessary.
* Provide training for all employees and Subcontractors in various safety topics like (fire prevention and extinguishment & control, evacuation plane etc.) To follow safe work behaviour.
* Investigate all incidents and accidents to initially make the area safe and then to determine cause. — Maintain orderly files of safety reports.
* Record every incident including Near – Miss, Hazards, Observations & inspection reports to the industry safe.
* Make risk assessment, hazards communications and - control the flammable stores Create evacuation plan in E.S Case.

**CORE COMPETENCIE**

* **Analytical Thinking:** Ability to comprehend a situation and indentifying key/complex issues.
* **Expertise:** Includes the motivation and abilities to expand and use technical knowledge.
* **Impact and Influence:** Ability to influence, persuade or convince others to adopt a specific course of action.
* **Organizational Commitment:** Ability and willingness to align one’s own behavior with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs.
* **Result Orientation/ Self confident**: concern for surpassing a standard of excellence/ belief in one’s own capability to accomplish all tasks and select an effective approach to a task or problem.

**Reference Available On Demand.**