

# PAUL JUSTINE BALANE

## QHSE SUPERVISOR/OFFICER



### Contact Information



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### Summary

- Development & Implementation of HSE Plans & Policies.
- Analysis of Method Statement and Issue Work Permit.
- Documentation and Review and Risk Assessment, Safe Work Method Statements, and Job Safety Analysis.
- Skillful in implementing Health & Safety systems by evolving plans and Safe Operating Procedures.
- My excellent communication skills and attention to detail ensure that all safety protocols are implemented and adhered to accordingly.

### Professional

- Project & Contract Management
- Loss Control Management
- Conflict Management & Control
- Project Safety Planning
- HSE Planning & Management
- HSE Policy Implementation
- Method Statement
- Risk Assessment
- Accident Investigation & Taproot
- Continuous Improvement
- Training & Development
- MIS Documentation

### Work Experience History

#### **September 12, 2023, to December 31, 2023 – COP28 2023**

Project Mgt. System • **Fire Safety Officer** • **Gallowglass Health and Safety LLP** Dubai, United Arab Emirates (Scope: Project Event Management Supervision, (Project Build-up & Events))

#### Responsibility and scopes:

- Educating the public on fire safety issues such as proper use of electrical equipment, flammable materials, and fire hazards in the home
- Inspecting facilities to assess fire hazards, such as exits that are blocked or stairways that are cluttered.
- Inspecting alarm systems to ensure they are functioning properly and have been properly installed.
- Inspecting fire alarm systems and other fire suppression equipment to ensure it is working properly.
- Validating all HSE documents as per the standard requirements and legal compliance with the project policy and regulations.
- Conducting HSE Induction and daily reporting of HSE inspection results in the consumption of project operations.
- Coordinating with all project build-up teams pertaining to the safe system of work particularly with the daily TBT and PTW requirements
- Controlling and maintaining project site safe access and operational emergency response readiness in case of emergency in collaboration with the medical team appointed to the site.
- Monitoring and validating project sites build-up areas hazards and controls
- Monitoring and validating daily weather conditions for the build-up team consumption.
- Collaboration of incident investigation process to identify root causes and preventive actions.

#### **December 09, 2023, and January 08, 2024 – Installation/De-rig of Metal Christmas Tree at Dubai Marina**

Project Mgt. System • **Safety Officer** • **Bros Mastermind** Dubai, United Arab Emirates (Scope: Project Event Management Supervision, (Project Build-up & De-rig))

#### Responsibility and scopes:

- Validating all HSE documents as per the standard requirements and legal compliance with the project policy and regulations.
- Conducting HSE Induction and daily reporting of HSE inspection results in the consumption of project operations.
- Coordinating with all project build-up teams pertaining to the safe system of work particularly with the daily TBT and PTW requirements
- Controlling and maintaining project site safe access and operational emergency response readiness in case of emergency in collaboration with the medical team appointed to the site.

#### **April 26, 2023 to June 18, 2023 – Camel Festival 2023**

Project Mgt. System • **HSE Supervisor** • **Dynamic Motion** Tabuk, Kingdom of Saudi Arabia (Scope: Project Event Management Supervision, (Project Build-up & Events))

#### Responsibility and scopes:

- Coordinating and communicating with the project operations leads pertaining to the approved supplier's list for the identification of scopes and schedules including HSE legal compliance prior to mobilization and installation.
- Validating all HSE documents as per the standard requirements and legal compliance with the project policy and regulations.
- Validating project layout for the fire and emergency evacuation procedure dots requirements.
- Conducting HSE Induction and daily reporting of HSE inspection results in the consumption of project operations.
- Coordinating with all project build-up teams pertaining to the safe system of work particularly with the daily TBT and PTW requirements

### Interpersonal

- ✦ Excellent Communication
- ✦ Effective Presentation
- ✦ Efficient Problem Solving
- ✦ Quick Decision Making
- ✦ Analytical Thinking
- ✦ Leadership Skills
- ✦ Collaborative
- ✦ Time Management
- ✦ Flexible & Adaptable
- ✦ Self-Reliant & Focused.
- ✦ Emotional Intelligence
- ✦ Positive Reinforcement

### Job-Specific Skills

- ✦ Computer skills including spreadsheet, word processing programs, and word processing programs and email at a highly proficient level.
- ✦ Effective written, verbal, and listening communication skills.
- ✦ Excellent interpersonal skills.
- ✦ Team player.
- ✦ Self-motivated
- ✦ Can-do approach to work

### Other Information

- ✦ DOB: September 27, 1997 (Philippines)
- ✦ Marital Status: Single
- ✦ Visa Status: Residence Visa (Company Sponsorship With NOC)
- ✦ Languages: English, Filipino

### References & Documents

- ✦ To be provided Upon request

- ✦ Controlling and maintaining project site safe access and operational emergency response readiness in case of emergency in collaboration with the medical team appointed to the site.
- ✦ Monitoring and validating project sites build-up areas hazards and controls
- ✦ Monitoring and validating daily weather conditions for the build-up team consumption.
- ✦ Consolidating project daily man-hours versus inducted suppliers and activity schedules.
- ✦ Collaboration of incident investigation process to identify root causes and preventive actions.
- ✦ Initiating project workplace safety program through lagging and leading indicators.

#### February 25, 2023, to March 17, 2023 – Camel Cup 2023

Project Mgt. System • **HSE Supervisor** • **Bros Mastermind**, AL ULLAH, Kingdom of Saudi Arabia (Scope: Project Event Management Supervision, (Project Build-up & Events))

#### January 28, 2023, to February 24, 2023 – Saudi Cup 2023

QHSE Mgt. • **HSE Supervisor** • **Wewatch International FZ LLE**, Riyadh, Kingdom of Saudi Arabia (Scope: 3<sup>rd</sup> Party Inspection Body & Consultancy, Trainings & Project Management)

#### November 2021, to Present

Project Event & Facility Management • **PROJECT HSE ENGINEER** • **Extreme Occupational Safety Consultancy**, Dubai, United Arab Emirates (Scope: Project Management Contractor, Training & Development, Project Safety Management & Supervision, Project Event Management & Supervision, Demolition, Fit-Out, Facility Management & Maintenance)

#### Scope of work coverage:

- ✦ Responsible for HSE implementing rules and regulations as per approved Project HSE Plan
- ✦ Evaluating project to spot safety risks and ensure that projects comply with safety regulations.
- ✦ Creating safety manuals and guidelines for projects
- ✦ Documenting safety hazards
- ✦ Staying informed on changing safety regulations

#### April 2019, to May 2020

QHSE Mgt. • **Contractual Maintenance HSE Engineer** • **Polytrade Sales & Services INC.**, Philippines, (Scope: Operation Maintenance of Project Facilities)



### Academics & Professional Qualifications

#### ELITE BRIGHT SOLUTIONS TRAINING AND CONSULTANCY

Dubai, United Arab Emirates  
OTHM Level 6 Diploma in Occupational Health and Safety Management

#### ELITE BRIGHT SOLUTIONS TRAINING AND CONSULTANCY

Dubai, United Arab Emirates  
IOSH Managing Safety

#### University of Nueva Caceres - (2014 to 2020)

Naga City, Camarines Sur, Philippines  
Bachelor of Science in Mechanical Engineering

### Career Achievements

- 2023 – Successfully finished the TABUK Camel Festival 2023 without any major accidents.
- 2023 – Successfully finished the ALULA Camel Race 2023 without any major accidents.
- 2023 – Successfully finished the SAUDI CUP 2023 Buildup phase.

### INTERNATIONAL Trainings & Certifications

## LOCAL Trainings & Certifications

### FRREAL Occupational Health and Safety Training Services

40-Hour DOLE-BWC course of Basic occupational Safety and Health (BOSH) with 2-hour Training with trainer  
Philippines

May 22-23 & 29-30, 2021

### Engineering Wins PH

Finishing the work Webinar Series – Painting works, wall finishes, and ceiling finishes  
Philippines

May 27, 2021

### Atsoca Learning Hub

Financial Management 101 Seminar – Entitled “Building Your Future Webinar”  
Philippines

May 16, 2021

### Insights Training

Advance MS Excel 4-hour Virtual class  
Certificate  
Philippines

May 16, 2021

### Philippine Society of Mechanical Engineer

### UNC Officer

Public and Documentation Director  
Naga City, Philippines

2018 to 2019

### Elite Bright Solutions Training and Consultancy

July 2023, Dubai, United Arab Emirates

**IOSH UK Approved – OTHM level 6 diploma in occupational health and safety management**

### Elite Bright Solutions Training and Consultancy

July 2022, Dubai, United Arab Emirates

**IOSH UK Approved – IOSH Managing Safety**

Extreme Occupational Safety Consultancy

31 March 2022, Dubai, United Arab Emirates

**KHDA Approved – Confined Space Entry Course**

Extreme Occupational Safety Consultancy

5 February 2022, Dubai, United Arab Emirates

**KHDA Approved – Risk Assessment and Method Statement**

Extreme Occupational Safety Consultancy

27 January 2022, Dubai, United Arab Emirates

**KHDA Approved – Fire Watcher Training Course**

Al Wasel Fire Safety Consultancy

23 January 2022, Dubai, United Arab Emirates

**High Field Approved – High field Level 3 International Award in Emergency First Aid at work (DCAS)**

Extreme Occupational Safety Consultancy

06-10 January 2022, Dubai, United Arab Emirates

**KHDA Approved – Occupational Health and Safety Basic Course**

Extreme Occupational Safety Consultancy

04 January 2022, Dubai, United Arab Emirates

**KHDA Approved – ISO45001:2018 Internal Auditor Awareness Course**

Extreme Occupational Safety Consultancy

03 January 2022, Dubai, United Arab Emirates

**KHDA Approved – PTW System Tools and Process**

Extreme Occupational Safety Consultancy

27 December 2021, Dubai, United Arab Emirates

**KHDA Approved – ISO9001:2015 Internal Auditor Awareness Course**

Extreme Occupational Safety Consultancy

24 December 2021, Dubai, United Arab Emirates

**KHDA Approved – Incident Investigation and Taproot Cause analysis (tools and process)**

Extreme Occupational Safety Consultancy

18 December 2021, Dubai, United Arab Emirates

**DCD Approved – Fire Safety 2**

Extreme Occupational Safety Consultancy

15 December 2021, Dubai, United Arab Emirates

**DCD Approved – Fire Safety 1**

Extreme Occupational Safety Consultancy

05, 07 December 2021, Dubai, United Arab Emirates

**KHDA Approved – Seminar on Dredging & Reclamation Training Course**

Extreme Occupational Safety Consultancy

05, 07 December 2021, Dubai, United Arab Emirates

**KHDA Approved – Seminar on Micro-Tunneling Safety Training Course**