

# BIODATA



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Dear Sir,

I would like to apply with your company for the position of **safety officer**. The attached resume covers of Safety.

Should you have an opening in your organization for a person with my qualifications, or should you be anticipating one in the near future, I would very much appreciate meeting with you for a personal interview at which time we can discuss in greater detail and genuine enthusiasm for getting the job done, getting it done safe, and getting it done right will benefit your company.

Sincerely,

**AJAS S**  
**7559839746**

## CURRICULUM VITAE FOR THE POST HSE ADVISOR

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### **Career Objective:**

To build my career in a professionally managed company where I can make use of abilities, knowledge and skills for the progress of the company and can get an ample exposure and environment to develop myself.

### **Job Description:**

As a Safety officer responsible for the administration of safety, health & fire prevention programme and directly reporting to the project manager and also responsible for implementing the HSE policy and procedure.

## **DUTIES AND RESPONSIBILITIES.**

- Developing and administering a project emergency plan.
- Ensuring that all subcontractors have been screened accordingly to safety criteria and that they have in place an acceptable Safety & Health Program and that they adhere to it.
- Preparing jobsite safety plans and assuring implementation and enforcement.
- Arranging for emergency procedure and facilities.
- Performing safety orientations. This shall be made before a worker can start working (for newly hired employees). Also for staff and specialty trade workers.
- Orientation and surveillance of subcontractor's work.
- Reviewing Hazard Analysis before any new operation begins. Instructing the responsible Supervisor or Foreman.
- Performing joint inspections and reviewing inspection report of others.
- Notifying appropriate Supervisors and foremen of unsafe conditions or deficiencies and to follow-up to ensure items are promptly corrected.
- Performing accident and incident investigations or any near miss, property damage or personal injury. The supervisor and/or foreman shall be part of the investigation team.
- Training Supervisors and foremen to conduct weekly toolbox meetings and reviewing the Records for them.
- Preparing and conducting safety meetings on special topics when situations arises that necessitate it.
- Notifying the project manager on all reports, records, property damage and near misses.
- Keeping an inventory of necessary equipment and supplies including test equipment.
- Coordinating necessary training of supervisors through the Department of Labour and Employment or its accredited Training Centers.
- Issuing stop work orders for any operation, including subcontractors and trade contractors that poses an immediate danger to project personnel or has the potential to cause serious injury or damage.
- Conducting special training and procedures, such as the Confined Space Entry Permit.
- Administering the Safety and Health Program, such as the "right to know" program for hazardous substances and maintaining the Material Safety Data Sheet (MSDS).
- Keeping himself informed and initiate necessary dissemination of all applicable rules and regulation of the Occupational Safety & Health Standards and of the Department of Labour and Employment.
- Completing all required safety reports, accidents reports and any other requirements dealing with safety or accident reporting.
- Coordinating with project administration the return to transitional duty of injured employees.

## **UNDERGOING TRAINING:-**

1. **PTW & Inspection authorization.**
2. **Fire Fighting & First Aid Training**

## **ESSENTIALS FUNCTIONS**

- Responsible for coordinating and monitoring all activities related to the development,

- implementation, audit, inspection and analysis of safety programmers and issues.
- Evaluates operations safety, including emergency preparedness, accident investigations, hazardous materials, and related programmers and activities.
- Assures that personnel in all involved in all involved departments are properly trained in principles, practices and techniques of industrial hygiene in the use of Hazardous Materials in accordance with the government regulations.
- Observes and counsels employees regarding unsafe work practices.
- Conducts regular facility/scene inspections, with written reports, to provide feedback to management.
- Updates and maintains the “Code of Safe practices”.
- Performs other duties as assigned

## **ACADEMICS**

- **Diploma in fire and safety engineering from IFSM, Kerala**
- **IOSH international occupation safety and health**
- **BSc Electronics & Communication Degree from MG University (not completed result waiting)**

## **PERSONAL DETAILS:**

**Born on** : 24-05-1996  
**Sex** : Male  
**Marital Status** : Single  
**Nationality** : Indian  
**Language Known** : English, Malayalam Hindi & Tamil  
**Passport No.** : N7900934 Valid up to. 15/03/2026

**I do here by certify that the information is true and correct to the best of my knowledge.**

**Place : Pathanamthitta**

**Date:**

**AJAS S**