

FAKUNLE, FUNKE FOLASADE

Certified NEBOSH Diploma Occupational HSE Specialist | ISO 9001/14001/45001 | Regulatory Compliance Advisor
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PERSONAL DATA:

Full Name: - Fakunle, Funke Folasade

Category: - Oil and Gas, Manufacturing, Construction and Logistics

Place of Birth: - Ile-Ife

Permanent Home Address: - 2, Fashina Street, Baale Akute-Ajuwon via Iju water works, Agege Lagos State, Nigeria

Marital Status: - Married

Present Country of Residence: - Nigeria

Email Address: - funkefolasade7@gmail.com

Nationality: - Nigerian

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Date of Birth: - 20th April, 1986

Gender: - Female

Driver's License: Nigerian License

GSM NOs: - +2348069449670
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PERSONAL STATEMENT:

Qualified and motivated HSE Manager with over nine years of significant experience in health, safety and environmental field. NEBOSH international diploma qualified professional with excellent skills in QHSE management, training and consultancy. Seeking a stimulating and professionally rewarding position, to contribute amassed expertise towards the qualitative improvement of the organization by using my skills and work experiences in construction, oil & gas, logistics and transportation, telecommunication, manufacturing, banking and security sectors.

TECHNICAL SKILLS

- QHSE training.
- Basic Project Management
- Implementation of QHSE-MS system
- Effective Documentation of achievement of contractual, technical and quality objectives.
- Coordinate the implementation of corrective action plan.
- Risk assessment & mitigation techniques
- Job safety analysis (JSA)
- Interpretation of safety legislation
- Process improvement
- Hazardous waste management
- Resource & personnel management
- Development and Planning of QHSE-MS systems
- Environmental Management System (EMS)
- Waste analysis, auditing, assessment and treatment.
- Occupational Health, Safety and Environment Management System (HSEMS)
- QHSE Auditing (Internal & External)

EDUCATION:

- Master in Business Administration, **University of People, USA** 2019 (in view)
- BSc. in Mathematics **University of Uyo, Akwa-Ibom State, Nigeria** 2008

PROFESSIONAL CERTIFICATION/TRAINING:

- Lean six sigma (Green Belt Holder)
- Practical First Aid & CPR
- Process Safety: Hazard Operability study (HAZOP)
- AOFAQ Level 3 Award in Education & Training
- ISO 9001 Lead Auditor Certification
- NEBOSH, International Diploma in Occupational Safety and Health, UK
- OSHAS 18001 Lead Auditor Certification
- Rigging Safety and Inspection
- NEBOSH International General Certificate in Occupational Safety and Health
- Proficiency Certificate in Management (Nigeria Institute of Management)
- Practical Fire Fighting
- General Health, Safety and Environment (GHSE)
- Advanced Health, Safety & Environment
- Project Management

WORK EXPERIENCE:

1. INDEPENDENT CONSULTANT AND TRAINER

(May 2017 – Present)

CLIENTS AND QHSE-MS PROJECTS

Kings Guard Nigeria Limited, Nigeria

OHSAS 18001 Lead External Auditor,

(June 2018 – August 2018)

- Audited four branches of the organization's HSE management system as regard OHSAS 18001 standard
- Recommended effective corrective actions and measures
- Provided technical guidance, support, coordination, or oversight to management system programs

Access Bank Plc, Nigeria

OHSAS 18001 Lead External Auditor,

(October 2017)

- Audited the organization's HSE management system corporate IT office and one other branch of the of the organization as regard OHSAS 18001 standard
- Recommended effective corrective actions and measures
- Provided technical guidance, support, coordination, or oversight to management system programs

Rahamaniyya Oil & Gas, Nigeria

Integrated Management System (IMS) Lead Auditor/Consultant,

(May 2017 – July 2017)

- Conducted gap analysis to determine organization compliance level with the referenced standards (ISO 9001, ISO 14001, and OHSAS 18001)
- Provided technical guidance and support to responsible parties in line with the requirements of the standards.
- Performed and organized IMS audits (ISO 9001, ISO 14001, and OHSAS 18001) before presenting a comprehensive assessment report to management for corrective actions and measures.
- Prepared and documented information for all organization processes in line with the local standards

TRAINING AND CLIENTS

- **ISO 14001 Training,**
Multiple Development Services **(March 2019- Present)**
- **HSE Training,**
ISHK Tolaram Foundation **(September 2018- Present)**
- **NEBOSH IGC Training,**
Multiple Development Services **(August 2017 – Present)**
- **ISO 9001, OHSAS 18001 Training**

2. QHSE MANAGER,

Multipro Consumer Products Limited (BHN Logistics Business Unit), Nigeria

(July 2017- Oct.2018)

Achievements:

- Introduced and established QHSE-MS programs valued at 90 million Naira.
- Introduced a safety induction program for both old and new employees (15 refresher classes), customers, visitors that led to greater efficiency and effective safety culture within the organization.
- Identified and eliminated 25 major safety violations in first 30 days at work by conducting comprehensive gap analysis of the entire company processes.
- Achieved 900,000 consecutive man-hours with zero recordable incidents by introducing safety audit process, Standard Operating Procedures (SOPs), and documentation for all procedures.
- Systematically improved PPE tracking & inventory control system by implementing a 1-for-1 swap system and reorder system which led to reduced rate of PPE damage and misplacement by 50%.
- Developed and implemented contractor management system that led to improved business relationship with contractors and clients.
- Developed and implemented company-wide QHSE policies and procedures
- Developed and implemented leading indicator tracking program that facilitated improvements in logistics safety activities while reducing injury rates.
- Enhanced individual safety compliance through rigorous training and highly effective safety award/rewards program.
- Established cross-level health and safety committee to enhance positive safety culture within the organization.
- Developed and implemented emergency management plan and procedures.

Roles and responsibilities:

- Ensured that the documentation on Health, Safety and Risk at work (registers of equipment, dust measurement, noise measurements, and accidents) is in accordance with regulatory and company SHE Standards.
- Provided specialist support to the management team, for Lost Time Accident (LTA), minor accidents and near misses.
- Was responsible for the health, safety, and environment (QHSE-MS) program of all branches.
- Was responsible for the maintenance of inventory safety supply and PPE program budgets totaling three million naira per year.
- Supervised 50-plus multi-nationals and ex-pats in different branches across Nigeria.
- Was responsible for the monitoring of HSE performance levels and implemented corrective actions as required.
- Was responsible for the investigation and documentation of reportable/recordable incidents.

3. QHSE MANAGER,

Noah Consults Limited, Nigeria (Telecom Consulting Company)

(Nov. 2016 – May 2017)

ACHIEVEMENTS:

- Introduced a safety induction program for both old and new employees (10 refresher classes), customers, visitors that led to greater efficiency and effective safety culture within the organization.

- Identified and eliminated over 15 major safety violations within 15 days by conducting comprehensive gap analysis of the entire company processes.
- Systematically improved PPE tracking & inventory control system by implementing a 1-for-1 swap system and reorder system which led to reduced rate of PPE damage and misplacement by 70%.
- Developed and implemented contractor management system that led to improved business relationship with contractors and clients.
- Developed and implemented leading indicator tracking program that facilitated improvements in Telecommunication safety activities while reducing injury rates.
- Enhanced individual safety compliance through rigorous training and highly effective safety award/rewards program.
- Established cross-level health and safety committee to enhance positive safety culture within the organization.
- Developed and implemented emergency management plan and procedures.

ROLES AND RESPONSIBILITIES:

- Was responsible for QHSE implementation to achieve regulatory compliance
- Was responsible for QHSE training for all staff to promote QHSE awareness and enhance positive safety culture within the organization.
- Developed and implemented safety and health programs that include: management commitment and employee involvement, worksite analysis, and hazard prevention and control.
- Interfaced and liaised with customers to resolve quality issues by driving permanent and effective corrective/preventative actions.
- Was responsible for the monitoring, auditing and reporting of HSE performance levels and implemented corrective actions as required.

4. QSHE SUPERVISOR,

Primera Food Nigeria Limited, Nigeria

(May 2016 – November 2016)

ACHIEVEMENTS:

- Identified risks associated with the entire processes and putting in place required control measures that led to the reduction of accidents by 75%.
- Developed and implemented contractor management system that led to improved business relationship with contractors and clients.
- Developed and implemented company-wide QSHE policies and procedures
- Developed and implemented leading indicator tracking program that facilitated improvements in food production safety activities while reducing injury rates.
- Enhanced individual safety compliance through rigorous training and highly effective safety award/rewards program.
- Established cross-level health and safety committee to enhance positive safety culture within the organization.

Roles and responsibilities:

- Participated in drafting, setting up and implementation of company Health and safety policies
- Participated in conducting HIRAC for all activities within operational site
- Monitored SHE systems and programs
- Evaluated workplace activities for corrective measures implementation
- Disseminated information on SHE to all department/discipline to alert them on specific hazards and to promote safety awareness
- Coordinated the development of emergency exercise and assisted in running them

- Designed and implemented local H&S programs to build a positive safety culture among employees
- Participated in planning, coordinating and implementing procedures to ensure that organizational objectives and targets are met
- Conducted toolbox meetings and drills when necessary
- Investigated and complete the process for closeout of all incident investigations, Report the root cause of the incident analyzed and closed through effective control measures
- Was involved in the writing of safety statistic reports, track and provide regular SHE performance to department heads.
- Conducted SHEss induction for all new employees as well as conduct JHA and Issuance of PTW for non-routine jobs
- Educated employees in SHE compliance with organizational standards and procedures
- Conducted risk assessment for all Routine and non-routine activities within the facility.
- Participated in safety tour and inspection of operational areas and facility to ensure compliance with statutory and regulatory standards

5. PROJECT SAFETY & LOGISTICS SUPERVISOR,

Nigeria Breweries Plc., Nigeria

(February 2013 – November 2015)

ACHIEVEMENTS:

- My projects supervision experience provided me the opportunity to grow, learn and develop the ability to get results in very challenging circumstances.
- Identified risks associated with the different project activities that led to the reduction of accidents by 95% during the execution phase.
- Developed and implemented contractor management system that led to improved business relationship with contractors and clients.
- Developed and implemented leading indicator tracking program that facilitated improvements in food production safety activities while reducing injury rates.

ROLES AND RESPONSIBILITIES:

- Performed safety tour and inspect facilities, machinery, and safety equipment to identify and correct potential hazard to ensure regulatory compliance.
- Assisted in the planning for health and safety including setting of realistic short- and long-term objectives, advising on priorities and establishment of adequate standard and performance standards.
- Performed internal audit training in OHSAS 18001 thereby increasing staff competence
- Assisted in the preparation audit plan and send to top management for approval and ensured it's properly communicated to various department prior audit.
- Ensured maintenance of a safe working environment/safe work conducts while complying with all relevant statutory and company regulations concerning occupational health and safety in the workplace.
- Delivered pep talk and conducted safety meetings and trainings to contractors on site
- Ensured timely and accurate submission of performance report to management
- Led in the identification of hazards and risk assessment task to prevent injury to personnel, machinery, damage to equipment,
- Ensured compliance to correct use of personal protective equipment
- Carried-out inspection with managers to ensure that all regulations are being observed.
- Assisted in the health and safety training of other employees
- Was responsible for the regular inspection of the work place and work equipment to see that standards are being achieved and making recommendation for improvement
- Carried-out/facilitated routine inspections/audits of journey management system and report to management to implement corrective actions

6. SAFETY OFFICER,

Ratcon Construction Company, Ibadan Nigeria

(May. 2009 – August 2012)

ACHIEVEMENTS:

- My dedication to the various assigned tasks introduced me to a wide range of HSE concepts and processes.

ROLES AND RESPONSIBILITIES:

- Assisted in HSE policy implementation, risk assessment, job hazard analysis, loss prevention safety orientation.
- Assisted in the promotion of safety awareness, safety campaign and devising safety training and education for employees.
- Was responsible for the monitoring of construction activities such as: excavation, fabrication of spools, working at heights, steel structure erection, hot works and insulation etc.
- Reviewed the method statement to identify hazards and recommended safety procedure
- Ensured that all HSE procedures, HSE sticker, warning signs, etc, are posted.
- Checked and recorded all HSE resources (personnel, equipment, vehicles, etc.) delegated to the location on daily weekly and monthly basic.
- Prepared and submitted weekly and monthly safety report for the management.
- Continuously striving to achieve zero in accidents and incidents from the plant
- Ensured that all tools and Equipment, i.e. Lifting Gears, Portable Electrical Equipment and others were inspected and in good condition to use on site.

INTEREST/HOBBIES:

Research, reading, football, volleyball, basketball, travelling, meditating, and meeting people.

REFERENCE:

Available upon request