

KWAKU ADUMATTA DONKOR

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Career Summary

A self-motivated, results oriented and legally certified Occupational Health Safety and Environmental (OHSE) professional over eight (8) years hands on experience gained from working in top tier owner and contract mining firms in Africa. Worked in the areas of OHSE administration, monitoring, compliance, training, audit and regulatory reporting by applying relevant International Standards Organization best practice standards. Achieved budget key performance indicators in the areas of mine fatalities, total recordable incident rate, lost time injury frequency rate, near miss rate, number of safety violations, employee training, average time for resolution of risks and regulatory non-conformances issues. I seek to join a mining operation where together with the team; there is the formulation, implementation and management of company-wide safety policies and strategies to prevent injuries, ensuring emergency response preparedness and enforce compliance.

Key Skills and Competences

- ISO 45001: 2018 and ISO 14001:2015 working principles
- Gold extraction unit operations and equipment maintenance
- Inspection of mine safety conditions
- Proficiency in safety standards and regulations
- Knowledge of mining hazards
- Emergency response preparedness planning
- Incident and accidents investigation
- Regulatory compliance and reporting
- Data analysis and problem-solving
- Design and implementation of health and safety training modules
 - Material Unwanted Events and Critical Controls
 - Permit to Work Systems
 - Lock Out Tag Out
 - Risk Assessment
 - Incident Investigation
 - Accident Prevention and Reporting
 - Courageous Safety Leadership
 - Hazard Risk Management
 - PPE Usage and Management
 - Line of Fire
 - Unconscious Bias
 - Psychological Safety
- Design of standard operating procedures
- Computer literate in Microsoft office tools – Word, Excel and PowerPoint

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- Communication and collaboration
- Leadership and management skills
- Attention to detail
- Respector of diversity in multicultural environment

Professional Qualifications

	<u>Year</u>
• First Aid at Work St Johns Ambulance Ghana	2023
• Industrial Fire Protection and Fighting Ghana National Fire Service	2021
• ISO 45001:2018: Internal Auditor TVE Certification Services Pvt Ltd	2020
• NEBOSH Incident Investigation NEBOSH UK	2019
• Fire Fighting and Emergency Rescue Ghana Airports Company	2019
• MINCOM Certificate of Competency – HSE Officer Inspectorate Division of Minerals Commission	2019
• ISO 45001:2018: Lead Implementer PECB	2019
• IOSH Managing Safely Ebeck Systems	2017
• Training the Trainer Management Development and Productivity Institute	2016

Educational Qualifications

	<u>Year</u>
• Bachelor of Science in Management Education University of Education Winneba, Ghana	2011 - 2015
• Higher National Diploma in Marketing Sunyani Polytechnic, Ghana	2007 - 2009
• Diploma in IT and Business Skills NIIT, Ghana	2006 – 2009

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Work History

Jac Rijk Al Rushaid, Mansourah Massarrah Site, Saudi Arabia

January 2024 – to date

Health, Safety & Environment Officer

Key Responsibilities:

- Plan and implement HSEQ policies and programs.
- Advise and lead employees on various safety-related topics.
- Prepare training programs and educate employees.
- Review existing policies and procedures.
- Ensure adherence to all rules and regulations.
- Conduct inductions and re-inductions.
- Conduct risk assessments as and when required.
- Enforce preventative measures.
- Identify process bottlenecks and offer timely solutions.
- Ensure compliance to all health and safety rules and regulations.
- Assist in incident reporting and investigation.
- Oversee workplace repairs, installations and any other work that could harm employees' safety.
- Assist HSEQ representatives to play their roles effectively.
- Conduct and oversee pre-shift meetings.
- Ensure proper documentation of HSEQ activities.
- Issue appropriate PPEs with approval from Supervisor.
- Conduct inspections and follow up for action close outs.

BCM Ghana Limited, Gold Fields Tarkwa Site, Ghana

August 2018 – to January 2024

Health Safety & Environment Officer

Key responsibilities:

- Assist in driving the ISO 45001:2018 safety management system.
- Assist in driving the ISO 14001:2015 environmental management system.
- Drive the application of the Health and Safety policy on the field.
- Conduct competency trainings for employees on disciplines such as
- Manual Handling, Personal Protective Equipment Usage and Storage,
- Hand Safety, Eye Safety, Workplace Hazards and Controls,
- Environmental Competency and any other discipline that may be of importance.
- Conduct induction on Health, Safety and Environmental modules for newly recruited employees and refreshers for employees returning from leave.
- Conduct workplace facility inspections to identify potential hazards, assess the risks, report potential hazards and implement controls to mitigate these hazards.
- Ensure that all hazards reported are tracked and sufficiently controlled.
- Facilitate the development of workplace risk assessment and control for employees to complete tasks safely.

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- Assist in the development, implementation and monitoring of leading indicators to help prevent incidents and accidents.
- Assist in the review of lagging indicators to help prevent recurrence of incidents.
- Conduct incident and accident investigations to find the root causes of the incidents and corrective measures to be put in place to prevent recurrence of incidents.
- Coordinate monthly HSE departmental meetings at all levels; Management, Supervisors and HSE representatives.
Assist in the development of Standard Operating Procedures (SOPs) for identified tasks to be performed safely in the workplace.
- Conduct fire extinguisher inspections installed at all facilities and on equipment to ensure their functionality and update the fire extinguisher inspection register on monthly basis.
- Conduct Safety Signs Audit periodically to ensure their visibility and functionality.
- Collection of data for daily, weekly and monthly HSE reports.
- Coordination of pre-shift information or toolbox meetings.
- Facilitate the Courageous Safety Leadership Module.
- Facilitate the material unwanted events and Critical controls modules.

Major Achievements in OHSE Statistics for BCM Ghana Ltd – Gold Fields Tarkwa Site

- Year to Date HSE lagging indicators: Scored zero (0) for fatalities, lost time injuries (LTI), medically treated injuries (MTI), and minor injuries (MI).
- Year to Date HSE lagging injury indicators for Gold Fields Ghana Ltd (Client): 150 injury free days and 250 LTI free days.
- Year to Date Compliance indicators: Zero (0) non-conformances issued out to BCM Ghana Ltd by the Inspectorate Division of the Minerals Commission of Ghana and the Environmental Protection Agency.
- Year to Date Competency Training:
 - Line of fire - 429 employees
 - Courageous safety leadership – 2229 employees
 - Material Unwanted Events and Critical Controls – 1248 employees
 - Psychological Safety – 1248 employees and Unconscious Bias – 1248 employees
- Project to Date HSE lagging indicators: 730 injury free days and 1632 LTI free days.

Assistant Health Safety & Environment Officer

March 2018 – August 2018

Key responsibilities:

- Assisted in driving the ISO 45001:2018 safety management system.
- Assisted in driving the ISO 14001:2015 environmental management system.
- Drove the application of the Health and Safety policy on the field.
- Conducted workplace facility inspections to identify potential hazards, assess the risks, report potential hazards and implement controls to mitigate these hazards.

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- Facilitated the development of workplace risk assessment and control for employees to complete tasks safely.
- Assisted in the development, implementation and monitoring of leading indicators to help prevent incidents and accidents.
- Assisted in the review of lagging indicators to help prevent recurrence of incidents.
- Conducted incident and accident investigations to find the root causes of the incidents and corrective measures to be put in place to prevent recurrence of incidents.
- Coordinated monthly HSE departmental meetings at all levels; Management, Supervisors and HSE Representatives.
- Assisted in the development of Standard Operating Procedures (SOPs) for identified tasks to be performed safely in the workplace.
- Conducted competency trainings for employees on disciplines such as Manual Handling, Personal Protective Equipment Usage and Storage, Hand Safety, Eye Safety, Workplace Hazards and Controls, Environmental Competency and any other discipline that may be of importance.
- Conducted induction on Health, Safety and Environmental modules for newly recruited employees and refreshers for employees returning from leave.
- Conducted fire extinguisher inspections installed at all facilities and on equipment to ensure their functionality and update the fire extinguisher inspection register on monthly basis.
- Conduct Safety Signs Audit periodically to ensure their visibility and functionality.
- Collected data for daily, weekly and monthly HSE reports.
- Coordinated pre-shift information or toolbox meetings.

Gold Fields Ghana Limited, Tarkwa
Training Officer (Health and Safety)

September 2016 – March 2018

Key responsibilities:

- Conducted and facilitated work-specific mine-wide Health and Safety training interventions.
- Conducted workplace induction training for newly employed workers and refreshers for employees returning from leave.
- Conducted competency trainings for employees on disciplines such as Manual Handling, Personal Protective Equipment Usage and Storage, Hand Safety, Eye Safety, Workplace Hazards and Controls, Environmental Competency and any other discipline that may be of importance.
- Evaluated training outcomes periodically and amend applicable training packages for continuous improvement in Health and Safety.
- Assisted in identifying new areas that employees may need to be enlightened on.
- Assisted in driving the OHSAS 18001 safety management system.
- Drove the application of GFG Health and Safety policy on the field.
- Periodically conducted assessments and evaluate training outcomes.
- Continuously updated all training conducted.

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- Tracked employee's attendance and identifying deviations for annual review/refreshers training and ensuring trainee compliance.

Gold Fields Ghana Limited, Tarkwa

September 2015 – August 2016

HSE Training Administrative Assistant Key responsibilities:

- Assisted in driving the OHSAS 18001 safety management system.
- Regularly conducted hazard identification and risk assessment at the workplace.
- Hazard tracking/Near Miss reporting as well as ensuring the appropriate intervention is put in place.
- Conducted monthly safety representative's planned inspection.
- Updated employee (GFGL employees and contractors) training records on SAP.
- Assisted in acquiring training logistics for the department.
- Kept and updated of employee HSE training records.
- Relieved Training Officer (Health and Safety).

References: To be provided on request