BIRUNGI DOREEN

*MSc of Science in Environment, Health and Safety Management (on going), Diploma in Training of Trainers, International General Certificate (IGC), Diploma in Occupation Safety & Health, BBA (Business Management)*

256-705-845-466 (Voice) / +256-773-936-950 (WhatsApp)

kdoreenb@gmail.com

**PERSONAL PROFILE**

Doreen is an exceptionally dependable and detail-oriented Occupational Health and Safety Specialist with a stellar record of workplace safety improvements. She has over eight (8) years’ progressive experience in effectively **planning, implementing and assessing occupational health and safety programs**, in a bid to maintain a safe and healthy work environment for clients. She is adept at professional communication with employees at all levels, able to function well as a team member or independently with a strong track record of **evaluating, interpreting and advising on the impact of emerging issues, regulations and legislation** to company operations. Over the years, she has developed a special talent for providing, designing and developing selection **advice on existing and emergent risk management control strategies**. She is experienced at **constructive engagement** with a sense of maturity, **decisiveness, management of safety as a system, processes and value systems at operational and strategic level** for any institution and project. She has hands on experience in the stewardship of safety engagements for projects and organizations have shaped project efficacy and management of organizations. Doreen has strong **communication skills** to deliver safety information to staff and management which has seen her work with a wide range of teams thus gaining more team-based and individual experience in working with **large corporate companies, local government as well as with, mid-size NGOs and private sector actors**.

**SKILLS AND COMPETENCIES**

**Relevant Occupational Safety and Health Skills:**

1. Hazard identification and risk assessment.
2. Hazard and risk control methods in work place.
3. Safety Audits
4. Occupational Safety and Health communication for compliance.
5. Working knowledge of Uganda Occupation Safety and Health Act 2006.
6. Construction safety
7. First Aid
8. Transport safety, Electrical safety, Fire safety and emergency evacuation planning
9. Safe work practices. Such as; Permit to work, prevention and control of work place accidents; Hazard isolation procedures, Safety inspection, Emergency procedures

**Critical skills and Competencies:**

1. Communication and correspondence management
2. Preparing monthly Financial Reports for projects
3. Taking part in Awareness Campaigns and sensitization Programs of projects
4. Minute recording and management of meetings
5. Maintaining effective records and office administration.
6. Supporting the organizational and project procurement function of any project and organisation
7. Analytical Skills
8. Data Collection and project research
9. Effective formal and informal communication skills
10. Good leadership, socialization and interpersonal skills

**EDUCATIONAL BACKGROUND**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Year** | **Award** |
| Uganda Christian University, Mukono Uganda | 2021 | MSc Environmental science, Health and Safety Management (on going) |
| Alison Institute of Learning | 2021 | Diploma in Training of Trainers |
| National Examination Board in Occupational Safety and Health, United Kingdom | 2021 | International General Certificate (IGC) |
| *Exceed Institute* of Safety, Management & Technology (EISMAT), Kampala Uganda | 2019 | Diploma in Occupation Safety & Health |
| Nkumba University, Entebbe Uganda | 2015 | BBA (Business Management)  |

**Certificates**

1. Internal Auditor course on ISO9001:2015, Quality Management systems delivered by Bureau of assessment services, Dubai
2. Integrated Management System Internal Auditing: Process Risk & Performance Based Approach (ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018) delivered by QHSE Learning Center, USA.
3. Fire safety training delivered by the Uganda Fire Brigade department
4. First Aid training by Exceed Institute of Safety Management and Technology
5. COSHH risk assessor Certification by International Association for Chemical Safety.
6. Introduction to Safety Leadership certification by OSH Academy
7. Introduction to safety training delivered by OSH Academy

**EMPLOYMENT RECORD**

|  |  |
| --- | --- |
| **Employer** | Freelance consultant |
| **Position** | HSE Consultant with different companies in development, implementing and maintaining of Management systems (ISO 45001, 9001 and 14001), safety trainings, safety Audits and Inspections |
| **Period** | Feb 2022 to date: |
| **Roles and responsibilities** | 1. Carry out Gap Analyses in line with the specific standard
2. Carry out inspections of the workplace
3. Develop procedures as needed by the standard
4. Develop checklists, forms and work instructions in accordance with the standard and the scope of the company’s activities.
5. Carry out trainings and awareness to the workers
6. Implementation of the procedures to fit within the organization’s activities.
7. Conduct internal audits to check the non-compliances and non-conformances
8. Put corrective actions in place to close the non-conformances that resulted from the internal audit
9. Guide the Management Representative on how to conduct a management Review meeting
10. Development of audit reports.
11. Development of action plans to manage and maintain the management systems for continual improvement and functioning.
 |
| **Key achievements** | 1. Successfully conducted **safety trainings** for various clients including UETCL, ATX, Case clinic, Hydrotech, Civitec, Gold serve, Tata Uganda, Mogas, and GCC
2. Successfully **conducted safety audits** for various companies including; Achwa 1 and 2 Hydropower plants, Bugoye hydropower plant, Case clinic, ATX technologies and KPI industries
3. Successfully **set up and maintained Management systems ISO 14001, 45001, 9001** for different companies including Atlas Cargo, Khalsa Development, Kenlloyd Logistics and Eco Safe Consults
 |
|  |
| **Employer** | **DATPO Investments (U) Limited, Kampala, Uganda** |
| **Position** | Project Occupational Health and Safety Manager (Expert) |
| **Period** | June 2019-Dec 2021 |
| **Roles and responsibilities** | This was a USD 4.5M World bank funded project under the Rural Electrification Agency. This involved plant, design, supply and installation of works for the construction of the 11/33kV MV Power Lines & Associated LV networks for the ERT III grid extension projects under Package 3B (Lot 3B Line 13). (104kms). Led all occupational health, safety aspects for the project in addition to:1. Development of the project Environmental and Social Management Plan (ESMP)
2. Ensuring compliance with all the World bank safeguards
3. Conducting staff inductions and routine trainings for project staff and other actors
4. Development of the safety expert’s report and inputting into the social experts’ reports.
5. Development of safety plans for all the 5 camps and sites.
6. Management of over 200 employee’s safety
7. Ensuring compliance with ISO standards and environmental or national and international standards.
8. Supervising all staff and experts including experts based on set safety checklists
9. Providing in-house trainings for actors in the project in line with the industrial best practices
10. Popularizing project safeguards and safety best practices to actors
11. Management of personal Protective Equipment and key safety needs
12. Integrating Standard Operating Standards in the management of Covid-19 among actors as project is implemented
13. Development of project progress and safety reports
14. Development of safety budgets and safety manuals
15. Performing other assignments as needed by the client, employer and World Bank’s assigned consultants
 |
| **Achievements** | 1. Developed 5 strategic OHS reports with management actions that reduced the budgeted costs by over 15%
2. Successfully managed to mitigate any accident with 00% accident registered
3. Established a sound World Bank standard safety system among 460+ project staffs and sub-contractors
4. Integrated project safety needs into organizational safety systems
5. Established sound partnership with health institutions in project locations as strategic partners for mitigation and redress of any possible risk or accident.
6. Conducted sound successful trainings among project actors
7. Increased appreciation of safety and embracing environmental safeguards among project actors
8. 100% of processes approved due to quality safety safeguards at all levels
 |
|  |  |
| **Employer** | **Nile Breweries, Jinja** |
| **Position** | **Projects Safety Consultant****Projects included; (i)** Installation of a Bio Gas Boiler (ii) Construction of Calamity Tank (iii) Construction of the Whirlpool |
| **Period** | July 2018 – March 2019 |
| **Roles and responsibilities** | 1. Ensuring that all required permits to work are signed on a routine basis before work starts.
2. Conducting tool box talks every stakeholder on regular basis.
3. Performing strategic risk assessment of the tasks that are to be performed and put necessary control measures in place to curb down the risks.
4. Carrying out tools and equipment checklist
5. Ensuring that workers have the right PPEs for the jobs to be carried out
6. Ensuring that the project establish a safety value system and all actors embrace safety
7. Reviewing and approving contractors’ risk assessments and safety plans.
8. Initiating and organizing safety inductions
9. Carrying out incident and accident investigations to determine causes and find suitable solutions
10. Undertaking strategic management decision on the project relating to the client
11. Monitoring actions of the contractor and auditing safety actions on a monthly basis
12. Conducting other actions for the safe project implementation of the projects.
 |
| **Achievements** | 1. Successfully supported project implementation to two weeks completion of the Whirlpool before the actual anticipated period.
2. Informed and shaped management decision on safety issues especially guiding saving of costs on project performance using safeguards like PPEs and induction
3. Successfully trained project staff and registered 0% accident and 0 LTI on site through the projects.
 |
|  |
| **Employer** | **ABUBAKER Technical Services:** |
| **Position** | Health Safety Environment and Quality Supervisor:  |
| **Period** | August 2015–May 2018 |
| **Roles and responsibilities** | 1. Ensuring that safety management system requirements are established, implemented, maintained and monitored
2. Carrying out safety audits to ensure compliance and identifying weaknesses and deficiencies in the safety programs and processes
3. Introducing and maintaining QHSE culture.
4. Conducting daily inspection of the site, machinery and PPE.
5. Preparing, reviewing, and updating appropriate sections of the company's emergency procedures manual
6. Maintaining first aid kits at the site and ensure that all required materials are available.
7. Developing and monitoring work permit system and ensuring all requirements on the permit are being followed prior to the start of work.
8. Conducting safety Orientation to all new hired employees and sub-contractors before assigning them to any work.
9. Conducting weekly inspection of equipment and reporting on processes
10. Performing incident and accident investigation as needed.
11. Ensuring daily good standards of housekeeping is done
12. Identifying hazardous elements like chemical, electrical, physical, and biological in the workplace
13. Developing, implementing and monitoring health and safety policy, programs and plans
14. Reporting all critical emergencies, accidents, staff complaints to the management, and investigate the cause
15. Setting up emergency plans and educating all employees how to handle such situations
 |
|  |
| **Employer** | **SNV (NGO) in cooperation with KFNC and FAOC on TIDE Project** |
| **Position** | Sept 2014 – June 2015 |
| **Period** | Project Administrator;  |
| **Roles and responsibilities** | 1. Project sensitization on school milk feeding in primary schools
2. Conducting secretarial services to the office
3. Performing front desk roles to the organisations
 |

**LANGUAGES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Speaking** | **Reading** | **Written** |
| English | Excellent | Excellent | Excellent |
| Runyakitara | Very good | Good  | Good |
| Swahili | Fair | Fair | Fair |
| Luganda | Good | Fair | Fair |

**REFEREES**

* Kaijuka Edgar

Safety Manager – UNRA

Mobile: +256-752-966-197

* Akuguzibwe Alex

Projects Manager – Sidel

Mobile: +256-771-695-675

* Ambrose Matsiko

Safety Manager – ABUBAKER Technical Services

Mobile: +256-700-520-057

**Certification:**

I **BIRUNGI DOREEN**, the undersigned, certify that to the best of my knowledge and belief, this biodata correctly describe my qualifications, my experience, and me.