

HSE OFFICER

MUHAMMAD USAMA AJMAL KHAN



PERSONAL INFORMATION:

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Date of birth: September 04, 2000
Nationality: Pakistani
Iqama Status: Transferable

PROFESSIONAL SUMMARY

Well talented and dedicated Safety Officer with a proven track record of ensuring the health, safety, and well-being of personnel in diverse work environments. Armed with a solid background in occupational health and safety, I possess comprehensive knowledge of regulatory requirements and industry best practices. My hands-on experience includes implementing effective safety programs, conducting thorough risk assessments, and fostering a culture of safety awareness among all personnel. Skilled in hazard identification, incident investigation, and emergency response planning, I am committed to proactively mitigating risks and promoting a safe work environment.

EDUCATIONAL QUALIFICATION:

Bachelor of Science in Mathematics (Hons)- Comsats University Islamabad Attock Campus, Punjab, Pakistan.

Date: 2019 To 2023.

FSC Pre-engg (HSSC) - Superior College Mianwali, Punjab, Pakistan(BISE Sargodha).

Date: 2016 To 2018.

Matriculation (SSC) - Crescent Model High School Mianwali, Punjab, Pakistan(BISE Sargodha).

Date: 2014 To 2016

Professional Certifications, Skills & Abilities:

- NEBOSH (IGC) International General Certification in Occupational Safety & Health.
- (OSHA) academy (30 Hours) advance training in General Industry Safety & Health.
- Certificate of Introduction to Fire Safety, Permit to Work, Risk Assessment.
- Certification of Lean Six Sigma Yellow Belt & Lean Six Sigma White Belt.
- Knowledge about environmental, local, and international standards and regulations.

PROFESSIONAL EXPERIENCE HISTORY: (04 Years' Experience as an HSE Professional Site Safety Officer in the Field of Electrical Power plants and NEOM City at Different Projects)

(1) Working at Al Shalawai International Company.

- Project: NEOM City Project.
- Position Held: HSE Officer
- Period: Start from 01 May 2024 to 05 February 2025.
- Company: Al Shalawai International Company.

(2) Working at SEPCO Arabia Company.

- Project: King Salman International Complex for Maritime Industries & Services Project.
- Position Held: Site Safety Officer
- Period: Start from 15 March 2023 to 20 April 2024.
- Company: SEPCO-III Electrical Power & Construction Corporation Company.

(3) Working at Bestway Cement Limited.

- Position Held: Safety Officer
- Period: Start from 02 January 2021 to 25 September 2022.
- Company: Bestway Cement Limited (Pakistan).

Key Skills:

- Workplace Safety Audits
- Risk Assessment and Mitigation
- Incident Investigation and Reporting
- Safety Training and Awareness Programs
- Compliance with Local and International Standards (e.g., OSHA, ISO 45001)
- Emergency Response Planning
- Hazard Identification and Control
- Strong Communication and Leadership

Other Skills:

- MS Office (Word, Excel, PowerPoint)
- Data Entry & Organization of Data
- Computer skills
- Use of email and shared workspace services
- Record keeping & Documentation
- Decision making
- Communication
- Teamwork

Languages:

- English
- Urdu
- Hindi

As an HSE Officer Roles & Responsibilities:

- **Implementing Safety Policies:** Ensure that all safety policies and procedures are implemented effectively across the project site, in alignment with regulatory requirements and company standards.
- **Conducting Risk Assessments:** Identify and assess potential hazards and risks at the site and develop strategies to mitigate them.
- **Training and Induction:** Conduct safety inductions for new employees and provide ongoing training to all workers on safety protocols, emergency procedures, and the proper use of personal protective equipment (PPE).
- **Monitoring Compliance:** Regularly monitor the site to ensure compliance with safety regulations and company policies. This includes conducting inspections, audits, and safety meetings.
- **Investigating Incidents:** Investigate accidents, near misses, and other safety incidents to determine root causes and recommend preventive measures to avoid recurrence.
- **Emergency Preparedness:** Develop and implement emergency response plans, including evacuation procedures and first aid protocols, and ensure that all workers are trained and prepared to respond to emergencies.
- **Promoting Safety Culture:** Foster a culture of safety among all workers by promoting awareness, encouraging active participation in safety initiatives, and recognizing and rewarding safe behaviors.
- **Documentation and Reporting:** Maintain accurate records of safety inspections, incidents, training sessions, and other relevant safety activities. Prepare and submit regular reports to management on safety performance and compliance.
- **Continuous Improvement:** Continuously review and update safety policies and procedures based on feedback, lessons learned from incidents, and changes in regulations or industry best practices.
- **Communication & Consultation:** Serve as a liaison between management, employees, subcontractors, and regulatory agencies on matters related to health, safety, and environmental issues.
- **HSE Reporting & Documentation:** Preparing daily, weekly, and monthly HSE reports as per the company prescribed formats.

- **Site Safety Inspection & Auditing:** Daily weekly walkthroughs of the project site to identify hazards, assess risks, and ensure compliance with safety regulations and company policies.
- **Daily Site Observations:** Regularly observe work activities and conditions at the project site. Look for any behaviors or actions by workers that deviate from established safety procedures, such as not wearing personal protective equipment (PPE), using equipment improperly, or taking shortcuts.
- **Schedule Regular Meetings:** Set a specific time and location for the toolbox talk meetings, preferably at the beginning of each workday before tasks begin. Consistency is key to ensuring all workers can participate.
- **Select Relevant Topics:** Choose topics that are relevant to the work being performed, recent incidents or near misses, or specific safety concerns identified at the project site. Topics can range from proper use of personal protective equipment (PPE) to specific hazards associated with the day's tasks.
- **Provide Visual Aids:** Use visual aids such as posters, diagrams, or videos to reinforce key safety messages and help workers better understand complex concepts or procedures.
- **Document Meetings:** Keep records of toolbox talk meetings, including topics discussed, attendance, and any action items identified. This documentation can serve as a reference for future meetings and demonstrate compliance with safety regulations.
- **Establish a Routine:** Schedule time at the beginning of each workday for equipment and tool inspections. Consistency is key to ensuring that checks are conducted regularly.
- **Use a Checklist:** Develop a checklist that outlines specific items to inspect for each type of equipment or tool. Include components such as electrical cords, hydraulic systems, safety guards, and sharp edges.
- **Inspect for Damage:** Visually inspect each piece of equipment and tool for signs of damage, wear, or corrosion. Look for cracks, dents, frayed cords, lost or missing parts, and any other indicators of potential hazards.