



# ADRIN KUMAR BISWAS

**Mission** : Pursue my career in Fire and Safety Field.

**Vision** : To pursue a career in the HSE field at an organization to diversify my knowledge and create awareness of a safe working environment.



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## SKILLS

- Risk Assessment and Audit
- Safety Training
- Effective Communication
- Continuous Learning
- Documentation
- First Aid

## EXPERIENCE

### 1. Fire and Safety Officer {08/2024-Present}



At OCS Group India Ltd – NTT Data (Kolkata, India)

- Support the HSE Head and team with planning, coordinating and implementing of effective HSE Policies, Plan and Trainings.
- Provide support to Project and Operation team in all aspects of safety, occupational health and environment
- Ensure HSE trainings, tool box meetings and emergency response drill are implemented.
- Conduct HSE induction trainings and orientation programme to all new employees.
- Ensure all worksites are HSE compliant with Company policies and safety standards.
- Maintain Records for any Incident and take preventive measures as required.
- Taking round the site for inspection of entire premises and maintain record for the same.
- Conduct audit of Work Permit Entry & verification the same.
- Conducting HRA meeting with vendor team and coordinating high risk activities along with documentation process.
- Pre Inspection of all equipment used at site and maintain records.
- Conduct weekly HSE meeting, safety committee meeting and implementing reward and recognition to workers and vendor team.
- Inspection of pre installation of fire suppression systems, fire pump, extinguishers and other fire detection system inside premises and other areas.
- Preparation of weekly and monthly HSE documents and maintain the record.
- Inspection of HIRA and SWMS on routine basis with vendor team at site.
- Preparation of Emergency Response Plan and conduct mock drill.
- Comply with Legal requirements at site.
- Analysis of HSE Data for better performance in HSE and develop KPI.

## **INDUSTRIAL TRAINING**

- Industrial Training at Pyrotech Electronics Pvt Ltd, Unit-2 Rajasthan (05/2016 - 06/2016)
- Industrial Training at 80MW, Thermal Power Plant of Hindustan Zinc Ltd, Zawar (05/2015 - 06/2015)

## **PROFESSIONAL ACHIEVEMENTS**

- Achieved 1 million Safe Man Hours at NTT DC Kolkata.
- Achieve Train the Trainer (TtT) certification at DLF Corporate Office.
- Achieve 2<sup>nd</sup> Position in Hot Work Safety during National Safety Week 2023.
- Achieved 1<sup>st</sup> position in Safety Observation Round (SIOD) at DLF, Kolkata.
- Achieved 1<sup>st</sup> Position in Safety Suggestion Round at DLF, Kolkata

## **LANGUAGES**

- English - **Native or Bilingual Proficiency**
- Hindi - **Native or Bilingual Proficiency**
- Bengali - **Professional Working Proficiency**
- Telugu - **Professional Working Proficiency**

## **2. Fire and Safety Officer {08/2022 - 07/2024}**



*At CBRE – DLF IT Park (Kolkata, India)*

- Inspection of Work permit system, Job safety analysis before work.
- Conduct Events and motivational Programme at site on monthly basis.
- Providing Safety induction training and Tool box talk to workers.
- Monitoring site work as per HSSE standards.
- Stressing on the use of PPE and its implementation at site.
- Conducting emergency drills on Quarterly / Yearly basis on different buildings.
- Preparation and maintaining of HSE records as per BSC.
- Preparation of HIRARC (Hazard Identification Risk Assessment Risk Control) documents for all activities.
- Providing special training to the workers about work at height, hot work and rope suspended platform.
- Providing knowledge about fire and its causes. Remedies to use fire extinguishers by team..
- Ensure Legal Compliance on safety at site.
- Ensure Integration of Fire Alarm panel.
- Ensure maintenance of Fire Extinguisher, Fire Hydrant Cabin, Fire Pump and other fire equipments..
- Conduct third party client audit for all tenants at DLF on quarterly basis.
- Preparation of Emergency Response Team and proper training.
- Conducting HSE Operation Meetings with Team member on monthly basis.
- Conduct ECF (Employee Consultation Forum) meeting with ground Team members
- Presentation of SO Sub Committee meeting with Client Team.
- Initiate Active role to carry out an external audit to establish safety management system for good health.
- Development of EHS Policy and Procedures.
- Preparation of NMC report and its corrective action for implementation.
- Development of HSE policy and procedures with team members.
- Allocation of budget and resources for HSE performance.
- Analysis of HSE Data for better performance in HSE and develop KPI.

## **3. Safety Officer {11/2021- 08/2022}**



*At Paharpur Cooling Towers Ltd – (Jajpur, India)*

(Erection and Commissioning of Cooling Tower at 3x30 TR at Cold Steel Mill (CSM) and 3x 100TR at Cook Oven Blast Furnance (COBP) at TATA Kalinganagar)

- Conduct inspection of PPEs and workplace on routine basis at **TATA Kalinganagar**.
- Take all reasonable steps to prevent workers from taking risk.
- Ensure job is executed by workers with safety procedures.
- Monitoring gas and sound level to make workplace safe.
- Monitor PTW documents on regular basis.
- Maintain health record of all employees in coordination with HR department. Conduct mock drill and ensure all workers are aware of emergency procedures.
- Conduct investigation for any incident/accident to find out root cause
- Taken active role in procurement of safety items.
- Conduct audit of tools, PPE on routine basis.
- Conduct Safety Committee meeting with team members monthly.
- Conduct Training with workers on routine basis and Induction training to new workers.
- Development of HSE policy and procedures with team members.
- Analysis of HSE Data for better performance in HSE and develop KPI.
- Preparation of HIRA and JSA for activities.
- Preparation of Environment legal documents related to site work.

## **OTHER QUALIFICATIONS**

- Undergone several safety certificate courses under RLI institutes (DGFASLI, Mumbai) and among those following are mainly highlighted among those:-
  - HSE in Workplaces
  - Safety in Handling of Materials
  - Accident Investigation System
  - Machine safety
  - Qualitative and Quantitative Risk Analysis
  - Selection and Use of PPE
- Certificate of Environment Management and Sustainability (ISO14001:2015),CPD (12/2020)
- Certificate of Management of Change in Process Safety (MOC), CPD (12/2020)
- Certificate of First Aid at work, KHDA, Dubai Govt (12/2020)
- Certificate of Level 2 Award in principle of Fire Safety, British Safety Council (03/2020)

## **PERSONAL DETAILS**

- Father's name :- Dhruba Kumar Biswas
- Mother's name :- Mousumi Biswas
- Validity of Passport till Jan 2028
- Nationality :- Indian

## **4. Executive-Safety (08/2019 – 08/2021}**



*At Teknomin Construction Ltd – (Malanjhand,India)*

- Monitor and Implement safety related activities and procedures in development of underground tunnels mining at **HCL, Malanjhand.**
- Inspection of PTW before work and TBT to all workers.
- Pre Inspection of machinery and tools before work and documentation.
- Training on critical activities as per HSE Calendar.
- Motivational programme as per schedule.
- Development of EHS Policy and Procedures.
- Preparation of NMC report and its corrective action for implementation.
- Development of HSE policy and procedures with team members.
- Allocation of budget and resources for HSE performance.
- Analysis of HSE Data for better performance in HSE and develop KPI.
- Maintain health record and health check up of all employees.
- Conduct mock drill and ensure all workers are aware of emergency procedures.
- Ensure Legal Compliance at Site.
- Documentation of SWMS and HIRA for all activities.

## **5. Safety Supervisor {06/2018 – 08/2019}**



*At Maco Corporation Pvt Ltd – (Kolkata,India)*

Opportunities to work in Group of companies as follows-

- Use of LOTO tag for maintenance of Thickness and width measurement gauges.
- Use of Dosimeter to check exposure of dosage.
- Use of Appropriate PPE for work.
- Pre Inspection of machinery and tools before work and documentation.
- Training on critical activities as per HSE calendar.
- Inspection of limit switches, controller and other safety devices in EOT cranes.
- Documentation of SWMS and HIRA for all activities.
- Analysis of HSE Data for better performance in HSE and develop KPI.
- Motivational and awareness training programme as schedule.
- Site Observation and Documentation.
- Inspection of PTW before work and TBT to all workers
- Investigation of any NMC or incident and its corrective action for implementation.
- Collaboration with other vendors and client to improve HSE Performance at site.

## **6. Service Engineer {10/2017 – 06/2018}**



*At Epiroc Mining India Ltd – (Kolkata,India)*

- Carry out commissioning, inspection and maintenance work of HEMM machines at various open cast mining construction industries by maintaining proper Safety standards, rules and procedures.

## **PROFESSIONAL QUALIFICATION**

- **The Institution of Fire Engineers (IFE), UK (2025)**
  - Level 3 in Fire Engineering Science.
- **ISO 45001 Lead Auditor Course (2023)**
  - CQI and IRCA Certification.
- **Advance Diploma in Industrial Safety (ADIS) (2023)**
  - State Board of Technical Education and Training (SBTET), Andhra Pradesh
- **National Examination Board of Occupational Safety and Health (NEBOSH – IGC) ,UK {2021}**
- **Advance Diploma in Industrial Safety (ADIS) (2021)**
  - Bharat Sevak Samaj, Govt of India.
- **Institution of Occupational Safety and Health (IOSH –Managing Safely) , UK {2020}**

## **EDUCATIONAL QUALIFICATIONS**

### **1. Bachelor of Technology (B.Tech) {2017}**

Manipal Institute of Technology, Manipal.

Course:

- Electrical and Electronics Engineering (EEE)

### **2. HSC (10+2) {2013}**

Sri Chaitanya Co-op Junior College, Visakhapatnam.

- PCM stream with Board of Intermediate Education (BIE), Andhra Pradesh

### **3. SSC(10<sup>th</sup>) {2011}**

Delhi Public School, Ukkunagram, Visakhapatnam.

- Central Board of Secondary Education (CBSE)