

ABDUL RAHIM MATTER SAID AL-YAQOOBI



Professional Profile

Result-Oriented Health, Safety & Environment Expert/ HSE advisor

Seeking senior-level assignments as H.S.E. Manager/ Advisor with an organization of high repute that will accomplish professional as well as personal objectives

An accomplished and diligent performer with expertise and prowess over 17 years in managing a gamut of activities spanning strategic planning, H.S.E. management, H.S.E. audits, H.S.E. compliance, accident investigation, and Team management

Skilled in developing & executing robust strategies for streamlining and enhancing H.S.E. operations towards the achievement of higher operational proficiency; skilled in conducting safety inspection and risk assessment to highlight the positive and improvement points & implementing various H.S.E. measures to achieve high safety standards in the organization ~

■ Profile Summary

- High-performance H.S.E. Management professional offering rich experience in direct and coordinating strategic safety planning, organization, and execution of H.S.E. activities, including resource allocation, incident investigations, and training. Skilled in directing and coordinating strategic safety planning, organization, and implementation of the H.S.E. Management activities include resource allocation, risk mitigation strategies, incident investigations.
- Competent in developing and implementing H.S.E. best practices, identifying hazards, advising on H.S.E. requirements, ensuring statutory compliance & providing strategic planning.
- **Experience in devising practical solutions and** implementing health & safety management systems for maintaining good environmental and health & Safety conditions.
- Skilled in managing workplace activities, such as Confined space working, working at height, rigging and slinging, lifting and craning, and technical vocational skills: welding, fabricating, scaffolding, etc.
- Expert skills in recognizing potentially hazardous situations through various site health and safety surveillance. Approaching to H.S.E. management in developing emergency evacuation rescue plans to minimize the risks



Expert skills

Health, Safety & Environment Management | HSE policy & procedures | HSE Audits | Strategic Planning | Risk Assessment | Hazard Identification | HSE Inspections | Quality Management | Resource Optimization | Team Management | Leadership Acumen | HSE Improvement | HSE Awareness and Promotion | Quality Assurance Policies & Procedures | HSE Compliance

■ Career Review

Presently working with Karwa Motors as HSE Supervisor

Key Deliverables:

- Monitor Health and Safety to monitor incidents of injury, illness, and other situations within an assigned geographic area.
- Create HSE Reports preparing monthly health and safety reports that raise the good practices, hazards, and risks to be taken into consideration
- Develop HSE Strategies to design strategies to reduce incidents of illness, environmental accidents, and other issues that may affect the public safety of staff.
- HSE Investigation to go into the field to investigate environmental accidents and other public safety concerns within the
 organization's Environment; HSE officers may also assign team members to investigate reported incidents at the time of
 occurrence.
- Design HSE Training Programs to prepare and design HSE training programs for staff that would include Admin and Technical staff members
- HSE Awareness Sessions to prepare and design presentations about current safety hazards based on market research to educate others about avoiding health, safety, and environmental hazards.
- Recruit Crew Members HSE officers recruit and train new HSE crew members.
- Perform Risk Assessments reports to ensure good conduct of risk assessment twice every year to avoid hazards and potential risks at the workplace.

- Conduct sudden health and safety check-ups to prepare sudden health and safety checkups such as fire drills, office hazards check-ups. etc., to ensure that all employees are well aware of the Health and Safety measures once it has occurred.
- Ensure providing HSE equipment for technical staff to evaluate and ensure the safe conduct of work for technical staff, all health and safety required equipment such as helmets, glasses, gloves..etc. are provided to employees
- Providing and monitoring First Aid Kits to ensure that manufactory is aided with complete First Aid kits and are in place within
 accessible areas in the building and to weekly view the first aid kits materials if missing any to fill it back and to ensure the
 medicine provided is up to date.
- Monitoring fire extinguishers' performance and expiry dates within the buildings.
- Able to communicate with employees from different levels regarding HSE orientation and policies.
- Ability to work in an effective team.
- Ensuring environmental & HSE-related license validation.
- Follow up with authorities on HSE-related matters.
- Liaising with the environmental consultant and controlling all environmental aspects.
- Managing solid water and chemical waste with proper recording for controlling.
- Ensuring material housekeeping and scarp yard arrangement.
- Supervising the clinic and clinic requirements.
- Following up with staff medicals, workers compensation and dealing with the insurance company.
- Ensuring having a hygienic working environment.
- Dealing with medical clinics for staff medical requirements.
- Ensuring HSE compliance in KM staff accommodation.
- Planning HSE practices and strategies.
- Any other tasks related to the HSE role.
- Recommend and implement changes or improvements in staffing levels, procedures, budget levels, and equipment.

2018 - 2022 working with National Training Insatiate as H.S.E. Officer

Key Deliverables:

- Developing and implementing policies and procedures ensure a safe working environment. Formulating plans for conducting compliance audits and taking necessary steps to mitigate risks/safety concerns.
- Developing and executing H.S.E. guidelines/processes/procedures and ensuring they are followed;
- Implement a safe work permit system and conduct emergency planning job safety analysis, hazard analysis, & accident investigation. Conducting accident investigation and new control measures to prevent a recurrence.
- Supervising the H.S.E. risk identification. Identifying & reporting the hazards upcoming risks and implementing agreed control measures. Managing health & safety risk assessment, environmental aspects, and impacts.
- Imparting continuous training to H&S staff to improvise their performance. Conducting training, meetings, discussions, and other communication regards to H.S.E.
- Implementing the company H.S.E. policy & procedures; monitoring and reporting H.S.E. activities and providing relevant reports and information; developing H.S.E. culture at work; monthly H.S.E. performance/ data reporting internally.
- Monitoring, assessing, and correcting unsafe/dangerous acts.
- Steering meetings to identify any H.S.E. concerns at the training centers. Conduct regular team meetings with staff trainers and communicate and liaise with Training Operations Manager and other Senior Management.
- Committing to company and staff development activities (safety lens).
- Investigating and reporting on H.S.E. incidents, Near Misses other Safety Events.
- Reporting to the Ministry of Labour every six months or per the regulations/ requirements.
- Monitoring IVMS system and reporting to the managers for Non-Compliance.
- Focussing on the root of a problem by finding and resolving its root origin and providing simple solutions by attending key meetings with the management to discuss disturbed H.S.E. issues.
- Advising on a range of specialist areas, e.g., fire regulations, hazardous substances, noise, and suggestions on the planning of health and safety strategies.
- Making sure necessary safety training is delivered/undertaken, ensuring a competency method evaluation is in place;
- Supporting the top management in the organization roles and responsibilities definition, for what concerns safety aspects

2014 - 2018 with N.T.I. as H.S.E. officer as focal Point for technical training with P.D.O.

Key Deliverables:

- Developed and implemented H.S.E. guidelines/processes/procedures and ensured they were followed
- Established and managed an emergency response plan, where required, providing technical H.S.E. support for emirates transport business centers. Documenting and maintaining H.S.E. KPIs and reporting their progress
- Played a crucial role in planning, implementing, and managing H.S.E. management requirements
- Monitored and reported H.S.E. activities and provided relevant reports and information.
- Communicated, liaised, used appropriate methods to facilitate the development of H.S.E. culture at work.
- Investigated H.S.E. incidents, near misses, and other safety events.
- Managed hazards and effects management process; making the company compliant with the country's statutory laws and regulations related to H.S.E. (MD 286 / 2008, Labour Law, etc.).
- Reported to the Ministry of Labour every six months or per the regulations/ requirements.

- Monitor IVMS system and report to the managers with non-compliances.
- Managed and organized disposal of hazardous waste materials.
- Led accident investigation and new control measures to prevent a recurrence.

2012 - 2014 with Saih Rawl Training Center as Training Centre Team Leader

Key Deliverables:

- Provided overall H.S.E. direction, strategy, leadership, and management across the organization to ensure delivery of all facets of the activities and operations in a safe, secure, and environmentally compliant manner.
- Ensured that robust and effective investigation and reporting processes were in place and utilized across the organization
- Provided the leadership & support necessary to contribute towards Health, Safety & Environmental (H.S.E.) management
- Successfully adhered to Quality Assurance Policies & Procedures that are applied within the company and demonstrated commitment to customer satisfaction.
- Efficaciously supported Training Operations Manager, coordinated and monitored all the H.S.E. trainer activities.
- Liaised closely with the Business Coordinator for the course delivery schedule.
- Prepared and maintain classroom venues and resources.
- Maintained high-quality H.S.E. training courses and the H.S.E. at the Centre or client's site as directed by the Training Manager.
- Proactively market NTI HSE training courses.
- Conducted regular team meetings with staff trainers and communicated with the training operations manager.
- Committed to company and staff development activities.
- Looked after the administration, facilitation, sales, staff travel arrangement, and journey management leader.
- Ensured maximum utilization of scheduled courses to meet the projected revenue requirements.
- Provided information and briefings to staff as necessary, including H.S.E. communications and newsletters

2010 - 2012 as Business Development and H.S.E. Nomination Administrator

Key Deliverables:

- Holds proven skills in delivering the leadership and support necessary to efficiently manage health, Safety, and environment.
- Chaired administration, facilitation, sales, and staff travel arrangement plus Journey management leader
- Successfully supported H.S.E. Team Leader coordinator and monitored all the H.S.E. trainer activities.
- Supported H.S.E. team leader coordinator and monitored all the H.S.E. trainer activities.
- Coordinated H.S.E. course delivery schedule.
- Prepared and maintained the classroom environment.
- Supported Team leader by maintaining high-quality H.S.E. training courses professionally and safely at the Centre or at the client's site as directed by the team leader. Carried out market NTI HSE training courses

2008 - 2010 as Course nomination clerk

Key Deliverables:

- Looked after the administration, facilitation, sales, and portable staff arrangements
- Managed training venue supported clients for H.S.E. course requirements.
- · Drove company vehicles; refilling Breathing Apparatus cylinders after or before training courses

■ Preceding Assignments

2005 - 2008 with Al Mandahri Business Administration as Administrator

■ Education Credentials

- Bachelor's Degree in Eng. Science Process Operation and Maintenance.
- HSE NVQ5 Diploma in Occupational Safety and Health awarded City and Guilds, London
- A/C mechanic (Technical certificate) Vocation Training Centre, Ibri M.O.P.
- Oman National Secondary School Certificate.
- A master's degree in emergency, urgent, and disaster medicine is what I'm now pursuing end 2024.

■ Vocational Qualifications

- Lead Auditor ISO 45001 awarded CQI / IRCA
- IOSH Managing Safely IOSH
- NEBOSH IGC3 Workplace Inspection and report writing
- A/C Electrical circuit & Mechanical Repair in V.T.C., A.C Servicing for General Air Conditioners
- Technical certificate to maintain breathing apparatus cylinders and Bauer compressor.
- Project management professional end of 2024
- Risk Management professional end of 2024

■ Membership

- IOSH Membership.
- ISO Lead Auditor in progress.

■ study in progress

- Level 6 NEBOSH diploma.
- M.Sc in occupational safety and health (Level 7).

- Lead Auditor ISO 9001 awarded CQI/ IRCA.
- Lead Auditor ISO 14001 awarded CQI / IRCA.
- Lead Auditor ISO 22001 awarded CQI / IRCA.
- Lead Auditor ISO 13001 and ASTM D3479 CQI / IRCA.

■ Training Courses attended (All courses for P.D.O.)

- Incident Investigation
- Safety leadership
- Safe Journey Management
- Coaching mentoring & competent assessment
- PDO DDC license
- Self-Contained Breathing Apparatus
- Riggers & Banksman
- H.S.E. Induction
- Initial Fire Response
- H2S Awareness
- H.S.E. tools & skills
- Permit to Work Holder & Signatory.
- Chemical Handling
- NORM Supervisor
- Gas testing
- Basic life support First Aid
- MS Office (Word, PowerPoint, and outlook)

■ Personal Details

Date of Birth: 08th June 1985| **Linguistic Abilities:** Fluent English, and Arabic **Address**: Ibri/Muscat