

SIRAJ KHAN

HSE Officer

Email Address: sirajkhaan05@gmail.com

Contact No: +966-548026020



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.

Employment History:

SAUDI CONSTRUCTIONEERS Construction Company

HSE Officer

W-Hotel PC-108 KAFD

AUG 2024 to Till Date

Al-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

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 UNVIVERSITY

- 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