

# Muhammad Ashiq Khan-HSE Manager

NVQ level-6

Nebosh IGC

IOSH - OSHA

Saudi Aramco Approved HSE Supervisor

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## Overview

As an HSE Manager, I am responsible for creating and maintaining a safe, healthy, and environmentally responsible workplace. My role involves developing and implementing robust HSE policies, conducting thorough risk assessments, and ensuring compliance with local and international standards. I am also adept at leading teams, collaborating with stakeholders, and driving continuous improvement in safety performance.

**Here's a more detailed look at my capabilities and experience:**

- ✧ Developing and Implementing HSE Policies
- ✧ Risk Assessment and Control
- ✧ Compliance and Auditing
- ✧ Training and Education
- ✧ Incident Investigation and Analysis
- ✧ Communication and Collaboration
- ✧ Continuous Improvement

## Health Safety & Environment Certification

NVQ- Lvel-6

NEBOSH IGC

OSHA- General Industry Safety & Health

IOSH- Managing Safely

ISO 14001:2015- Awareness Course

ISO 9001:2015- Awareness Course

ISO 45001:2018- Awareness Course

Covid-19 Public Health Awareness

Internal Audit Awareness

Personal Protective Equipment (PPE) Awareness

COSHH Working in Confined Space

Slip, Trips & Falls Awareness

Hazardous Substances Routes-to- Entry

Permit Receiver Certification

Safety Data Sheet Awareness (SDS) Certification

Personal Safety & Security Certification

Introduction to Safety, Risk & hazards Certification

Positive Intervention and Situational Awareness

Personal Safety & Security

Asbestos Awareness

Accident Reporting

Working at Height Safety

Spillage Response Awareness

Common Mental Health issues in the workplace

Safety Induction

## Skills

Construction

Environmental Laws

Management

Decision Making

Risk Assessment, Analysis & Management

Hazard Identification & Prevention

Administrative policies and procedures

Knowledge of project controls

Communication, meeting, and presentation

Site Inspection

Accident/Incident Investigation & Reporting

Indore outdoor Training

Self-motivation

Leadership ability

Time Management

Adaptability & Flexibility

Teamwork

Team Leadership

Audit

Problem Solving

Compliances

## WORK EXPERIENCE- Total Years of Experience: Almost 16 Years

### Projects HSE Manager at Riadat Al Maemoura International Company Ltd.

Project- Rehabilitation of Tunnel Utilities, King Fahad University of Petroleum & Minerals-KFUPM.

Owner- King Fahad University of Petroleum & Minerals-KFUPM

October 2024 – April 2025

Saudi Arabia – Dhahran

 **Projects HSE Manager at International Water Partners-IWP (JV of Saur-Miahona & Manila Water).**

Project North-West Cluster Madinah Region - Water infrastructure privatization contract.

Owner NWC- National Water Company

December 2022 – April 2024

Saudi Arabia - Medina


 **Project HSE Manager at Toledo Arabia Ltd**

Project Tatweer Industrial City Phase-1, Riyadh

Owner ACWA POWER- Arabian Company for Water & Development

July 2020 - December 2022

Saudi Arabia – Riyadh

 **Aramco Approved Site HSE Supervisor at SEPCO-II- Aramco Power Plant Project –**

Project Jazan Integration Gasification Combined Cycle (JIGCC) Power Block Project.

Owner Saudi Aramco

October 2020 - June 2021

Saudi Arabia - Jazan

 **Project HSE Engineer at Alfaal Arabia**

Project Temporary Compound for Royal Commission Staff Jazan

Client Royal Commission- RC

March 2020 - October 2020

Saudi Arabia – Jazan


 **Site HSE Engineer at Toledo Arabia Ltd**

Project King Khalid International Airport (GACA) District Cooling Plant System Project Riyadh KSA.

Client Saudi Tabreed

June 2015 - June 2018

Saudi Arabia – Riyadh

 **Site HSE Engineer at Toledo Arabia Ltd**

Project Taif-Baha Water Transmission System KSA

Client Saline Water Conversion Corporation (SWCC)

August 2014 - June 2015

Saudi Arabia – Albaha

 **Site HSE Supervisor at Toledo Arabia Ltd**

Project Jabal-e-Omer District Cooling Plant System Project Makah KSA.

Client Saudi Tabreed

November 2012 - August 2014

Saudi Arabia – Mecca

 **Project HSE Officer at Toledo Arabia Ltd**

Project Saudi ARAMCO District Cooling Plant System Project Dhahran. KSA

Client Saudi Tabreed

December 2011 - November 2012

Saudi Arabia – Khobar- Daharan

 **HSE Officer at Saudi Binladin Group - Public Buildings & Airports Division**

Project King Abdullah Financial District (KAFFD). Al- Riyadh. KSA.

Client Saudi Binladin Group

June 2009 - December 2011

Saudi Arabia - Riyadh

 **HSE Document Controller at Shoukat Khan & Company**

Project Rehabilitations of School and Colleges affected in Earth Quik 2005 Abbottabad Pakistan

March 2004 - May 2006

Pakistan - Abbottabad

### **HSE Manger Responsibilities**

Supports the Top Management in the HSE Policy and Guidelines issue.

Supports the Top Management in the Organization roles and responsibilities definition, for what concerns safety aspects.

Supports the Top Management in the HSE Management System standard issue.

Ensures, in accordance with the corporate guidelines, the implementation, updating, review and auditing of the Company HSE Systems.

Monitors the effective implementation of appropriate Safety and Environment System procedures and provide for their updating in line with changes in Legislation and Company Directives.

Provides motivation and familiarization of all Company personnel respecting the importance of complying with Company system procedures and all Safety equipment provided.

Assists the Commercial, Engineering and Operations Department in their dealings with Clients in all issues concerned with Health and Safety at work.

Conducts safety audits both internal and external.

Takes part in accident / incident investigation.  
Carries out analysis of accident / incident statistics, identifying trends and suggesting improvement plans.  
Provides technical support to Senior Management on any safety related subjects.  
Carries out any in-house safety training.  
Carries out safety audits on Sub-contractors.  
Liaises between Clients on safety related issues.  
Safeties related engineering input into new projects and modification programs.  
Participates in HAZOP meetings prior to procurement and installation activities.  
Performs Risk Assessment.  
Preparation of Health and Safety documentation for new tenders.  
Provides Safety support and advice, including supervision on preparation of plans and procedures for initial contract start up activities.

### **HSE Engineer Responsibilities**

Develop and implement HSE plans and procedures for maintenance, installation, construction, and crude refining projects, ensuring alignment with regulatory requirements and industry best practices.  
Conduct thorough risk assessments for all project activities, identifying potential hazards and implementing measures to mitigate risks.  
Monitor and enforce safety protocols on construction sites, ensuring compliance with industry standards, regulations, and company policies.  
Investigate and analyze incidents and near-misses, identifying root causes and recommending corrective actions to prevent recurrence.  
Develop and deliver HSE training programs for project personnel, promoting a culture of safety awareness and compliance.  
Establish and oversee emergency response plans, conducting drills and simulations to ensure preparedness for potential emergencies.  
Conduct regular HSE audits and inspections to assess compliance with safety standards, identifying areas for improvement.  
Ensure compliance with environmental regulations, implementing measures to minimize the environmental impact of construction and refining activities.  
Maintain accurate records of HSE activities, generate reports for project leadership, and communicate HSE performance to relevant stakeholders.  
Collaborate closely with project managers, engineers, and construction teams to integrate HSE requirements into project plans.  
Serve as a liaison with regulatory agencies, ensuring that all HSE activities adhere to local, regional, and national regulations.

### **HSE Supervisor Responsibilities**

Support the HSE Manager and team with planning, coordinating and implementing effective HSE policies, guidelines and procedures to ensure that the department objectives are met.  
Provide support to Project and Operation team in all aspects of safety, occupational health, safety and environmental issues.  
Support the HSE Manager in ensuring HSE compliance power plant performs regular HSE audits in the areas of business and vessel operations.  
Attending pre-job, planning and client meetings as required on HSE related matters.  
Provide support to the dept. on the implementation of Company-wide HSE initiatives e.g. ISO 14001, OHSAS 45001, etc. Assist with developing HSE plans that comply with Company policies and procedures as well as client requirements.  
Ensure training, toolbox meetings, and drills are implemented as part of the company's offshore training and HSE program, i.e. emergency response systems, etc.  
Investigate and complete the process for close out of all Accident Investigation Reports and prepare/submit lessons learned to the Regional HSE Manager for promulgation to the management.  
Manage Safety Statistic reporting. Track and provide regular HSE performance reporting to the HSE Manager.  
Conduct HSE training and orientation for all new employees.  
Ensure all worksites are HSE compliant with Company policies and safety standards.  
Support HSE personnel in the development of work site HSE campaigns and good practices.  
Assist in HSE tasks/projects as required.  
Planning safe working practices and making necessary changes.  
Keeping up to date and ensuring compliance with current health and safety legislation.  
Ensuring that equipment is installed correctly/safely.  
Writing internal health and safety policies/strategies.  
Drawing-up safe operational procedures.  
Making regular site inspections.  
Compiling statistics.  
Making recommendations following accidents/incidents.  
Keeping up to date with developments within the profession.  
Making presentations to groups of employees/managers.  
Providing health and safety training courses for employees and managers.  
Investigating/recording incidents, accidents, complaints and cases of ill health.

Writing reports, bulletins and newsletters.  
Undertaking risk assessments.  
Identifying potential hazards.  
Determining ways of reducing risks.  
Liaising with relevant authorities.  
Organizing/attending health and safety meetings.  
Safely handling hazardous substances.

### **Academic Record**

Bachelor of Science in Environmental Sciences BS(ES)-March 2006  
Diploma In Fire & Safety Management Online from Indian Institute- CIIMS- November 2012  
Diploma In Fire & Safety Online from Indian Institute- IIMT- August 2014  
Diploma- Health Safety & Environment Engineering at Modern Institute of IT & Vocational Abbottabad Pakistan - December 2016  
Diploma- Chemical Engineering at PIEMS College System Peshawar Pakistan – August 2018

### **Languages**

English- Level: Professional  
Arabic- Level: Intermediate  
Urdu- Level: Native Speaker  
Punjabi- Level: Native Speaker

### **TUV Certifications**

Scaffold Inspector (Level-1) from BUREAU VERITAS KSA  
Rigger Level III from FAHSS/TUV NORD Saudi Arabia  
Scaffold Erector from FAHSS/TUV NORD Saudi Arabia  
Permit Receiver course

### **First Aider Certification:**

First Aid & CPR from Saudi Heart Association National CPR Committee

### **Computer Literacy:**

Microsoft Excel, PowerPoint, Adobe Reader, Microsoft Word, Office Outlook, and Internet

### **Awards:**

HSE Supervisor Saudi Aramco Approval.  
HSE Officer Saudi Aramco Approval.  
Safety Supervisor Performance Award from Saudi Aramco, Jizan Project.  
Safety Supervisor Performance Award from SEPCO-II, Jizan Project.  
Developing Your Skills from International Islamic university Islamabad Pakistan.  
Contribution certificate from International Conference on investment & privatization in OIC countries.

### **REFERENCES**

[Provided upon Request](#)