

# **SIRAJ KHAN**

**HSE Officer**

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## **Summary:**

A highly skilled and experienced HSE Officer with a proven track record of ensuring safety compliance on construction projects. With over 6 years of experience in the field, I have developed expertise in implementing and monitoring safety policies and procedures, conducting risk assessments, and delivering effective training programs to promote a culture of safety in the workplace. I have a keen eye for detail and a strong understanding of local regulations and industry best practices. I am an effective communicator and team player, with a demonstrated ability to build positive relationships with stakeholders at all levels.

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## **Employment History:**

### **SAUDI CONSTRUCTIONEERS Construction Company**

HSE Officer

### **W-Hotel PC-108 KAFD**

AUG 2024 to Till Date

### **AI-BAWANI Construction Company**

HSE Officer

### **King Faisal Air Academy**

JAN 2021 to AUG 2024

### **ALSABQ MODERN BUILDING**

HSE Officer

### **Almarai Depot Project**

FEB 2020 TO DECEMBER 2020

### **ARABIAN INTERNATIONAL COMPANY**

HSE Officer

### **SWCC DAMAM**

JAN 2018 TO NOV 2019

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## **Responsibilities**

HSE Officer

- Implement and continually improve the HSE Management System (HSE-MS) in alignment with applicable legal and other requirements, relevant standards, and organizational policies.
- Lead hazard identification, risk assessment, and risk control (HIRAC) to eliminate or reduce risks to as low as reasonably practicable (ALARP), and document mitigation plans with clear ownership and timelines.
- Monitor, audit, and evaluate workplace practices and contractor activities to verify compliance with HSE requirements; issue non-conformance reports and track corrective and preventive actions (CAPA) to closure.
- Design, deliver, and evaluate HSE training (e.g., induction, task-specific, PTW, LOTO, working at height, confined space) to build competence and reinforce safety-critical procedures.
- Investigate incidents, near misses, and unsafe conditions using recognized root-cause methods (e.g., 5-Why, fishbone); produce evidence-based reports and implement CAPA to prevent recurrence.
- Maintain accurate, timely HSE records and KPIs (e.g., incident logs, inspection findings, training matrices, PTW registers) and provide periodic performance reports to management.
- Advise management on HSE risks, trends, and improvement opportunities; recommend controls consistent with the hierarchy of controls and ISO 45001/14001 principles.

- Conduct planned and ad-hoc site inspections and behavioral safety observations to verify procedural adherence and intervene on unsafe acts/conditions.
- Promote a strong safety culture, ensuring a workplace without unacceptable risk to health by engaging workers, supervisors, and contractors in proactive hazard reporting and learning.
- Plan and facilitate toolbox talks (TBT) and safety briefings; verify attendance, comprehension, and close-out of action items.
- Perform systematic site safety inspections and job safety analyses (JSA) to identify hazards and prescribe practicable control measures.
- Administer and enforce the Permit-to-Work (PTW) system for high-risk activities, ensuring prerequisite controls, isolations, and authorizations are in place.
- Provide day-to-day HSE support to project and operations teams, ensuring integration of occupational health, safety, and environmental requirements into work planning.
- Coordinate emergency preparedness and response (EPR), including drills and exercises; document outcomes and implement improvements.
- Verify housekeeping standards (e.g., 5S), waste management, and access/egress conditions before work starts and after task completion.
- Ensure machinery, tools, and lifting equipment meet inspection criteria and have valid certifications; verify pre-use checks and defect reporting.
- Communicate promptly with area/construction supervisors to rectify safety observations; escalate unresolved issues and track close-out to completion

#### Academic and Professional Qualification:

##### INTERNATIONAL ISLAMIC UNIVERSITY

- BACHELOR IN ECONOMICS AND FINANCE

##### Certifications

- NEBOSH IGC
- IOSH MS V5.0
- OSHAS 48 Hours
- Certified Safety Officer-OSHAS
- Train The Trainer (OHS)-OSHAS

##### Strengths:

- Self-driven, resourceful, ambitious, and
- conscientious. Quick to learn new skills and meet
- new challenges. Encourage in team performance.
- Strong leadership & effective communication.

##### Professional Skills

- Hazardous waste
- Management Compliance
- Construction Safety
- Manual Handling
- HSE Report Preparation
- Microsoft Office
- Near Miss report Preparation.
- Accident & Incident Report
- Problem-Solving

##### Languages

- English
- Urdu
- Arabic