

ROQUETO PATRON

Riyadh, Saudi Arabia

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HSE SUPERVISOR

Strategic-minded, dedicated Health and Safety professional with 10+ years of experience in developing and implementing comprehensive, safe and effective HSE operational strategies. Proficient in Supervising and executing accident prevention and awareness programs. Proven expertise in risk assessment and accident investigation. Comfortable in interacting with levels of organization hierarchy regarding HSE Protocols.

Core Competencies:

- Experienced in all aspects of ISO 9001-2008 Quality Management System requirements.
- Experienced in all aspects of OHSAS 18001-2007 Health and Safety Management System requirements.
- Certified internal auditor for Quality, Environment and Health and Safety Management Systems.
- Experienced analyzing and measuring effectiveness, and instituting Continuous Improvement in all areas of the Organization.
- Experienced HSEQ trainer and able to Develop, Conduct and Assess Training plans for Staff at all levels of the Organization.
- Able to introduce effective problem solving techniques and train all staffs on methods.
- Fire Safety Compliance • Safety Audit • Premises Inspection • Risk Evaluation • Accident Investigation • Status Reporting • Policy Development • Management Support • Emergency Response • Statistical reporting • Bid Submission • Company Manuals and Procedures Development

Major Accomplishments

- Reduced overall accident rate by 50% through implementation of effective strategies including safety labeling, employee coaching and application of Hierarchy Controls and implementation of Provision of Personal Protective Equipment and training for the workers.
- Enhanced HSE operations by 70% and brought them in line with OSHA guidelines.
- Recertification OSHA 18001
- Recertification ISO 14001
- Recertification ISO 9001

Certificates:

- NEBOSH International General Certificate
- OSHA Certificate
- Risk Assessment Level 2 Certified
- ISO 9001-2008 Internal Auditor Certified.
- ISO 9001 Awareness Certified
- Internal Auditor ISO 9001:2008 Certified
- Quality Management Systems Auditor ISO 9001 Certified.
- BSI Internal Auditors Occupational Health and Safety Managements Systems OHSAS 18001-2007.
- BSI Implementation of Occupational Health and Safety Managements Systems OHSAS 18001-2007.
- Phase Qatar Certified Basic Occupational Safety and Health-Including JHA, Basic Rigging and Lifting, Plant and Equipment Machinery, Signage and Barricading and Site Safety Programming.

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- Phase Qatar Certified Commissioning Safety for Oil and Gas Industry-Including Piping Safety, Transition to Pre-mechanical completion, Introduction to process plant start-up and Commissioning, Simultaneous Operation (SIMOPS)
- Saudi Hearts Association certified Cardio Pulmonary resuscitation (First Aider)
- Phase Qatar Certificate in Highway Construction and Work Zone and Traffic Control Hazard-Including Work Zone Traffic Control, Safe Operation and Internal Traffic Control in the Workplace, Heavy Equipment, Overhead and Underground Utilities and Hand and Power Tools
- Completed the Safety Officer Refresher Course in Doha Qatar
- Phase Qatar Certified Occupational Safety and Health including-Fall Prevention and Protection (Work at Heights), Scaffolding and Ladder Safety, Introduction to OSHA, Excavation Safety, Personal Protective Equipment (PPE), Fall Protection and Machine Guarding.
- Certificate in Industrial Hygiene and Occupational Health
- Phase Qatar Certificate in Safety Officer Refresher Course.
- Certificate for Basic Safety Training including Fire Fighting, Personal Survival Techniques, Personal Safety and Social Responsibility

HSEQ Supervisor

Dec 2011 – 2015

MUSAED EL SEIF & SONS CO.LTD, Operations and Maintenance Division:

Facility Management
Riyadh, Saudi Arabia.

Projects:

SAWARI Naval Dry Dock Project.

Location: Jeddah Naval Base, Saudi Arabia
December 2014 to Present

King Abdullah Economic City (EMAAR Project)

Location: Rabigh Saudi Arabia
October 2014 to Present

Saudi Basic Industries Corporation (SABIC)

Location: Riyadh, Kingdom of Saudi Arabia
May 2013 to Present

King Abdullah Petroleum Studies and Research Center (Oil and Gas Project)

KAPSARC (ARAMCO Project)
SNC Lavalin (Main Contractor)
Location: Riyadh Kingdom of Saudi Arabia
February 05, 2013 to Present

Princess Noura Bint Abdulrahman University for Women (PNU)

DAR Al Handasah (Consultant)
Location: Riyadh Kingdom of Saudi Arabia
December 27, 2011 to January 2013

Duties and Responsibilities:

- Responsible for the Health and Safety, Environment and Quality program as a sub-contractor of ARAMCO on the King Abdullah Petroleum Studies and Research Center, (KAPSARC) researching energy economics, policy, technology, and the environment
- Developed and implemented a completely new ISO 14001-2004 and OSHAS 18001 Management Systems and achieved certification for the Company.
- Assist during external audits.
- Developed Health and Safety Plans suited for the projects.
- Provide health and safety documents required for bidding.
- Preparing Management review for external audit requirements.

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- Assist management in the preparation and implementation of Company Health and Safety policies.
- Coordinate the activities required to meet quality and Health and Safety, Environment and Quality standards;
- Support the HSE Manager and team with planning, coordinating and implementing of effective HSE policies, guidelines and procedures to ensure that the department objectives are met.
- Monitor and advise on the performance of the HSE and quality management system and produces data and report on performance, measuring against set indicators.
- Responsible for project audits and continues improvement and training.
- Track and provide regular HSE performance reporting to the Department Head.
- Provide HSE aspects of Company Bid Submissions as requested
- Auditing of all current Quality, Environment and Health and Safety Documentation and systems as well as accessing and evaluating of all Project Processes and systems.
- Responsible for Project Health and Safety and Quality Compliance audit teams to establish compliance against various Specifications and Standards.
- Responsible for HSE trend analysis and accident investigations.
- Ensure training, tool box meetings, and drills are implemented as part of the company's HSE Training program, i.e. emergency response systems, etc.
- Responsible for suitable and effective corrective action plans, root cause analysis and suitable corrective actions.
- Analysing and data collections to complete trend analysis and schedule safety meetings.
- Ensuring compliance with national and international standards and legislation;
- Agreeing standards and establishing clearly defined quality methods for staff to apply;
- Defining Health and Safety, Environment and Quality procedures in conjunction with operating staff.
- Setting up and maintaining controls and documentation procedures;
- Drafting/updating Standard Operating Procedures as and when required as per Company standards.
- Conduct Quality and HSE Risk Management analysis and ensure controls are in place to minimize risk.
- Identifying relevant HSE and quality-related training needs and delivering training.
- Training, coaching and mentoring a team and to conduct HSE audits and inspections.
- Identify best practices and lead continuous improvement initiatives to reduce work process risks, raise safety awareness, and improve safe work practices.
- Facilitate a work environment that supports a safe and healthy culture.
- Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment.
- Perform safety audits and inspect facilities, machinery, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance.
- Ensuring project Risk Assessment / Job Hazard Analysis
- Monitoring performance by gathering relevant data and producing statistical reports.
- Coordinate employee safety programs to determine their adequacy including review of short and long term strategic safety planning and development.
- Ensure timely completion of audit/ assessment and submission of audit reports.
- Perform work in accordance to El Seif Operation and Maintenance OH&S policies and procedures.
- Able to Provide risk assessments for all jobs to be perform particularly for the critical activities.
- Conducting HSE training for site personnel in relation to current and new HSE procedures or required by client.
- Responsible for corrective action plans, root cause analysis and suitable corrective actions close out.
- Analysing and data collections to do trend analysis and reporting back to senior Management with emphasis on continues improvement.
- To function as OHSAS 18001:2007 system administrator, auditor, training facilitator and implementer
- To coordinate and facilitate OHAS 18001 system audits and related trainings
- To coordinate and facilitate safety topic trainings (basic and advanced/specialized), including assistance to safety-related certification, i.e. scaffold supervisor, etc.
- File system and record keeping for OHSAS 18001 and Training administration
- To facilitate comprehensive preparation for OHSAS 18001 audit
- To function as alternate Management Representative during OHSAS 18001 External Audits
- To perform other related activities and functions pertaining to OHSAS 18001 and Safety Training as instructed by The Department Manager – Safety
- Review, update and control, the distribution of the Company HSE Manual and related procedures.

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- Generate project specific HSE Plans.
 - Ensure that all contractual / company and local authority requirements for Health Safety & Environment (HSE) are complied with
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HSE Officer

October 17, 2010- November 2010

Company: BUTEC QATAR WLL Doha, Qatar

Projects: Kahrama Project (66/11 KV Substation)

Location: South West Wakra 2 Project

- Support the HSE Manager and team with planning, coordinating and implementing of effective HSE Policies, guidelines and procedures to ensure that the department objectives are met.
 - Conduct HSEQ Training needs analysis.
 - Provide support to Project and Operation team in all aspects of safety, Occupational health, and safety and environment issues.
 - Attend pre-job, planning and client meetings as required on HSE related matters.
 - Ensure training, toolbox talk meetings and drills are implemented as part of company.
 - Investigate and complete the process for close out of all Incident investigation reports and prepare/submit.
 - Conduct safety training and education programs including, and demonstrate the use of safety equipment.
 - Provide new-employee health and safety orientations, and develop materials for these presentations.
 - Ensure all worksites are HSE compliant with the company policies and safety standards.
 - Able to Provide risk assessments for all jobs to be perform particularly for the critical activities
 - Making sure the safety of workers entry and work within tanks and other confined spaces.
 - Monitor safety and health, Order suspension of activities that pose threats to workers' health and safety.
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HSE Officer

October 14, 2009 to October 2010

Company: BUTEC QATAR WLL Doha, Qatar

Projects: Karamah Project (66/11 KV Substation)

Location: Umm Salal West Project

- Responsible to provide site safety orientation for the new joined employee.
- Making sure the safety of workers entry and work within tanks and other confined spaces.
- Monitor safety and health, Order suspension of activities that pose threats to workers' health and safety.
- Promote the quality of Occupational Safety, Health and Environment practice in the company in general and in project site assignments in particular by making sure that all employees were trained and knowledgeable in Safety practices.
- Clear identification of the types of work considered hazardous.
- Clear and standardized identification of tasks, risk assessments, permitted task duration and supplemental or simultaneous activity and control measures.
- Do and provide risk assessments on all tasks and review the SOP.
- Clear identification of who may authorize particular jobs and any limits to their authority and who is responsible for specifying the necessary precautions.
- Providing not only a system of continuous control, but also a record showing that the nature of the work and the precautions needed have been checked by an appropriate person of people.
- Schedule of emergency drill, escape or rescue systems procedures.
- Making sure the safety of workers entry and work within tanks and other confined spaces.
- Monitoring of workers working on high voltage electrical equipment or other work on electrical equipment which may give rise to danger.

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Project Safety Officer

August 5, 2006- October 25, 2008

Company: **TECHNOLIFT DUBAI LLC**

Dubai United Arab Emirates

Projects: BUSINESS BAY 11 TOWERS AND HOTELS (Site 592) High Rise Building
Al Habtoor Engineering Enterprises (Main Contractor)
August 5, 2006 to February 17, 2008

Projects: Dubai Marina Mall Hotel and Apartment (High rise buildings)
AL Jaber Engineering and Contracting (Main Contractor)
February 18, 2008 to October 25, 2008

Projects: Anantara and Tiara Residence, Palm Jumeira (High rise building)
Arabtec LLC (Main Contractor)
March 2, 2008 to October 2008

- Ongoing inspection and monitoring of site health and safety provisions in relation to conformance to contract requirements, the contractor's health and safety policy and general good practice, including daily safety inspection site tours and preparation of daily site HSE reports.
- Monitor and supervise enforce all safety, health and environmental procedures and policies for construction activities in the site accordance to the project HSE Safety manual and international standard, prepare report and submit on daily basis.
- Safety induction training and tool box talk.
- Carrying out accident investigation and reporting to the management about accident trends.
- Determine the cause of any accident (dangerous occurrence) and recommend means of preventing recurrence of such an incident.
- Investigating root causes of kinds of Hazards, all the safety aspects and measures related to all hazards.
- Carrying out incident/accident, near miss, unsafe act, and unsafe condition and fire investigations and recommending appropriate corrective measures.
- Developing safety posters, signs, slogans, bulletins, publications, etc. and distributing.
- Coordination of inspection of lifting tackles and heavy lifting equipment by third party and routine inspections of above at work site and laydown area.
- Scaffolding safe procedure and international standard, avoid falls from heights.
- Identify the gas and chemicals hazards and proper storage and handling system.
- Inspection of workshops, Laydown area to fulfill Health and safety requirements.
- Inspection and maintenance of firefighting equipment
- Monitor the effectiveness of subcontractor's HSE Policies and procedures.
- Analyzing and planning for continuous improvement of safety and environmental conditions.
- Monthly and weekly HSE performance statistics.
- Conduct safety weekly walkthrough on weekly basis.
- Conduct safety exercises, musters and drills
- All emergency safety procedures, procedure of emergency evacuation plan.
- Developing and implementing safety programs, incentive programs, safety competitions and other activities which will develop & sustain the interest of the workers in establishing & maintaining safe conditions of work & procedures.

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Safety Officer

May 15, 2003 to June 30, 2006

Company: NICHOLSONS TRADING and CONTRACTING

Projects: Commercial and Podium areas SM CITY Project

Location: Bicutan, Taguig City, Philippines

- Ensures the full compliance with client HSE regulations and requirement.
- Conducts pre-job safety meetings with all sub-contractors before they start on site.
- Inspects the entire work site on a continual basis, making on-the-spot corrections of unsafe acts of the workmen and taking suitable steps to eliminate all the unsafe conditions.
- Plans the requirement of first aid, firefighting, safety signboards and safety appliances well in advance.
- Ensures that the accident report in the prescribed format is sent to all concerned parties as explained in the chapter Accident Reporting.
- Conduct safety meetings with all staff members, which will be chaired by the Project Manager.
- Provides induction training for all the staff and workmen upon arrival on site as well as organizing refresher sessions whenever required.
- The duties and responsibilities of HSE Officer will include, but not limited to the following:
 - Conduct weekly or monthly Contractor HSE Meeting with site personnel and equipment operators.
 - Inspect the project daily, and record all visible safety hazards, including identification of violators.
 - Follow through on timely correction of HSE hazards, making immediate corrections as necessary.
 - Monitor on site safety meetings and report same on his Daily Report.
 - Check all areas at least once a day for housekeeping and clean-up.

Certificate Summary

- **NEBOSH International General Certificate**
(Sustainability Leaders Co.) Riyadh Saudi Arabia
August 31, 2015
- **HABC Risk Assessment Level 2**
(Sustainability Leaders Co.) Riyadh Saudi Arabia
August 2015
- **Introduction to Occupational Health and Safety Management Systems Course**
(BS OHSAS 18001:2007) - Dubai UAE
- **Internal Auditor Course on Occupational Health and Safety Management Systems**
(BS OHSAS 18001:2007) - Dubai UAE
- **Occupational Health and Safety Management Systems**
Implementation Course (BS OHSAS 18001:2007) Dubai UAE
- **Internal Quality Auditing (ISO 9001: 2008)**
TUV NORD Riyadh Saudi Arabia- Sept. 17 – 18 2013
- **Cardiopulmonary Resuscitation First Aid Training (CPR)**
Saudi Heart Association, Dr. Sulaiman Habib Hospital, Riyadh Saudi Arabia
24 March 2014
- **ISO 9001-2008 Awareness**
TUV NORD, Riyadh Saudi Arabia- Sept. 16, 2013
- **First Aid CPR-CAB or ABC**
KAPSARC ARAMCO Project, Riyadh Kingdom of Saudi Arabia - February 20, 2013
- **OSHA- Outreach Safety Training Program Construction Safety and Health Standard**
Dubai United Arab Emirates- December 2007
- **Pre-Commissioning Safety in Oil and Gas Industry**
Doha Seef Hotel, Doha Qatar- October 8 2010
- **Industrial Hygiene and Occupational Health**
Doha Seef, Doha Qatar- May 28, 2012
- **Identifying and Controlling Hazard**

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- Guest Palace Hotel, Doha Qatar- May 21, 2010
- **Safety Officer Refresher Course (BBS, LOTO Construction Environmental Mngt.)**
Guest Palace Hotel, Doha Qatar- May 14, 2010
- **Basic Occupational Safety and Health Course**
Guest Palace Hotel, Doha Qatar- April 30, 2010
- **Safety Officer Refresher Course**
Guest Palace Hotel, Doha Qatar- April 23, 2010
- **Occupational Safety and Health**
Guest Palace Hotel, Doha Qatar- April 16, 2010
- **Highway Construction Work Zone and Traffic Control Hazard**
Guest Palace Hotel, Doha Qatar- March 26, 2010
- **Basic Safety Training**
Aklan Polytechnic Institute- May 21 1998

Professional Qualifications

- Bachelor of Science in Marine Transportation SY-1994-1998
- Associate in Computer Programming-SY-1999-2001
- Certified Internal Auditor ISO 9001 and OSHA 18001.
- Member Philippine Association of Safety Engineers- Doha Qatar.
- Member of Philippine Association of Safety Engineers- Dubai UAE

Additional Strengths

- Substantial knowledge regarding ISO 9001 and OSHA 18001, 14001 Standard
- Full command on HSE requirements pertaining to Construction High Building sites and Operation and Maintenance, Utility Strips, Naval Dry Dock and Oil and Gas.

Computer Skills

- Proficient with all Microsoft Office Applications
- Visio, Word, Excel, Power Point, Visio

Personal Details

Date of Birth : 04th October, 1977.
Nationality : Filipino.
Gender : Male.
Marital Status : Married.
Driving Licence : GCC and Philippines Driver's Licence.
Languages : English, Tagalog, Basic Arabic and Basic Hindi.
Interest : Table Tennis Basketball, Travel

References available upon request

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