

# REYNOLD BONDOC

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Focused Health and Safety Officer bringing 6 years of comprehensive experience minimizing health and safety hazards in Building Construction and Infrastructure by developing and implementing successful health programs. Hardworking professional commended for consistently evaluating current processes to confirm adherence to prescribed laws, standards and company goals. Growth-oriented team player possessing excellent technical and managerial abilities.

## Skills

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Implementing Safety Programs  
Emergency Evacuation and Awareness  
Corective Actions  
Injury Prevention  
Safe work methods  
Safety and Risks Assessments

## Work History

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### 2022-06 - 2024 Current **Health and Safety Officer**

*Shelter Group, West Bay, Burj Doha, Doha Qatar*

- Implement and maintain health and safety standards.
- Establish a cordial and professional relationship with employees.
- Maintain compliance with all safety regulations.
- Conduct regular staff meetings to share best practice techniques.
- Standardize health and safety in order to remain consistent.
- Identify hazardous waste and disposing of it correctly.
- Promote safety initiatives.
- Compile and maintain relevant registers to ensure compliance.
- Document staff information, minutes of meetings, and reports compiled for management.
- Compile safety programs and Practice safe working techniques.

### 2021-10 - 2022-04 **Health and Safety Officer**

*Sigma Contracting and Trading, Doha, Qatar*

- Directed post-accident investigations and prepared reports to identify possible accident causes and hazards.
- Conducted job safety analysis and personal protective equipment analysis to identify hazards for elimination and select proper safety equipment to protect employees from hazards of job.
- Trained staff and contractors on company procedures and OSHA and EPA requirements such as blood borne pathogens, respiratory protection and waste management.
- Identified opportunities to remove hazards from workplace and developed programs and processes to mitigate workplace hazards.
- Planned, implemented and evaluated safety goals and objectives for entire facility.
- Developed and implemented safety awareness communications between workers and management to increase hazard awareness
- Delivered and coordinated health and safety training for employees, educating on workplace regulations, policies and procedures.
- Identified accident causes and optimal prevention strategies by conducting thorough investigations and
- Recommended measures to help protect workers from potentially hazardous work methods, processes

- and materials.
- Developed recommendations to reduce hazards by improving gear, behaviors and procedures.

2019-06 - 2021-11

## Safety Officer

*Petroserv Ltd, Doha, Qatar*

- Conduct safety inspection of work areas to ensure safe working conditions.
- Ensure that work activities on site is subjected to hazard identification and risk assessment process.
- Investigate incidents (accidents, near misses, emergencies) and submit full report to Company Safety Manager and other concerned managers.
- Provide safety talks to site supervisors, foremen and worker.
- Inspect company's equipment in coordination with supervisors/foremen on site to ensure safe working condition.
- Inspect company firefighting equipment (fire extinguishers, fire hose reels, etc.) on a regular basis.
- Ensure that sufficient barricades and warning signs are provided in areas where lifting operations is being done.
- Carry out emergency preparedness drills (fire, medical) on site.
- Inspected worksites, practices and gear for compliance with established safety standards.
- Inspected facilities for adherence to fire, hazard and safety guidelines.
- Responded to any emergencies as instructed and with utmost efficiency.
- Checked written JSAs and permits for adherence to regulations.
- Implemented safety training and traffic safety instructional courses which bolstered improvements in safety culture across personnel groups.
- Provided instructions to staffers during fire drills and emergency evacuations.

2017-10 - 2018-04

## Safety Officer

*Insha Contracting and Trading WLL, Doha, Qatar*

- Inspected worksites, practices and gear for compliance with established safety standards.
- Inspected facilities for adherence to fire, hazard and safety guidelines.
- Responded to any emergencies as instructed and with utmost efficiency.
- Recognized, documented and advised on removal of hazards.
- Inspect premises and the work personnel to identify issues or non-compliance (e.g. not using personal protective equipment)
- Conduct risk assessment and enforce preventive measures
- Advice and instruct on various safety-related topics (noise levels, use of, machinery).

2015-08 - 2017-09

## Safety Officer

*SEF PTE LTD, Doha, Qatar*

- Gathered information, prepared reports, and drafted correspondence related to cases.
- Responsible for monitoring and assessing hazardous and unsafe situations and developing measures to assure personnel safety.
- Correct unsafe acts or conditions through the regular line of authority
- Monitors workplace activities to ensure that workers comply with company policies and government safety regulations.
- Monitored implementation and enforcement of safety requirements
- Participated in incident management during accidents and emergencies
- Conducted hazard assessments and ensured appropriate control measures and safe work in progress for compliance with applicable health and safety standards and specifications.
- Reviewed recommendation and conducted continued training and educating of employees in safe and efficient work methods.
- Monitored strict compliance of 'permit to work' system at worksite & explain the importance of the same to the workers.
- Contacts accident/incident investigations and developing preventive and corrective actions

- Delivered safety induction training, tool box talk, firefighting training to the new workers.
- Inspecting the health, sanitary and hygienic facilities implemented in the site.

## Education

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2010-06 - 2012-04

### **Associate of Science: Computer Technology**

*STI College Balagtas - Philippines*

## Certifications

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Healthcare Administration Safety 20 hours – OSHA Academy

Emergency Action and Fire Preventions Plan – OSHA Academy

HIPAA Privacy Training – OSHA Academy

Healthcare Workplace Stress and Violence – OSHA Academy

Healthcare Biological Hazards – OSHA Academy

Personal Protective Equipment Basic – OSHA Academy

NEBOSH Certified (Health and Safety at Work)

NEBOSH IGC3, (OLD SYLLABUS)

NEBOSH IG2, (NEW SYLLABUS)

IOSH Managing Safely v. 4.0

OSHA- Based General Industry 30HRS

Basic First Aid and Cpr (Aed) – UAQ –Doha Qatar

Crisis Management Seminar – WSO (Qatar Chapter)

COSH (Construction Occupational Safety and Health

Standard First Aid & CPR for Professional Rescuer