

Shraman Mitra

EHS Management Professional having more than 11 years of experience with B.Tech Fire & Industrial Safety and ADIS

Hugli, West Bengal

shraman.ehs@outlook.com

+91 82401 06062

To strategize & frame policies & procedures related to EHS & Sustainability, preparing & rolling SOPs & training modules, ensure safety performance and inculcate safety culture in the organization, to plan, monitor & control overall environment, health & safety related aspects of the plant. To ensure safe working environment by developing employees about behavioral attitude and adherence to safety practices. To monitor & control on compliance & ensure adherence to all statutory provisions of industrial laws pertaining to Safety & Environment. To coordinate & monitor for obtaining and sustaining all License, Permit & Consent from various statutory authorities in respect of plant operation.

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1991-02-08

Eligible to work in: India

Highest Career Level: 5+ years experience

Industry: Security & Public Safety

Total years of experience: 12

Work Experience

Assistant Manager- EHS | Governance Risk and Compliance (GRC)

Eternal Limited-West Bengal

Full-time

1 month notice period

June 2025 to Present • Full-time

Compliance & Program Management:

Ensure facilities comply with all relevant federal, state, local, and company EHS regulations.

Develop, implement, and manage regional EHS programs and systems.

Oversee environmental performance and adherence to legal standards.

Participate in the strategic planning process for EHS initiatives.

Training & Development:

Deliver engaging safety training programs to empower employees and promote a safety-conscious mindset.

Identify and address training needs within the organization.

Develop and implement training plans for safety and environmental programs.

Risk Management & Mitigation:

Conduct risk assessments and implement solutions to prevent or mitigate hazards.

Perform regular EHS audits, assessments, and inspections to identify and address potential risks.

Investigate incidents, conduct root cause analysis, and develop corrective actions.

Communication & Collaboration:

Communicate EHS information effectively to various stakeholders, including employees, site leadership, and regulatory agencies.

Partner with cross-functional teams to improve EHS performance and decision-making.

Performance Monitoring & Reporting:

Track and report on regional EHS performance metrics.

Analyze data to identify trends, drive improvements, and celebrate successes.

Team Leadership & Development:

Lead and develop a team of EHS professionals, providing guidance, coaching, and performance feedback.

Assist in recruiting and developing site-based EHS experts.

Ensure effective performance measurement and succession planning.

Other Responsibilities:

Manage safety promotional and specific awareness campaigns, activities.

Maintain records and documentation of EHS-related activities.

Ensure proper functioning of safety equipment and systems.

Cluster Manager- HSEF

Reliance Industries Ltd-Kolkata, West Bengal

Full-time

1 month notice period

March 2023 to Present • Full-time

Responsibilities:

1. Integration of HSE management system with Business operations in his designated cluster taking in account all applicable acts, rules and regulations.
2. Responsible to conduct training and awareness campaigns and promoting HSE best practices. In case of incidents, participate in incident investigations and implementation of corrective actions.
3. Maintains records, foster collaboration and assists in emergency response planning to uphold the HSE management system at operational levels.
4. Leadership: Implement and enforce HSE policies and procedures in accordance with HQ defined HSE policy, Standard operating procedures, guidelines, advisories and group guidelines across all sites. Maintain accurate records of HSE activities, incidents, inspections and training at each site within the designated cluster. Assist in culture of collaboration and excellence within the team. Monitor key HSE performance indicators, track metrics such as incident rates, compliance rates and training effectiveness.
5. Regulatory Compliance: Ensure that the business within the designated cluster is aware of and compliant with all relevant HSE regulations and standards. Conduct gap assessments to identify areas of non-compliance and provide support and guidance to the business in achieving compliance.
6. Risk Assessment and Management: Conduct regular risk assessments at each site to identify potential hazards and risks. Take measures to mitigate the risk focusing on reducing risks to an acceptable level while capitalizing on identified opportunities.
7. Audit and Assurance: Conduct HSE audit and assurance activities within the cluster, ensuring adherence to regulatory requirements and group guidelines. Collaborate with internal and external auditors to facilitate audits and support the development of action plans based on audit findings, ensuring timely follow-up and closure of identified issues.

8. Incident Management: Conduct investigations into accidents, incidents or near misses at any site to identify root causes and implement corrective actions to prevent recurrence. Develop and implement emergency response plans for each site, including evacuation procedures.

9. Learning and Development: Coordinate and deliver HSE training programs to employees at all sites within the cluster. Track and measure the effectiveness of training initiatives, ensuring compliance with mandatory training programs as per established L&D framework.

10. Emergency Preparedness: Implement comprehensive emergency preparedness plans, ensure readiness to respond effectively to any safety-related incidents. Conduct emergency drills to test response protocols.

Regional EHS Officer

Amazon.com-Kolkata, West Bengal

Full-time

September 2020 to March 2024 • Full-time

Responsibilities:

Compliances

- OSHAS standard maintenance at all sites e.g., warehouses, branches & other business and operation sites.
- Compliance & monitoring of all sites Statutory requirements
- Daily monitoring & making continuous follow ups with the concerned persons of the every sites for the safety, security and departmental loss prevention.
- Internal safety meeting arrangement along with its points closure & related follow ups with concerned person / department / vendor.
- Timely internal & External Audit carry out at all sites & their points mitigation

Training

- Training of all employees as per the requirement and training calendar and compliance with stake holders
- Mock drill & Emergency evacuation amongst all employees for all units & its continual monitoring
- First Aid awareness Training amongst all at every level
- Briefing and communication amongst all associates regarding new operational project/ modifications, initiatives etc.
- Communication of Campaigns, Initiatives and case studies amongst all

Emergency Plan & Safety Reporting

- Preparation of Emergency Plan as per the requirement and its revision
- Emergency plan display and awareness for all employee level
- Emergency plan preparation for new site and after any project developed if required
- Preparation & revision of Safety Manuals
- Safety Reporting like Unsafe Acts, Conditions, Nearmisses, FACs & accidents

Internal Audit

- Internal OSHAS Audit conduction to every unit and maintain the audit calendar throughout the year
- Plan & develop as per the requirement of Internal OSHAS Audit, Electrical Safety Audit, Road Safety Audit etc.
- Maintain necessary documents

Senior Executive - Safety

Inland World Logistics Private Limited-Kolkata, India

November 2019 to September 2020

Responsibilities:

Compliances

- OSHAS 18000:2007 standard maintenance at all sites e.g., warehouses, branches & other business and operation sites.

- Compliance & monitoring of all sites Statutory requirements e.g., Fire NOC, Structural Stability Certificate, PHED certificate etc.
- Daily monitoring & making continuous follow ups with the concerned persons of the every sites for the safety, security and departmental loss prevention.
- Internal safety meeting arrangement along with its points closure & related follow ups with concerned person / department / vendor.
- Timely intern & External Audit carry out at all sites & their points mitigation

Training

- As per the OSHAS guideline, train all employees as per the requirement and training calender.
- Report preparation as well as Training need analysis at employee level
- Mock drill & Emergency evacuation amongst all employees for all units & its continual monitoring
- First Aid awareness Training amongst all at every level
- Safety training for visitors & new comers

Emergency Plan

- Preparation of Emergency Plan as per the requirement and its revision
- Emergency plan display and awareness for all employee level
- Emergency plan preparation for new site and after any project developed if required
- Preparation & revision of Safety manual

Internal Audit

- Internal OSHAS Audit conduction to every unit and maintain the audit calendar throughout the year
- Plan & develop as per the requirement of Internal OSHAS Audit, Electrical Safety Audit etc.

Safety welfare Officer

Vedant Fashions Pvt LTD (Manyavar)-Kolkata, West Bengal

December 2018 to July 2019

Responsibilities:

Compliances

- Starting and commissioning of SHE Department for the Group
- Preparation & implementation of Safety Health & Welfare Policy
- Compliance & monitoring of all warehouses, branches & other business and operation sites Statutory requirements asper WB Factoy rules e.g., Fire NOC, Boiler etc.
- Daily monitoring & making continuous follow ups with the concerned persons of the every sites for the safety, security and related loss prevention.
- Internal safety meeting arrangement along with its points closure & related follow ups with concerned person / department / vendor.
- Timely internal & External Audit carry out at all sites & their points mitigation

Training

- As per the Rules & guideline, train all employees as per the mandatory training calendar and need
- Mock drill, Emergency evacuation and First Aid training amongst all employees for all units.

Safety & Emergency Plan

- Overseeing special projects (NOVEC Gas Flooding, Solar, Emergency Evacuation Plan etc.) and tracking progress towards company goals.
- Safety Management system plan and implementation at the organization
- Fire Safety & Preparation of Emergency Plan as per the requirement and its revision and display

Internal Audit & External Audit

- Internal Audit conduction to every unit and maintain the audit calendar throughout the year
- Plan & develop as per the requirement of Internal Audit, Electrical Safety Audit etc.
- Maintain necessary documents

Safety Reporting

- Incident reporting and their RCA & CAPA
- Safety Dash Board and report preparation

Welfare & Admin

- Monitoring of Occupational health of employees and condition of their Health check ups
- Provision of First aid facility at every site as per the standard requirement
- Provision and monitoring of rest rooms, canteens, washrooms, ambulance facility at the site.
- Provision and monitoring of Drinking water and other welfare facilities at site
- Surprise visits at site to avoid complains and misbehaviour.
- Ensure zero issues in operations & maintenance of the site and Ensure a statutory complaint is adhered by the staffs.

Achievements:

NOVEC Gas flooding system installation project implementation for server rooms

Senior Executive - Safety

ABDOS Group(Contract MFG of Hindustan Unilever)-Kolkata, West Bengal

Full-time

September 2014 to December 2018 • Full-time

Safety Culture Building

- Starting and commissioning of SHE Department for the plant & Group
- Implementation and training of Safety Health Policy & Environment Policy
- Analyse behaviours of the people in plant toward safety and support site leadership to devise strategies to change behaviours
- Devise site reward & recognition schemes to promote Safe Behaviours

Training

- Decide safety training strategy for the site and prepare safety training calendar for Workmen, Execs, Managers & contractual employees
- Conduct training of necessary stakeholders in areas of Safety Standards, Work Permit Systems, Risk Assessment, Emergency Plan

Statutory Compliances

- Responsible for Safety related statutory compliances for the site e.g. Pollution Consents, Fire Licenses/ NOC etc.
- Prepare a list of all Statutory Requirements related to Safety, allocate responsibility & develop a mechanism for tracking
- Formation of site Safety Committee as per Factory's Act & conduct routine meetings

Internal Audits

- Develop a calendar for conducting Safety Audits in plant, allocate responsibility & track compliances
- Develop Safety audit checklists in co-ordination with functional stakeholders
- Coordinate Safety Audits & Audits on Safety Aspect- Conducting External Safety Audits like Electrical Safety Audit, Mandatory Minimum Standard (MMS) Audit, ISO 22716:2007, HAZOP, Fire Safety Audits etc.
- Highlight key audit findings to site leadership and get the audit gasps closed with functional stakeholders
- Maintain necessary documents

Safety Risk Assessment /Emergency Plan

- Train the functional stakeholders on various Risk Assessment tools such as FMEA, CTI/THA, Location / Equipment Risk Assessment, What-If Analysis, HAZOP
- Prepare site Emergency plan
- Lead Emergency Mock-Drills as per requirement
- Annual review of Risk Assessment & Emergency Plan

Hazard Identification & Mitigation / Accident Investigation

- Devise a system of spotting and reporting Hazards and mitigation of same
- Ensure compliance to Accident reporting and Investigation protocol
- Participate in Accident investigation process

Achievements:

- Implementation of the work Permit System
- Safety committee formation and Safety meeting arrangements.
- LOTO(Lock Out Tag Out) System and Its Implementation
- Implementation of SBO, Hazard Identification & Nearmiss reporting in the Factory
- Implementation of Sprinklers in the Factory
- Joined company as Safety Consultant for 3 years contract & Promoted gradually to Senior Executive - SHE

Education

Industrial Safety(ADIS) (Post Graduate Advance Diploma)

West Bengal State Council of Technical Education and SPCWB-Kolkata, West Bengal
June 2019 to June 2021

MBA in Operations & HR Management (Master's)

Swami Vivekanand Subharti University
July 2017 to June 2019

B.Tech in Fire & Industrial Safety (Bachelor's)

OPJS University-Churu, Rajasthan
July 2013 to June 2017

B.Sc Environmental Science (Bachelor's)

Periyar University-Kolkata, West Bengal
June 2008 to July 2011

Science (Higher Secondary(12th Pass))

WBCHSE-Kolkata, West Bengal
June 2006 to June 2008

General (Secondary(10th Pass))

WBBSE-Kolkata, West Bengal
June 2005 to June 2006

Skills / IT Skills

- Grievance Handling
- OHS & First Aid
- PERSONAL SKILLS PROFESSIONAL SKILLS:
- communication skills
- Strategic Planning & implementation
- EHS /Industrial Safety Management
- Influencing Skills

- Industrial & Office Hygiene Carrier Objective Auditing workplace, keeping on the lookout for any unsafe behaviour or breaks in regulations. Assessing risk and possible safety hazards of all aspects of operations. Creating analytical reports of safety data. Inspecting equipment and processes to make sure they are safe and complying the standards
- PTW, LOTO, JSA, HIRA/ CTI-THA
- Emergency Preparedness
- Training, Development & Induction
- Passionate about Safety
- Fire Safety & Security System
- Incident Investigation, RCA & CAPA
- Statutory Compliances
- Internal & External Audit
- Leadership qualities
- MS Office, Internet, Email
- Administrative reporting & writing

Languages

- Bengali - Expert
- Hindi - Fluent
- English - Fluent

Awards / Achievements

Last Mile League - EHS Pinnacle

March 2020

Amazon India safety officer award

Unilever standard Safety Officer

March 2017

Certifications and Licenses

First Aid from St Jhon Ambulance

May 2019 to Present

Safety Audit from RLI, Kolkata

July 2014 to Present

IOSH- MS from IOSH, UK

July 2013 to Present