

## **CURRICULUM VITAE.**

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NATIONALITY: Kenyan.

### **SUMMARY OF SKILLS AND EXPERIENCES:**

- Development, implementation and management of Safety Management Systems (SMS).
- Development and implementation of sustainable projects under Corporate Social Responsibility (CSR).
- Internal Quality Auditing based on *ISO 17025* Standards.
- Implementation and maintenance of Quality Management System based on *ISO 9001:2015* Standards.
- Implementation and maintenance of Environmental Management System based on *ISO 14001:2015* Standards.
- Implementation and maintenance of Occupational Health and Safety Management System based on *ISO 45001:2018* Standards.
- Laboratory Management System based on *ISO 17025*.
- Food Safety Management System Auditing based on *ISO 22000:2005*.
- Food Safety Management Systems based on Hazard Analysis Critical Control Points (*HACCP*) Standards.
- Skilled in incidents/ accidents investigations (Taproot Trained) leading to root cause analysis and corrective actions.
- Trained and skilled on Lean Operations.
- Finance for non-finance managers, enabling budget management.
- Skilled in the management of incident tracking on implementation of recommendation on the Safety Health and Environment (SHE) corrective/preventive actions.
- Skilled in Audit and Inspection Documentation Management of the general Workplace and Asset Management in the *Q-Pulse* Computer Software.
- Skilled in Conflict understanding and Management Strong people skills as well as the ability to co-ordinate activities and events.
- Skilled in the design and development of training material as well as delivery.
- Ability to conduct trainings on Food Safety as well as Occupational Safety, Health and Environment.
- Workplace Hazard and Risk Identification skills as well as assessing and managing them.
- Laboratory Quality Assessment Programmes from South Africa by World Health Organization (*WHO*).

**ACADEMIC QUALIFICATION:**

- Undertaking Master of Science Degree In Occupational Health and Safety at Jomo Kenyatta University of Agriculture and Technology (J.K.U.A.T) – thesis stage.
- **2004.**  
Bachelor of Science in Medical Microbiology from Jomo Kenyatta University of Agriculture and Technology (J.K.U.A.T), Awarded a 2<sup>nd</sup> Class Honors Degree (Upper Division).
- **1999.**  
Kenya Certificate of Secondary Education, from Nangina Girls' High School.

**OTHER TRAININGS AND QUALIFICATIONS:**

- **Octpber 2019**  
Successfully completed ISO courses by Bureau Veritus on:
  - a. Awareness training on ISO 9001:2015, ISO14001:2015 and ISO 45001:2018
  - b. Risk Based Management Training
  - c. Internal Auditors Training ISO 9001:2015, ISO14001:2015 and ISO 45001:2018
  - d. Documentation Training on ISO 9001:2015, ISO14001:2015 and ISO 45001:2018
- **September 2019**  
Successfully completed course on Safety Risk Management by International Air Transport Association – IATA
- **August 2019**  
Successfully completed course on Root Cause Analysis by International Air Transport Association - IATA
- **August 2019:**  
Successfully completed course on the implementation of Safety Management Systems by IATA
- **May 2019:**  
Successfully completed course and certified as an IATA water Quality Auditor by IATA
- **May 2019:**  
Completed a certification course on Mediation by Mediation Training Institute.
- **September 2018**  
Successfully completed course on HACCP Level 4 by SGS
- **May 2018:**  
Successfully completed course on the implementation of Safety Management Systems (African Airlines Association- AFRAA)

- **May 2018:**  
Successfully completed course on Conservation (United For Wildlife)
- **September 2017:**  
Successfully completed a 5-day Course on Instructional Design (International Air Transport Association -IATA).
- **September 2015:**  
Successfully completed course on Root Cause Analysis by SGS
- **September 2015:**  
Successfully completed a Based Continual Improvement Course (ISO 9001:2008) by SGS
- **June 2014:**  
Coursework completion of International Diploma in Occupational Safety and Health from the British Safety Council
- **December 2012:**  
Training on Lean Operations Tools and Principles.
- **October 2012:**  
Successfully completed a 5-day Course on Accident / incident investigation on the Taproot tool.
- **June 2012:**  
Successfully completed a 5-day Course on Internal Auditing for food safety management systems. (ISO 22000:2005).
- **June 2011:**  
Successfully completed a 5-day Course on Safety Management Systems For Airlines by IATA.
- **December 2010:**  
Completed an International General Certificate in Occupational Safety and Health (IGCOSH) course, from National Examination Body in Occupational Safety and Health (NEBOSH).
- **December 2009:**  
Modern Basic Life Support Training.
- **July 2009:**  
Dangerous Goods Regulations.
- **June 2004:**  
Internal Quality Auditing (*ISO 17025:1999*)
- **May 2004:**  
Laboratory Management System (*ISO 17025:1999*).

## WORK EXPERIENCE:

### 1. October 2005 To Date: Kenya Airways;

#### **A. Safety, Risk & Sustainability Lead for the Approved Maintenance Organization - AMO (May 2019 to Date).**

##### Key responsibilities:

- a. Implementation and management of the Safety Management System in line with regulatory requirements.
- b. Development, implementation and management of the Integrated Management System (ISO 9001, 14001 and 45001).
- c. Development and management of the AMO's Sustainability Programme.
- d. Develop and Manage the AMO's safety risk program
- e. Develop and ensure currency of relevant documentation and manuals on Safety & Health and on Environment & Sustainability.
- f. Implement the AMO's Emergency Response Plan to cover occupational accidents; injuries, fires, spills, dangerous goods etc
- g. Collect, collate and produce periodic industrial safety reports to identify significant safety trends for action by management.
- h. Directly responsible for safety audits/inspections/surveys in line with statutory and company requirements.
- i. Investigate workplace incidents and accidents within the AMO and make appropriate recommendations for action.
- j. Ensure corrective actions from audits, inspections and investigations are implemented within the agreed timeframe.
- k. Promote safety culture amongst staff within the organization.
- l. Prepare, produce and disseminate safety information bulletin to raise safety awareness within the AMO.
- m. Identify and advise the AMO on new strategies and best practices for ensuring continual improvement in Safety, Health and Environmental issues.
- n. Liaison with regulatory bodies to ensure the AMO remains compliant on Safety, Health and Environmental issues.

#### **B. Manager Industrial Safety and Environment (April 2012 to April 2019).**

##### Key responsibilities:

- a. Manage the development, implementation and sustenance of the Company's Environmental Management System to ensure compliance to standards set by Environmental Legislations in particular the Environment Management and Coordination Act
- b. Develop and implement the strategic goals for Corporate Social Responsibility (CSR) to lead the sustainability section.

- c. Manage the development, coordinate implementation and ensure sustenance of Occupational Health & Safety Management System, strategies and action plans.
- d. Ensure all aspects of pollution control, waste management, and energy utilization meets regulatory requirements.
- e. Drive compliance on Environmental, Safety & Health legislations both at corporate and departmental level and constantly advise the Company on any changes.
- f. Directly responsible for audits, analyses and reporting of environmental, safety & health performance to internal and external clients and regulatory bodies.
- g. Provide technical and professional support in carrying out of impact assessment to identify, assess and reduce company's Environmental, Safety & Health risks.
- h. Manage and ensure success on Environmental, Safety & Health Awareness programs.
- i. Coordinate collection, collation, production and companywide dissemination of periodic Industrial Safety & Environmental weekly, monthly and annual reports so as to analyze and identify significant safety & environment trends for action by management both at Corporate and Departmental level.
- j. Co-ordinate, follow up and verify implementation of the safety recommendations developed by the safety committee to continuously improve and maintain safety.
- k. Promote safety culture amongst staff within the company to raise the level of safety awareness.
- l. Ensure all ground, environmental and other workplace incidents/accidents are investigated and appropriate recommendations are made to responsible Division/Areas.
- m. Responsible for preparation, production and dissemination of Safety, Health & Environmental information bulletins, newsletters, fliers, videos in order to raise safety, health & environmental awareness.
- n. Conduct periodic ground, environmental and workplace Inspections/Audits/Surveys for the Company and 3rd Party organizations to assure compliance with Company policies as well as industry requirements for management decision.
- o. Develop and implement a ground-based Emergency Response Plan to cover occupational injuries, fires, spills, dangerous goods.
- p. Manage relations with Senior Management and internal staff as far as issues on environment, safety & health is concerned. Lead on corporate social responsibility issues and action that relate to environment, safety & health.
- q. Identify and advise the company on new strategies and best practices for ensuring continual improvement in Safety, Health & Environmental systems.
- r. Prepare and manage budget for Industrial Safety & Environmental Section.

**C. Health and Safety Coordinator (April 2011 – April 2012).**

Key responsibilities:

- a. Develop Implement and ensure sustenance of Occupational Health and Safety Management System.
- b. Coordinate development and implementation of safe operational procedures which identify and take account of all Occupational Health and Safety hazards.
- c. Conduct and/or coordinate all in-house Occupational Health and Safety trainings and awareness sessions.
- d. Coordinate holding of regular Departmental, Divisions and Sections Health and Safety Committees and ensure that issues identified by staff are resolved.
- e. Conduct regular workplace and operational Occupational Health and Safety Audits and check that policies and procedures are being properly implemented.
- f. Liaise with all regulatory bodies and ensure that the company remains compliant.
- g. Conduct accident / incident investigations and produce reports with recommendations on corrective / preventive actions.
- h. In liaison with Corporate Communication Office, Produce Health and Safety educational and / awareness materials including videos, newsletters, fliers, and bulletins.
- i. Produce regular technical Health and Safety reports that effectively serve the need of Senior Management.
- j. Be involved in conflict resolution to the triumph of Health and Safety especially to achieve harmony between operational needs and Safety requirement.

**D. In flight Attendant (October 2005 – March 2011)**

Key responsibilities:

- a. Maintain Safety and Emergency Standards on board as per International Airline Transport Association (IATA) Operational Safety Audits (IOSA)
- b. Customer service on board and maintaining the Kenya Airways Standards.
- c. Protecting the Company Image and Publicity.
- d. Avoiding wastage by promoting effective use of company property.
- e. Provide information and assurance to passengers while maintaining professionalism.

• **March 2010 to July 2010:**

**Volunteered at the Industrial Safety and Environment Section**

Key Responsibilities:

- a. Coordinating the Kenya Airways 2010 Safety Awards.
- b. Coordinating and conducting Safety Health and Environment trainings on New Employee, Contractors and Warehouse General Safety for 3<sup>rd</sup> Party staff.

- c. Conducting Incident / accident investigations, as well as producing Reports and coming up with recommendations.
- d. Follow-up on the implementation of recommendations in the Sentinel system.
- e. Conducting workplace inspections and audits and generating reports thereafter.
- f. Updating the Q-Pulse System with Audits and Inspection findings and recommendations and ensuring follow-up and implementation.
- g. Promoting and encouraging a Positive Health and Safety Culture within the company.
- h. Assisting Sections in the understanding and implementation of the Safety, Health and Environment (SHE) Management System.

## **2. Feb 2004 to Aug 2005: NAS Airport Services;**

### **Key Responsibilities:**

- a. Implementation of HACCP.
- b. Coordination on Food Safety Training.
- c. Conducting Audits and inspections in the production area
- d. Participated in the preparation for the accreditation of the Laboratory in ISO 17025:1999.
- e. Sampling and analysis of water, food and clinical samples.
- f. Generating reports and follow-ups in the system.
- g. Aiding in the audits and inspections on the Environment Impact Assessment, (EIA).
- h. Conducting WHO External Quality Assessment of Laboratories Programs from South Africa.
- i. Conducting and analyzing Disinfectant Assays.
- j. Monitoring and supervision of Pest Control Program.

## **3. Aug 2003 to Jan 2004: National Public Health Laboratory Services (NPHLS);**

### **Key Responsibilities:**

- a. Microbial analysis of food and water.
- b. Conducting Disinfectant assays.
- c. Sensitivity testing of medical devices, media cultures, etc.
- d. Undertaking screening of HIV, Syphilis and Hepatitis B & C in the serology section.
- e. Conducting microbial sensitivity testing.
- f. Involved in bacteria isolation, identification and preservation.
- g. Participated in WHO/NPHLS (South Africa) external quality assessment programme in Microbiology.

**OTHER ACHIEVEMENTS/EXPERIENCES/SKILLS:**

- Leadership certification from General Electric (GE)
- Certified Professional Mediator trained and certified by Mediation Training Institute (I) East Africa
- Certification on Wildlife conservation from the United For Wildlife (a project of The Royal Foundation of The Duke & Duchess of Cambridge and the Duke & Duchess of Sussex).
- Outsourced by Artemes Health and Safety Consultancy to give talks and deliver training in various workshops held on Food Safety and Occupational Health and Safety.

**REFERENCES:**

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