

**RICHARD**  
**Health, Safety and Environmental Officer**  
**Bachelor of Science in Environmental Management**

**NEBOSH Certified**



**EDUCATION & PROFESSIONAL QUALIFICATIONS:**

- August 2009-June 2013 University for Development Studies (Ghana)  
Qualification Obtained: **BSc. Renewable Natural Resources, Majored in environmental management.**
- August 2005-May 2008: Kumasi Secondary Technical School (Ghana)  
Qualification Obtained: WASSC (High School Certificate)
- **Fire Safety Training Certificate** (Dubai)
- **First aid training certificate** (Dubai)
- **NEBOSH IGC 1,2,3** – The National Examination Board Of Occupational Health and Safety (UK)
- **H2S Awareness Training**
- **COSHH Risk Assessor certification** – International Association for Chemical Safety.
- **Spillage responds and awareness**– International Association for Chemical Safety.
- **Work at height Induction certification** - International Association for Chemical Safety.
- **Covid-19 Operational Guideline & Break the Chain Certificate**- WHO, MBRU Dubai.

**WORKING EXPERIENCES:**

**Organization:** Security Group Dubai UAE (2019 to date)  
**Designation:** HSE Officer  
**Projects:** Neovia Logistics

**RESPONSIBILITIES:**

- Assessing risk and possible safety hazards of all aspects of operations.
- Inspecting production equipment's and processes to make sure they are safe.
- Ordering repairs of unsafe or damaged equipment's.
- Reviewing and reporting employee compliance with health and safety rules and regulations and recommending commendations.
- Coordinating and monitoring the implementation of the requirements of Health & Safety Plan and to arrange continuous and formal daily safety monitoring in order to ensure compliance and effectiveness.
- Reviewing risk assessments, method statements for consultants and contractors.
- Detecting, identifying, analyzing, control, eliminate and recognize hazardous substances, unsafe acts, conditions, behaviors and violations.
- Investigate and report immediately in writing, all accidents, unsafe acts, near misses occurred at the work site and submit to the concerned office
- Preparing Risk Assessments and monitor their implementation.
- Preparing and conducting tool box talks for the work force.
- Responsible in issuing detailed weekly / monthly safety reports including all accidents /incidents hazards and near misses observed, manpower, man-hours worked and submit it to the concerned office.
- Participating in the weekly safety audits inspections and to ensure that all the unsafe acts / conditions reported are rectified.

**Organization:** Construction company Dubai, UAE, 2016 – 2018  
**Designation:** HSE Officer  
**Project:** Adaana Properties

**RESPONSIBILITIES:**

- Train and carries out drills and exercise on how to manage emergency situations.
- Inspection of site to ensure hazard free environment.
- Reviews and approves all subcontractors safety plan
- Arranging monthly / weekly safety committee meetings with sub- contractors' staff.
- Develop Risk Assessment and Safe System of work for all potentially hazardous operations and made known to the concerned personnel.
- Responds to employees safety concerns
- Reviewing risk assessments, method statements for consultants and contractors.
- Detecting, identifying, analyzing, control, eliminate and recognize hazardous substances, unsafe acts, conditions, behaviors and violations.
- Investigate and report immediately in writing all accidents, unsafe acts, near misses occurred at the work site and to submit in writing to the concerned office.
- Reviewing Risk Assessments and monitor their implementation.
- Maintaining records and inspection & testing certificates of all the heavy equipment and tools.
- Preparing and conducting tool box talks for the work force.
- Establishes safety standards and policies as needed.

**Organization:** Bauxite mining Company Ghana, 2014 – 2016  
**Designation:** HSE Assistance  
**Project:** Awaso mining kanayerebo.

**RESPONSIBILITIES:**

- Monitoring the effective implementation of appropriate Safety and Environment System procedures and provide updates in line with changes in Legislation and Company Directives. Carrying out Emergency Drills of the workplace (Fire, Fall Rescue, Spillage, Medical, Confined space, Accident drill etc.)
- Providing motivation and familiarization of all Company personnel respecting the importance of complying with Company system procedures and all Safety equipment provided.
- Assisting the Commercial, Engineering and operations department in their dealings with Clients in all issues concerned with Health and Safety at work.
- Conducting safety audits both internal and external.
- Carrying out analysis of accident / incident statistics, identifying trends and suggesting improvement plans.
- Providing technical support to Senior Management on any safety related subjects.
- Carrying out safety Audits on Sub-contractors.
- Preparation of Health and Safety documentation for new tenders.
- Providing Safety support and advice, including supervision on preparation of plans and procedures for initial contract start up activities
- Ensuring that Risk Assessment and Safe System of work for all potentially hazardous operations are developed and made known to the concerned personnel.
- Detecting, identifying, analyzing, control, eliminate and recognize hazardous substances, unsafe acts, conditions, behaviors and violations.
- To investigate and report immediately in writing, all accidents, unsafe acts, near misses occurred at the work site and to submit in writing to the concerned office.

- Monitoring, Inspecting and ensuring implementation of all safety rules and requirements.
- Maintaining records and inspection & testing certificates of all the heavy equipment and tools.

### **ADDITIONAL TRAINING**

- Risk Management, Safety and Security
- Behavioral based safety.
- Fire Fighting.
- Scaffold Safety.
- Ladder Safety.
- Confined space Safety.
- Working at height.
- Excavation Safety.
- Hazards Material Safety.
- Construction Safety.
- Hot Work Safety.
- Electrical Safety.
- Emergency procedure on project.
- Work Permit System.
- Culture of Excellence.
- Equipment Inspection.
- Environmental Management System.
- Waste Management.
- Spill Control

### **ORGANISATIONAL AND PERSONAL SKILLS**

- Attention to Details
- Ability to Work to Specifications within given time frames.
- Effective Communication skills. (Written, Spoken & Signs)
- Ability to work under Pressure and to deliver results within deadlines
- Ability to work in a multicultural environment as both a team

### **COMPUTER SKILLS**

- Excellent Computer Background, Microsoft Office (Word, Excel, PowerPoint, and Publisher) and use of the internet.

### **PERSONAL DETAILS**

- **Language**           English
- **Mobile**             +971502480998
- **Designation**       HSE Officer
- **Visa Status**        Employment Visa
- **Nationality**        Ghana
- **E-mail**             [affulrichard97@gmail.com](mailto:affulrichard97@gmail.com)

