

**POST APPLIED FOR : HSE OFFICER**

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**MUHAMMAD RAFIQ SAGAR**

**Career Objective:**

To look forward working in more challenging learning Interactive and highest standard of safety to ensuring always Zero accident record and “Keep safety first in mind” Our main endeavor and objective and to work in a challenging complete and motivating environment where there are new possibilities to develop application of creativity and effective utilization of my skill and strengths, which gives ample opportunities to grow.

**Strength:**

Find a balance between cost cutting and a safe working environment implement occupational health and safety system on a corporate level maintain a high attendance rate to minimize lose utilize key performance indicators in quality and HSE management system minimize the number of incidents and injuries in high-risk areas increase safety performance rate and reduce the amount of sick leave issues achieving excellence in the safe operations of high-risk facilities.

**SUMMARY OF EXPERIENCE:**

Name of the Organization	Position Held	Period	Project
KOHEEJI Technical Services <b>Client:</b> (Ministry of Works), Bahrain	HSE Officer	12/02/2022 to TILL Now	(1) Diversion of 700mm Diameter TSE line, AL HAJAR Bahrain
NEW TECH Contracting <b>Client:</b> CMEC (China Machinery Engineering Corporation)	HSE Officer	23/10/2021 10/02/2022	East Sitra Housing Project, Bahrain
SEPCOIII Bahrain Construction Company	HSE Officer	07/04/2020 to 20/10/2021	Al-dur Phase II Power Plant Project Kingdom of Bahrain
AKB Engineering and construction Pvt Ltd	HSE Officer	21/06/2017 to 21/01/2019	khadam-e-Punjab rural roads Programme KPRRP phase-IV
Sheikh Abd Razzaq and company Pvt Ltd	Junior HSE Officer	15/05/2017 to 18/06/2017	Electrical Engineering solutions international, Johar town, Lahore

**Work Experience:**

**Company:** KOHEEJI Technical Services **Client:**(Ministry of Works), Bahrain

**Project:** Diversion of 700mm Diameter TSE line, AL HAJAR Bahrain

**Position:** HSE Officer

**Period:** 12 Feb 2022 to Till Now

**Responsibilities:**

**Emergency Management**

- Develop and implement Emergency response plan for the camp in line with the client response plan
- Provide training for emergency response plan to all employee and ERP team (First Aider, Fire Fighters)
- Conduct emergency response drill and discuss the outcome with management and employees
- Ensure inspections are conducted for smoke detector, fire extinguishers, fire pump
- Daily Tool Box Talk.
- Knowledge of Work Permit System
- Emergency Planning (Onsite and Offsite).

- Accident Investigation
- Maintaining all types of HSE Documents

#### **Road Safety Management**

- Ensure vehicles fitness inspections conducted for all vehicles in compliance with requirements

#### **HSE Training**

- Identify and conduct training needs related to work on different locations. Training i.e H2S, PTW for confined space, first aid, fire fighting
- Conduct HSE induction training to all new employees, includes LPR, Facial Hair policy, hazards i.e., H2S working at height, excavation, vehicle movements etc.

#### **PPE**

- Provide mandatory PPE e.g., safety shoes, H2S monitor, coverall, helmet etc. to all employee
- Manage records for items
- Certify equipment, if necessary, i.e., lifting equipment

#### **Incident Investigation and Reporting**

- Conduct incident investigation and prepare reporting for management
- Suggest corrective and preventive actions, follow up for implementation

**Company: NEW TECH Contracting Client: CMEC (China Machinery Engineering Corporation)**

**Project: East Sitra Housing Project, Bahrain**

**Position: HSE Officer**

**Period: 23 Oct 2021 to 10 Feb,2022**

#### **Responsibilities:**

##### **Working at Height, Excavation**

- Ensure working at height activity is planned, tool box conducted, all personal performing activity have proper PPE, ladders and scaffolding is having green scaffolding tag on it
- Ensure adequate precautions had been taken for excavation work, i.e any underground services are detected, gas test conducted for 2m depth, ingress and egress route is made, precautions are taken to avoid collapse, rescue plan is available, all workers having proper

##### **PPE**

- Ensure good housekeeping practices are taken place on site, i.e debris is removed, tools and equipment are stack on proper places and waste material is dispose properly
- Conduct camp HSE inspections i.e., firefighting system, smoke detectors, general inspections etc.
- Inspect fire extinguishers on monthly basis, ensure a govt. prequalified third party is hired for testing and rectifying the problems in fire panel and fire pump
- Daily Tool Box Talk.
- Task Risk Assessment (TRA)
- Knowledge of Work Permit System
- Emergency Planning (Onsite and Offsite).
- First Aider
- Accident Investigation
- Maintaining all types of HSE Documents

**Company: SEPCOIII Bahrain Construction Company**

**Project: Al-dur Phase II Power Plant Project Kingdom of Bahrain**

**Position: Safety Officer**

**Period: 07 April 2020 to 20 Oct,2021**

#### **Responsibilities:**

- Preparation of job safety analysis and implementing company and client safety policies.
- Ensuring the proper use of correct PPEs by every person on the job site.
- Work permit receiving and maintaining the work conditions as per require.
- Hazard's identification and their elimination.
- Ensure that good housekeeping is maintained at work place
- Supervision and conduction of full investigation of accidents
- Check work permit at the job site to ensure compliance with permit requirements
- Ensure that good housekeeping is maintained at work place.
- Very keen in observing the hazards during erection and dismantling scaffold
- Good communication with all departments

- During emergency stop all activities and send the people in assembly area.
- Providing proper access and barricade.
- Checking and monitoring the Scaffolding tag system.
- Very well aware of how to eliminate risk by applying Engineering control's ability to reduce the risk by implementation of Administrative controls.

**Company:** AKB Engineering and construction pvt Ltd  
**Project:** khadam-e-Punjab rural roads Programme KPRRP phase-IV  
**Position:** HSE Officer  
**Period:** 21/06/2017 to 21/01/2019  
**Responsibilities:**

- Implementing the organization safety policy & client requirements effectively on site.
- Deliver Safety training to workers, staffs and suppliers as per needs.
- Organizing safety induction training on site for all new safety orientation training for all existing employees periodically.
- Compile's site HSE statistics and prepares monthly HSE report of the assigned area.
- Issuing permits for confined space, hot work, deep excavation, confined space entry, chemical, electrical.
- Inspection of all scaffolds, ladders, power tools, lifting accessories, plant equipment, hand tools.
- Organizing and ensuring tools box, Safety talk meeting before starting daily job for briefing about hazards and its safety precaution.
- Conduct daily work site inspection to identify and correct any existing unsafe conditions.
- Make arrangement for making of shutdown assembly point area, smoking, shelter & displaying safety slogan, banner at the conspicuous location.
- Ensuring the safety equipment (Including firefighting equipment) is always ready for use monitor expiry dates inspection requirements.
- Selection and inspection of PPE such as safety shoes, safety Helmets, Goggles, Hand Gloves and safety harness.

**Company:** Sheikh Abd Razzaq and company pvt Ltd  
**Project:** Electrical Engineering solutions International, Johar town, Lahore  
**Position:** Junior HSE Officer  
**Period:** 15/05/2017 to 18/06/2017  
**Responsibilities:**

- Reporting all accidents / incidents to management in a timely manner.
- Conducting safety inspections on work site during work time.
- Conducting inspection of working at height, excavation, lifting operation.

Monitoring the prevailing working conditions and ensures safe working practices on the daily basis to prevent accidents, personnel injury or property damages

#### **HSE Related Qualification:**

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- NEBOSH (International General Certificate)
- OSHA Occupational Health and Safety Environment Session Feb-2014 (VIVI 06019)
- BASIC LIFE SUPPORT & FIRE SAFETY Course (Punjab Emergency Service)

#### **Seminar and Training:**

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- Confined space Entry & Rescue (Agora Training Center Bahrain) Session Feb,2022
- Highfield Level 1 International Award in Fire Safety (Agora Training Center Bahrain) Session Mar,2022
- MEDIC First Aid Basic Plus (CPR, AED and First Aid for Adults (Agora Training Center Bahrain) Session Mar,2022
- Safety & Risk Management at Work Place
- Safety and Health Management Principles (Online)
- Personal Safety and Security Certificate
- Job Hazard Analysis (JHA) – Online
- Health and Safety Induction.
- Fire Prevention and Protection Program 104-01
- Accident Investigation

### Academic Qualification:

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- Graduation University of Sargodha, Pakistan
- ICS (Intermediate in Computer Science) Ibn e Imam Degree Science College Jalalpur, Gujrat
- Matriculation Board of Intermediate and secondary Education Gujranwala

### Computer Skills:

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- **EDMS (AS400, Web new version, Aconex, PM Web, Butterfly, Think Project)**
- **Microsoft Office Essentials** (Excel, Word, Outlook, PowerPoint)
- **Accounts Software** (AS400, Web new version)
- **Document Management** (Electronic Data, Filing & Archiving, Reporting, Editing)
- **Leadership** (Communication Skills, Decision Making, Time Management)

### Languages:

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English. Urdu. Punjabi. Arabic

### Personal Information:

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- Name : Muhammad Rafique Sagar
- Father Name : Mushtaq Ahmad
- Sex : Male
- Date of birth : 01 Sep, 1991
- Marital Status : Married
- Nationality : Pakistani

### Affirmation:

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I hereby affirm that all the information furnished above is true and correct to the best of my knowledge and belief.

I hope that your consideration will be beneficial for my bright future. If you will give a chance to express my abilities, I assure you that I would be honorable and thanking to you.

Place: Bahrain

Date:

(MD RAFIQUE SAGAR)