



# JAMES FRANCIS

HEALTH AND SAFETY OFFICER

## EDUCATION

**NEBOSH International General Certificate in Occupational Health and Safety**

(11-05 - 2020)

**Professional Diploma in Fire and Safety Engineering**

(2016-2017)

**Bachelor's Degree in Business Administration**

(2013-2016)

## WORK EXPERIENCE (5 Years)

### **SAFETY OFFICER - 3 YEARS**

**COCHIN SHIPYARD LTD. (ADAMS Contractors)**

(01-10-2019) – (31-10-2022)

- Submission of various permissions and getting approval for hot work, confined spaces, work at height etc.
- Participate in accident incident investigation and submit reports to the concerned departments.
- Coordinate various departments for collecting data and analyzing it, formulate new safety policy or alter current system if necessary.
- Ensure safe working conditions for workers in different atmosphere like double bottom, pipes, gas tanks etc.
- Arrange safety committee meetings and develop a better safety culture for the company Communicate our ideas and to know about others perceptions.
- Update current safety trends and avoid reoccurrences of errors. Analyze hazards, risks and upcoming situations.
- Inspection and tagging of scaffolds and elevators before work on height.

Enthusiastic, dedicated safety professional with 5 years of experience in shipbuilding, steel erection, construction and repair backgrounds. Recognized a keen ability to handle safety atmosphere, thereby increasing production, and manufacturing efficiency.

## CONTACT

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## Email

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## LinkedIn

<https://www.linkedin.com/in/james-francis-99642620a>

## PERSONAL DETAILS

DOB :21/06/1996

Nationality : Indian

Marital status : Single

Passport No :R4138237

Expiry Date :25/09/2027

## KEY SKILLS

- 5 years of Health and safety experience
- Management and leadership qualities
- Good team player
- Confident to work under pressure
- Time management ability
- Good emotional stability
- Humanitarian intelligence
- Investigative and fact finding mentality
- Interact politely with others
- Adaptability
- Maintain good human relation

## HOBBIES & INTERESTS

- Travel & Driving
- Music and movies
- Cooking
- Social media
- Badminton

## LANGUAGES KNOWN

Malayalam	●	●	●	●
English	●	●	●	●
Hindi	●	●	○	○
Tamil	●	●	○	○

- Safekeeping of gas hoses and electrical cables.
- Promote sound internal communication, give a clarity for all about the communication hierarchy, and encourage collective decision-making.
- Ensure safe methods on fixing shackles and clamps while heavy lifting using cranes and forklift.
- Ensure quality of work environment , providing medical attention and welfare facilities

## **SAFETY OFFICER - 2 YEARS**

**Connection Steel Engineering.**  
**(1-09-2017) - (30-09-2019)**

- Inspection of work site and prepare safety audit report, risk analysis, hazard identification, giving proper directions and tannings. Keep all the records for future references.
- Provide toolbox talk regarding safety measures for work environment.
- Ensure the safety of storerooms stacked with highly flammable materials like paint and thinners.
- Monitoring and guidance for visitors, trainees, company representatives, government authorities, to protect their life from risk and Restrict unauthorized entry.
- Satisfying government rules and regulations, company policy and protect the interest of management.
- Make sure the emergency procedure and first aid is sufficient for handle an emergency, and conduct mock drills. Check the efficiency of firefighting equipment and send it for repair if it needed.
- Routine inspection of tools, chains blocks, shackles, power tools, hoses and cables.
- Participating safety assessment and distributing safety materials, check PPEs and machine guards are in place, discourage bypassing PPEs.
- Providing stress free environment with pleasant ambiance. In addition to it, create a feeling of safety and secureness for the employee and their family.
- Promote teamwork and focus for companies profit and goodwill.