

Curriculum Vitae

Name: Joshua N Munyao

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Professional Profile

Dedicated and detail-oriented Safety Officer with 3 years of progressive experience ensuring workplace health, safety, and environmental (HSE) compliance across diverse industries. Proven ability to implement safety procedures, conduct risk assessments, and lead training sessions to minimize hazards and promote a culture of safety. Certified in Health, Safety, and Environment (HSE) standards with a strong commitment to continuous improvement and regulatory adherence.

Core Skills

- Workplace Safety Audits & Inspections
- HSE Policy Implementation
- Risk Assessment & Incident Investigation
- OSHA & Local Safety Compliance
- Emergency Response Planning
- Safety Training & Awareness Programs
- Safety Reporting & Documentation
- Team Collaboration & Communication

Professional Experience

Safety Officer

ABC Contractors Ltd, Nairobi, Kenya

March 2023 – 2024

- Conduct regular site inspections to identify and mitigate potential safety hazards in line with OSHA standards.
- Developed and implemented safety protocols, leading to a 40% reduction in workplace incidents within one year.
- Trained staff members on fire safety, PPE use, and emergency procedures.
- Led weekly toolbox talks and monthly safety audits, reporting directly to the site manager.

- Prepared incident reports and coordinated root cause analyses for near-misses and minor injuries.

Junior Safety Officer

BuildSafe Africa Ltd, Mombasa, Kenya

February 2022 – December 2022

- Assisted the Safety Manager in implementing safety procedures across multiple construction sites.
- Participated in daily safety briefings and ensured proper use of PPE by all personnel.
- Maintained safety logs, inspection reports, and updated the safety file as per legal requirements.
- Contributed to drafting site-specific risk assessments and emergency evacuation plans.
- Supported the investigation and documentation of accidents and corrective action tracking.

Education & Training

2021: Present: Bachelor of Social Sciences, Machakos University

2011: Diploma in Computer Studies, Venture Computer College

2007 – 2009: Diploma in Project Planning and Management, Ricatti Business College of East Africa

2005 – 2006: Diploma in Community Development Project Planning and Management, National Institute for Community Development

1994 – 1997: Certificate in Secondary Education, Equator High School

1985 – 1993: Certificate in Primary School Education, Ngewe Primary School

HSE Level 1, 2 & 3 Certification , Institute of Occupational Safety & Health (IOSH), 2021
Hazard Identification, Fire Safety, First Aid, Environmental Management, Risk Management, and Workplace Health Compliance.

Professional Affiliations

- Member, National Safety and Health Council (NSHC), Kenya
- Associate Member, Institute of Occupational Safety and Health (IOSH)

References

Available upon request.