



SANJAY PREMRAJ

Health, Environment, Safety and Quality (HSEQ)

Experienced HSEQ Coordinator with 8 years of expertise in driving strategic Health, Environment, Safety, and Quality (HSEQ) initiatives. Proficient in ISO compliance, audit excellence, and proactive risk management. Adept leader, fostering safety culture and mentoring teams to exceed targets. Dynamic problem-solver, data-driven, and tech-savvy. Dedicated to elevating standards, ensuring compliance, and delivering measurable outcomes. Ready to contribute my extensive skills to enhance your organization's safety and quality standards.

PERSONAL INFORMATION



Phone : +971581901804



Email : sanjaypremrajsafety@gmail.com



Nationality : Indian



Marital Status : Married



Visa Type : Employment



Date Of Birth : SEP-1993



Driving Licence : UAE



EDUCATION

- Diploma In Mechanical Engineering
Mangalore University, India (2015)
- Diploma In Fire And Safety Engg
Mangalore University, India (2012)
 - Emergency Response & Management
 - Hazardous Materials Management
- NEBOSH IGC (1, 2 & 3)
 - Incident Investigation
 - Safety Inspection and Auditing
- IOSH Managing Safely
- Diploma In Quarry Management
- HACCP – Level 3 Food Mfg
- Basic Firefighting Training
- Trained First Aider

PROFESSIONAL EXPERIENCE

STEVIN ROCK LLC (UAE) | HSEQ COORDINATOR MAY 2019 TO PRESENT

Key responsibilities:

- Offer valuable advice and guidance to employees, foremen, and supervisors in close collaboration with the entire HSEQ team. Sharing expertise and insights can contribute significantly to a culture of safety and compliance.
- Take a proactive approach to the development and delivery of HSEQ campaigns and initiatives, including training programs. Being proactive ensures that safety and quality standards are continuously upheld and improved upon.
- Provide essential support in the administration of critical HSEQ reports and compile coherent presentations. Clear and well-structured reports and presentations help convey important information effectively.
- Actively utilize the online Safety Management System to identify concerns and take prompt action to address them. Staying vigilant and responsive to potential issues is crucial for maintaining a safe work environment.
- Maintain and update records while driving the completion of actions resulting from audits and corrective action tracker reports. This commitment to follow-through ensures that identified issues are resolved and tracked for improvement.
- Demonstrated a keen eye for detail in scrutinizing accident and incident data using the LIQMS online management system. Conducted thorough root cause analyses to identify underlying issues and patterns, enabling targeted corrective actions.
- Took charge of setting and monitoring performance targets for drivers, actively contributing to the organization's safety objectives. Continuously evaluated progress and made data-driven adjustments for improved safety performance.
- Led and promoted Safety Campaigns, fostering a proactive risk management culture.
- Managed and mentored a team of Safety Representatives to achieve reporting targets.
- Consistently exceeded targets in reducing accidents and incidents through proactive safety measures.
- Handled external complaints and coordinated regulatory audits, maintaining compliance.
- Collaborated with wellness specialists to assess and enhance employee health and well-being.

ACHIEVEMENTS

- Achieved a significant reduction in workplace accidents and incidents through the implementation of proactive safety measures and employee training
- Actively participated in complex incident investigations, uncovering root causes and implementing corrective actions to prevent future occurrences
- Successfully promoted and led safety campaigns within the organization, driving employee engagement and awareness
- Successfully managed external complaints, audits by regulatory bodies, and site visits, maintaining a strong record of compliance

SOFT SKILLS

- **Data Analysis** : Proficient in Excel, and statistical tools for safety and quality data analysis
- **Google Earth Pro**: Proficient in using Google Earth Pro for geographic information system (GIS) analysis and mapping in relation to safety and environmental assessments.
- **Email and Communication Tools**: Experienced in using email platforms like Outlook or Gmail for professional communication and scheduling.
- **Document Management Systems**: Familiarity with document management software for organizing, storing, and retrieving safety, environmental, and quality-related documents and records

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

ASHOK LEYLAND PVT LTD (INDIA) | HSEQ COORDINATOR FEB 2016 TO APR 2017

Key responsibilities:

- Conduct safety meetings, audits, and inspections with meticulous attention to compliance and performance evaluation. These assessments are crucial for identifying potential risks and areas of improvement within the workplace.
- Identify corrective actions stemming from safety evaluations and inspections. Following up on these actions is essential to ensure they are implemented effectively and promptly to enhance safety.
- Perform post-assessments to monitor progress and foster a culture of continuous improvement. Regularly tracking progress helps in refining safety measures and achieving higher standards.
- Plan, execute, and lead comprehensive preventative care, safety, and compliance training programs for employees. These programs empower staff with the knowledge and skills required to maintain a safe and compliant working environment.
- Collaborate with senior management to develop a comprehensive Emergency Action Plan. This plan serves as a critical response framework in emergencies, safeguarding the well-being of all personnel.
- Champion new initiatives during HSEQ meetings and showcase evidence of self-driven accomplishments. Demonstrating your initiative and commitment to safety initiatives can inspire others to do the same.
- Conduct thorough Permits/Procedure and Risk Assessment reviews to ensure that adequate controls are in place. This ensures that safety protocols are in line with best practices and regulatory requirements.
- Foster a collaborative team effort when conducting targeted Safety Walkabouts and Surveys. Engaging the team in these activities enhances safety awareness and helps identify potential hazards.
- Carry out audits in accordance with the training received and strive to achieve personal development goals. Continuously improving your auditing skills and competencies contributes to the overall effectiveness of the HSEQ program.
- Develop and distribute monthly Health, Safety, and Environment (HSE) reports and presentations. These reports provide insights into key HSE metrics, facilitating informed decision-making and highlighting areas for improvement.
- Provide insights on key HSE topics, including workplace injury and incident statistics.
- Highlight new initiatives and system changes that impact safety and compliance. Keeping stakeholders informed of changes is essential for maintaining a proactive and adaptable safety culture.
- Ensure that HSE communication remains transparent, informative, and actionable for all stakeholders.

PROFESSIONAL SKILLS

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| <div><div></div></div> Project Management | <div><div></div></div> Interpersonal Skills |
| <div><div></div></div> Strong Negotiation Skills | <div><div></div></div> Analytical Thinking |
| <div><div></div></div> Problem-Solving Abilities | <div><div></div></div> Attention to Safety Culture |
| <div><div></div></div> Risk Management | <div><div></div></div> Communication Skills |
| <div><div></div></div> Stakeholder Engagement | <div><div></div></div> Adaptability |
| <div><div></div></div> Conflict Resolution | <div><div></div></div> Ethical Conduct |
| <div><div></div></div> Leadership Abilities | <div><div></div></div> Crisis Management |