

# Engr. M. JUNAID KHAN

HSE Professional

**SCE Registered Engineer (1021959)**

**MS in Project Management**

**Certified Project Management Professional (PMP)**

**NEBOSH IGC Certified**

**IELTS 7.0 Bands**

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**Iqama Status:** Transferable



## CAREER SUMMARY

Highly professional HSE Supervisor with around 10 years of experience in the Health, Safety, and Environment domains of the Construction, Maintenance, Facilities Management, Transportation, and Oil & Gas industries. Proven expertise in developing, reviewing, and tailoring safety programs and training modules to align with client requirements and industry standards, ensuring comprehensive awareness and job skills development for company employees. Adept at conducting safety training courses and workshops, coupled with a demonstrated proficiency in planning, designing, and implementing robust loss prevention policies, HSE plans and procedures.

Comprehensive experience encompasses hazard identification, risk assessments, and control implementation, with a focus on process and construction safety, as well as maintenance practices. Successfully implemented Occupational Health & Safety Management Systems (OH&SMS), contributing to enhanced safety cultures within both local and multinational companies. Proven success in maintaining and updating safety management system elements, monitoring process safety elements, activating operational excellence initiatives, and conducting thorough site inspections and audits. A results-driven professional dedicated to ensuring the highest standards of safety and compliance in dynamic work environments.

## ACADEMIC BACKGROUND

**Masters in Project Management** from IMSciences Peshawar, Pakistan.

**Bachelors in Petroleum and Gas Engineering** from BUITEMS, Quetta, Pakistan.

**Diploma in Health Safety & Environmental Engineering** from PIEMS College System Peshawar.

## PROFESSIONAL CERTIFICATIONS IN THE FIELD OF PM & HSE

- **Project Management Professional (PMP)** from PMI, USA (PMP® No: 3366195)
- **NEBOSH IGC in Occupational health and Safety**, NEBOSH, UK (Cert No. 00762579/1395650)
- **Managing Safely** from Institution of occupational Safety and Health, UK (IOSH).
- **CPR, AED and First Aid** certification NHCPs
- **First Aid** Course completed from OSHAS
- **Fire Safety** Course completed from OSHAS
- **Fire Safety Management** from International Labour Organization (ILO).
- **Permit to Work System (PTW)** Course completed from OSHAS
- **Hazardous Materials, OSH, Solid and Hazardous Waste** from Environmental Public Health.

- **Introduction of Hazardous Material & Fundamentals of Emergency Management** from FEMA- Federal Emergency Management Agency (USA).
- **Accident Investigation, JHA & Recordkeeping & Reporting** from Oregon OSHA (USA).
- **Risk Assessment and Stress Management** by Pakistan Engineering Council.
- **Procurement and Contract Management** by Pakistan Engineering Council.
- **Project Management** with Primavera P6 by Udemy.
- **The Ultimate Oil and Gas Economics** Course by Udemy.

## PROFESSIONAL EXPERIENCE

**Project:** Jeddah Storm Water Drainage Program (JSWP), Al Muhammadiyah  
**Client:** Amana, Jeddah  
**Company:** Civil Works Company (CWC)  
**Position:** Lead HSE Engineer  
**Duration:** March 2024 – till date

### Duties & Responsibilities as HSE Lead

- Responsible for the supervision of Safety Officers at the site, their deployment and inspection of their allocated areas for strict compliance with health safety and environmental regulations and procedures.
- Monitor all HSE procedures and recommend strategies to avoid accidents and implement all health and safety hazards controls for all sites.
- Manage communication strategies and prepare required newsletters and implement efficient site safety training programs and perform investigations to eliminate all issues.
- Conduct safety kick-off meetings with subcontractors to explain site-specific safety requirements and expectations.
- Communicate safety rules and standards to the contractor and subcontractor workforce.
- Periodically inspect the worksite, report any unsafe acts/conditions to the area supervisor and/or foreman, provide recommendations to correct deficiencies, and follow up to verify corrective actions have been taken.
- Participate in incident investigations, safety meetings, and mock drill execution.
- Demonstrate, promote and encourage positive attitudes and behaviors to develop and maintain a positive safety culture.
- Assuring and advising the senior management on all issues related to health and safety.
- Set up emergency plans and educate all employees on how to handle such situations.
- Lead and assist colleagues at all levels in carrying out health and safety measures
- Predict all kinds of potential risks (accidents, diseases, etc.), identify their causes, and recommend measures to prevent or minimize them Increase health and safety awareness across all levels and departments of the organization.
- Ensure that risk assessments and Job Safety analyses are carried out to take the necessary measures to prevent any risks arising from the construction activities.
- Establish and maintain all Safety, Health and Environmental record-keeping systems.
- Ensure project-based safety orientation for new and transferred employees to be aware of site rules and regulations, company policies, and emergency response procedures.
- Review course outlines, lecture content, and hands-practice activities that demonstrate the goals and outcomes of safety training.
- Ensure the implementation of a monthly training schedule to communicate with the project manager and employees.
- Developed a plan of training needs & analysis to meet company and client requirements.

- Coordination with the training department and other organizations for specific training as per requirements.
- Observed employees during site inspection to determine compliance with safety precautions, safety equipment used, and proper completion of JSA.
- Ensures that safety is properly established, implemented, maintained, and its efficiency is continually improved.
- Review and record weekly and monthly statistics reports and submissions to the client.

**Project:** Haradh Gas Increment Program, Package 14 – Permanent Communication  
**Client:** Saudi Aramco  
**Company:** Networking & System Integration (NESIC)  
**Position:** Project HSE Supervisor  
**Duration:** March 2020 – December 2023

**Project:** Arabian Heavy Delivery Pipeline, Juhymah to Pump Station 1  
**Client:** Saudi Aramco  
**Company:** China Petroleum Pipeline (CPP)  
**Position:** Project HSE Supervisor  
**Duration:** June 2018 – February 2020

#### Duties & Responsibilities as HSE Supervisor

- Monitor all HSE procedures, suggest strategies to prevent accidents, and enforce safety protocols across all sites.
- Develop communication strategies, draft newsletters, and execute effective site safety training programs; conduct investigations to address issues.
- Conduct safety kick-off meetings with subcontractors to clarify site-specific safety requirements.
- Communicate safety standards to contractor and subcontractor teams.
- Regularly inspect worksites, report unsafe conditions, recommend corrective actions, and verify their implementation.
- Participate in incident investigations, safety meetings, and emergency drills.
- Advised senior management on health and safety matters and devise emergency plans for all employees.
- Lead and support colleagues at all levels in implementing health and safety measures.
- Ensure risk assessments and Job Safety Analyses are conducted to mitigate construction-related risks.
- Maintain Safety, Health, and Environmental record-keeping systems.
- Provide project-specific safety orientation for new employees, ensuring compliance with rules, policies, and emergency procedures.
- Review safety training content and schedules in collaboration with project managers.
- Assess compliance with safety precautions and equipment during site inspections and Job Safety Analyses.
- Compile and submit weekly and monthly statistical reports to clients.

**Project:** Fadhili Gas Program  
**Client:** Saudi Aramco  
**Company:** Sinopec Engineering Group (SEG)

**Position:** HSE Officer  
**Duration:** July 2017 – May 2018

#### Duties & Responsibilities as HSE Officer

- Inspect the work site daily, report any unsafe acts/conditions to the supervisor and/or foreman, provide recommendations to correct deficiencies, and follow up to ensure corrective actions have been taken.
- Communicate safety rules and standards to the contractor and subcontractor workforce.
- Empowered by HSE management to stop work and work related to the contract that they deem to be unsafe and take immediate corrective actions.
- Participate in incident investigations, safety meetings, drills, etc., and conduct/facilitate safety training sessions.
- Before leaving the job site, make sure that all unfinished jobs such as open-pit, overhead, and other must-have safety precautions of signboard and safety tape to avoid an accident.
- Conduct daily/weekly toolbox talks at the site before the start of the activity.
- Promote safety on/off the job site.
- Inspection of all portable power and handheld tools, scaffolding platforms, open holes, uneven surfaces, walkways and unprotected edges at elevated floors and skylights before the start of their activities.
- Maintaining Log Book for daily Safety progress reports.
- Hazards identification and their immediate rectification and reporting to the HSE department for further review.
- Worked with different nationalities, learned about the way of work and Moderated Communication barriers.
- Worked with a Well-Organized and systematic organization with having positive safety culture.

**Department:** Energy & Power Govt. of KP, Pakistan  
**Company:** Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL)  
**Position:** Petroleum Engineer Cum Safety In-charge  
**Duration:** December 2014 – June 2017

#### Duties & Responsibilities as HSE Officer

- Project Planning and Execution: Responsible for developing comprehensive project plans, including defining project scope, objectives, deliverables, and timelines.
- Health, Safety, and Environmental Compliance: Ensured that all activities adhere to safety & environmental regulations by regularly organizing TBT, floor walks, KPI's, conducting inspections and waste management (hazardous and non-hazardous).
- Risk Identification and Mitigation: Identified potential risks and hazards and developed strategies to mitigate and control them.
- Resources and Quality Management: Managed project resources, including personnel, equipment, & materials and implemented quality improvement measures like Six Sigma, PDCA that ensured adherence to industry standards.
- Engineering Analysis and Optimization: Conducted in-depth engineering analyses and simulations to optimize project designs and performance.
- Continuous Learning: Engaged in ongoing professional development and learning opportunities to enhance technical knowledge and skills by applying 5S and CI (continuous improvements).

- Communication Liaison: Served as a communication bridge between technical and non-technical staff including HR department, ensured effective dissemination of information, updates, and adherence to applicable policies.

## SKILLS

Safety program development | Incident reporting & Investigation | Site safety evaluation | Safety and compliance inspection | Meeting Participation | Employee Training | Implementation of safety policies | File maintenance & Record Keeping | Risk Management | Time Management | PPE Compliance | Multitasking abilities | Team & Collaboration | Leadership | Communication | MS Office | Computer Software installation and management.

## IT SKILLS

- Primavera P6 (Project Management)
- Microsoft Office Suite
- Asana and Monday.com (Project Management)
- Power Bi (Data Analysis) and ERP (Warehouse Management System-WMS)

## LANGUAGES

Languages	English	Arabic	Urdu/Hindi
Speaking	Fluent	Intermediate	Fluent
Writing	Excellent	Intermediate	Excellent
Listening	Excellent	Intermediate	Excellent
Reading	Excellent	Good	Excellent

## MEMBERSHIP

- Member of Saudi Council of Engineers
- Member of Pakistan Engineering Council
- Member of International Society of Petroleum Engineer (SPE), USA