




# DONEY JOHN

Safety Officer

## CONTACT DETAILS

 : +91 9746836030

 : doneyjohn@gmail.com

 : Pullanthyanickal (H)  
Monippally P.O, Kottayam  
686636, Kerala  
India

## VISA STATUS

WORK VISA- Kingdom of Saudi  
Arabia

## PERSONAL INFORMATION

### NATIONALITY

Indian

### DATE OF BIRTH

23-05-1992

## DRIVING LICENSE

Valid Indian 2/W,4/W heavy  
Driving License

Valid-Saudi Arabia License  
(CAT: Private)

## CAREER OBJECTIVE

To be an effective **Health and Safety Officer** in a reputed organization, where there is an opportunity to exhibit strengths and hone skills by utilizing myself as a resource for all kinds of challenging tasks, upgrading my knowledge and skills from time to time. My motto is to make a work atmosphere that is safe and secure for all employees.

## PROFESSIONAL SNAPSHOT

**Safety Engineering Standards, 7 years' experience in Safety Management Systems, Occupational Health Management Systems (ISO 45001), and Environmental Management Systems (EMS ISO-14001)**

**Currently working as a Safety Officer in Al Suwaiket Contracting Est. Company Dammam, Saudi Arabia as a Contractor Employee in Saudi Aramco, Tanajib NA/WR**

**NEBOSH IGC Certification - International General Certificate in Occupational Health and Safety - British Safety Council (UK)**

(The National Examination Board in Occupational Safety and Health)

**And number of credits: Notional SCQF Level 6 with 11 credits (Equivalent to RQF Level 3)**

## WORK EXPERIENCE

*December 2018 -January 2023*

*Dammam, Saudi Arabia*

### **Safety Officer**

*Al Suwaiket Contracting Est.-Saudi Aramco Project Tanajib NA/WR*

- Supervises and Implements the Saudi Aramco Northern Area Western Region Dept. Safety Management System and Environmental Program
- Advice Al- Suwaiket management, in order to comply with Saudi Aramco Safety Management System
- Attend divisions Job X Explanation Safety Presentation
- Assist Drills Implementation as per schedule in Safety Calendar
- Liaise with the Employees in implementing the required Safety Program
- Collaboration with OE/CG Operation Excellence & Compliance Group and develops reports circulating throughout the divisions
- Monitor contractors to comply with Saudi Aramco Safety Standards and maintain their Safety records at the highest level (CEHA, OHHA, EPA)
- Preparing weekly and monthly HSE statistics and reporting to the operation excellence/ Compliance Group Leader, Safety Coordinator

## PASSPORT DETAILS

U9487047 - Indian

Expiry: 11/02/2031

## LANGUAGES

ENGLISH 

HINDI 

ARABIC 

MALAYALAM 

TAMIL 

## COMPUTER SKILLS

- Saudi Aramco SAP Systems
- Safety Management- Safe life
- Proficient Knowledge in Microsoft Office 2021
- Proficient knowledge in M.S excel, word and PowerPoint
- Knowledge of SAP ERP package in Material Stores Management System
- Automobile Dealer Management Software (GDMS-Hyundai, DMS - (Renault India Pvt Ltd)

## TECHNICAL KNOWLEDGE

- Theoretical and practical knowledge in Safety engineering
- Knowledge in mechanical and electrical systems
- Skilled in technical communication abilities

- Execution of risk assessment. Reviewing and implementing health and environmental conditions. Maintain good housekeeping, Conduct job-specific training to Supervisors/foremen and workers, and report to the Safety Coordinator.
- Monitor and report on the operation with regard to Safety. Personal protective equipment, Valid work permits, Safety Compliance to OE/CG and Saudi Aramco GIs
- Conduct review, update, and submit the Weekly Safety KPI report to Department Safety Compliance.
- Schedule and coordinate QSI "Quarterly Safety Inspection" for all covered area.
- Assist the QSI leader in Quarterly Safety Inspection. Minute the post inspection meeting listing all attendees, their items and assign responsibility for completion.
- Contribute to the Departments quarterly Safety Management Committee presentation.
- Conducting Site verification audit and Vehicle Safety Program and reporting to Contract Management and safety Coordinator.
- Investigating near miss, accidents, incidents and making reports (as per Safety Management System Element#9) and recommendation to prevent reoccurrence. Ensuring pre active and proactive monitoring.
- Conducting Safety Communication meeting at project management as well as reporting health and safety related & needs of Saudi Aramco OE/CG to Area manager.
- Conducting site visit and ensure that site comply with Saudi Aramco Safety Standards by inspecting and auditing permit to work system and Lock out Tag out system.
- Conducting Vehicle inspection and reporting to management if any deficiencies and non-compliance with Saudi Aramco Safety Standards.
- Conducting Safety orientation, Safety meeting and toolbox talks.
- Inspection on all operation and ensure to be done safely as per the Saudi Aramco General Instruction and Construction Safety Manual. Report to Saudi Aramco OE/CG & Al-Suwaiket management if there is any noncompliance in the operation.

### ***Area(s) of Expertise Demonstrated:***

- Safety Management System (NAWR, Saudi Aramco)-11 Elements
- Saudi Aramco Safe life operations in system
- Construction Safety Manual (Saudi Aramco)
- General Instruction of Saudi Aramco (GI), SASC, SAEHC & SAES
- Vehicle safety management program (VSP)
- Saudi Aramco Safety Management Guide (SMG)

## OTHER INFORMATION

Marital Status

Married

Father's Name

John P Mathew

Blood Group

A + ve

Hobbies and Interests

Reading,

Travelling,

Chess, Football, Basketball &

Listening to music

*December 2017 –December 2018*

*Cochin, India*

**Deputy Officer – Safety & Engineering Department**

*TVS (T V Sundaram Iyengar & Sons Pvt Ltd.)*

- To ensure that all Standard operating procedures are implemented and all safety measures implemented in Work areas
- Develop & implement improvements related to safety, quality, and cost (productivity)
- Reviewing and reporting on the staff's compliance with health and safety rules and recommending commendations or dismissal based on performance
- Focusing on prevention by keeping up with equipment maintenance and employee training
- Sharing information, suggestions, and observations with project leadership to create consistency in safety standards throughout the service technician team and the entire company
- From time to time, provide more detailed Service Technical Reports on specific product issues to technicians occasionally to develop and manage field troubleshooting guides, techniques, and upgrade campaigns

*February 2016 – November 2017*

*Kottayam, Kerala,*

*India*

**Service Engineer (Maintenance & Safety Department)**

*Popular Hyundai Pvt Ltd. (Hyundai Dealership)*

- Exposure in Safety Reports & Technical Correspondence with Manufacturer through daily, monthly and Field Trouble reports and implementing technical service bulletins & Circulars in the assigned service operations
- Handling the Monthly Analysis of Revisits and repeat jobs in the service centre thus enhancing service quality and First Time Right policy.
- Administering the maintenance works to be carried out in the service vehicle with real-time schedule. Liaoning with the external agencies for ensuring the competence in workshop related operations.
- Warranty System Management by supervising different type of claims dispatch and sanctioning and also maintaining Technical Correspondence with Manufacturer through daily, monthly and Field Trouble reports

*February 2014 – February 2015*

*Kerala, India*

**Graduate Engineer Apprentice (Mechanical Engineering Trainee)**

*Apollo Tyres Pvt Ltd.*

- Trained in the implementation of IMS (Integrated Management System) for environmentally friendly work mode
- Exposure to MNC Warehouse Management, Man Management, Safety Audits, and Inventory Control Systems.
- Inspection of Fall Protection System, PPE, and Employees Welfare Facilities

- Review the Work permit and check whether the receiver is following the procedure
- Knowledge in Standard Operation procedure of Production cycle
- Effective Scrap Disposal systems for an MNC Production cycle
- Preparation of PM schedule and time-based maintenance activities of mixing, extrusion and calendaring using SAP
- Assisting the officials during inspections, and suggest a plan for future and submit its estimate for installations
- Coordinating with Environmental Dept. to make the work site free from Environmental Hazards.
- Assisting and reviewing the Hazard Analysis Plan and Jos Safety analysis.



## EDUCATION DETAILS

### ➤ **Mechanical Engineering, Bachelor of Engineering / Bachelor of Technology - Graduated in April 2013 - First Class**

Annai Mathammal Sheela Engineering College

Anna University Chennai – Marks 7.1 [CGPA] Chennai, India

### ➤ **Higher Secondary Education – Completed- March 2009**

#### **Physics-Chemistry-Mathematics (Science Batch)**

ST. Anne's H.S.S Kurianad, Kottayam Kerala

Kerala Board of Higher Secondary Education – Mark -64%

### ➤ **High School Education – Completed- March 2007**

ST. Anne's H.S.S Kurianad, Kottayam Kerala

Kerala Board of Public Education – Mark -83%



## Professional Qualification & Certification

- ✚ **NEBOSH IGC Certification - International General Certificate in Occupational Health and Safety - British Safety Council-** Notional SCQF Level 6 with 11 credits
- ✚ **Saudi Aramco Safety Management System** (11 Element) Internship certificate
- ✚ **Highfield Level -3 in Food Safety management systems (FSMS)**
- ✚ **IMS-V2** –Integrated Management system internal auditor training version-2 (ISO:9001, 14001:2015, 45001:2018)
- ✚ **APMS** – Applied principles of safety management systems
- ✚ **EMS**-Environmental Management & Sustainability (ISO 14001:2015)
- ✚ **MOC** – Management of change in process safety

- ✚ **HAZARD COMMUNICATION**-FHM (Saudi Aramco Approved Training)
- ✚ **HAZWOPER**- Hazardous waste operations and emergency response management
- ✚ **CS TRAINING AND JOB CERTIFICATION (T&JC), WORK PERMIT AWARENESS**-FHM (Saudi Aramco Approved Training)
- ✚ **Work Permit receiver pre-Qualification Certification**
- ✚ **Hazard Recognition and Control**
- ✚ **Lock Out/Tag Out**
- ✚ **Confined Space Entry Plan**-GTSC (Saudi Aramco Approved Training) Dammam (Waiting for Aramco Enrolment)



### **Additional Trainings & Skills -Saudi Aramco Training & Development Academy**

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- ✓ Safety Handbook –Emergency Actions –Loss prevention policy and safety responsibilities (TCSD)
- ✓ MIS –Information Security Essentials (SAP)
- ✓ MIS –Information Security Phishing (SAP)
- ✓ Saudi Aramco Cloud drive training
- ✓ Environmental management system (EMS)
- ✓ Hazardous chemical information awareness
- ✓ Saudi Aramco Aviation Safety
- ✓ Safety Management system (11 Elements)
- ✓ HAZCOM-Chemical Hazard Awareness Training (TCD)
- ✓ Fire Safety Awareness (TCD)
- ✓ Emergency Response Plan (ERP)
- ✓ EHR-Electrical Hazard Recognition Rectification (PDD)
- ✓ Life-Saving Rules
- ✓ Construction Safety Manual Training
- ✓ Scaffolding Safety
- ✓ Heat Stress Program
- ✓ Electrical Hazard Recognition (EHR.)
- ✓ H2S-Hydrogen Sulphide
- ✓ Confined Space Entry



## **Personality Traits**

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- ✓ Person who considers safety as first priority
- ✓ Sincerity and punctuality
- ✓ Keen Observer and Good analytical skills
- ✓ Dedication and commitment to work
- ✓ Self-Motivated and Self Starter
- ✓ Ability to work in, and adapt to a rapidly changing environment
- ✓ Ability to work cooperatively with others to complete tasks and implement process improvements
- ✓ Maintain warm relations with colleague's subordinates and superiors
- ✓ Strong ability to instruct negotiate and convince.



## **Reference**

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### **Mr. Ahmad S Al Mutairi**

Saudi Aramco Safety Coordinator (NARCSO)

Tanajib, Kingdom of Saudi Arabia

Email: Ahmad.almutairi.8@aramco.com

Mob: +966 566191605



## **Declaration**

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I hereby declare that the above-mentioned information is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Place: KOTTAYAM**

**DONEY JOHN**

**Date: 25-02-2023**