



MY PROFILE:

Our Managing Director (Anil Sinha) have over **11 years** of work experience in the field of **Driver's Training, Vehicle Management, Safety, Health, Environment and HSE Training** and have a **Good International working Exposure**. At the same time he can provide with an Excellent Technical Support as well as Solutions with his Experience, Ability, and Commitment towards Job and Communication Skills to the company.

In his pervious job in Anglo American Exploration, India, he was responsible for the entire gamut of operations ranging from Driver's Training, Vehicle Management, Safety, Health Related, Environmental issues, Community Development Projects, Organizing Training, Managing the team and a variety of functions involved in the company with key emphasis to Man Management.

His main Job Objective at Anglo American Exploration India Project is to make sure:

1. Maintain Zero LTI (Lost Time Injury)
2. To develop and maintain Driving Training and Vehicle Management System within the exploration operations.
3. To develop and implement ISO 14001/OHSAS 18001 systems (SHEms – Safety Health & Environment Management System) for all exploration operations for achieving continual improvement.
4. Identify and organize community development programs and maintain good relationship with the local community in project area
5. To organize HSE related trainings for all employees including casual filed assistants and contractors' employees to develop HSE awareness within their respective areas and
6. To ensure cost effective use of vehicles and safety gear in India projects.

AREAS OF EXPERTISE:

- **Driver's Training and HSE related Training and organizing Tours**
- **Operations**
- **Knowledge of ISO 9001, ISO 14001 & OHSAS 18001 requirements.**
- **Deliver lecture in First Aid Course, organized by Red Cross Society, Udaipur**
- **Safety/ Health/ Environment & Vehicle Management System**
- **Community Development & Engagement**

WORK EXPERIENCE:

January 2006 – Till Date

Working as Managing Director for Rajasthan Four Wheel Drive Pvt. Ltd since January 2006.

September 2000 – December 2005

Worked as an **Operations Manager and SHE (Safety Health & Environment) Coordinator** for **Anglo American Exploration (India) Pvt. Ltd**, since September 2000. Anglo is a Multi Nation Company (MNC) which is one of the World's largest Mining Exploration Company with world wide assets of Mineral resources spanning all over the world.

August 1996 – August 2000:

Worked for **BHP Minerals Exploration** (An MNC, Head Office at Perth, Australia) in Delhi and Udaipur (Rajasthan) as Facilities in charge (Sp Vehicles). He was responsible for:

- Vehicles Safety, Safety Equipments, Recovery Gears and Maintenance.
- Trained drivers about 4WD and defensive driving techniques.
- Maintained Fuel, Maintenance and lubricant record.
- Checked contractor vehicle about company safety requirements.
- Supervised drivers and organized vehicle for fieldwork.

Responsibilities at Anglo American:

Health, Safety, Environment & Operations:

- Processing implementation of Safety Health Environment Management System (SHEms) to entire operations and get the certification of ISO 14001 and OHSAS 18001;
- Monitor the implementation and functioning of the Safety, Health and Environment System (SHEms) by organizing internal audit.
- Analyse nonconformities and results of internal audits and report to management for review and as a basis for continual improvement.
- Monitor and follow up of corrective action and verifying effectiveness.
- Promoting awareness about safety, health and environment issues throughout the organization.
- To ensure Occupational Health, Safety and Environment meeting are conducted time to time and minutes are collated and any action identified and followed up.
- To advice management of specific problems arising from OHS&E meetings in relation to statutory requirement and the company's OHS&E policies and procedures.
- To implement and enforce reviewed Standard Operating Procedure (SOP's) for Vehicle, Camps, Contractors, Ground Geophysics, Drilling, Reconnaissance, Office & staff house, Personal Protective Equipment, ERP, Reporting procedures, Traversing and Safety Induction for Visitors by conducting audits and inspections and reviewing checklists and minutes of SHE meetings.
- Maintain the record of all accident/incident reports and in consultation with management to investigation and report on the outcome of those investigations.

- To maintain the company's accident, lost time injury, medical treatment case, first aid case and man hours etc statistics and analyse on a regular basis.
- To establish, implement & maintain Emergency Response Plan for various potential hazardous situations.
- To coordinate a program of drills & exercise to ensure that emergency response procedures is activated.
- To establish, implement & maintain a safety award scheme to identify and reward an employee.
- To ensure appropriate level of security and maintenance of office, staff house and vehicles.
- Review purchases & expense reports for office, staff house, vehicles and camp supplies and maintain stock register for field equipment.
- Working with different suppliers in getting quotations for various supplies related to safety, vehicle, field, staff house etc. and monitor driver's and staff house expenses.
- To implements and communicate company's safety requirements and organize safety meeting with contractor and their employees.

HSE Training

- Deliver and co ordinate HSE related training to all employees, as **He is a trained Instructor** for defensive and 4WD training.
- Maintain an administration system that ensures accurate records for the training and certification and assessment of employees.
- Update training manual and procedures in accordance with administrative procedures.
- Conduct training need analysis and prepare training plans as required.
- To ensure new employees undertake a competency program of structure training is implemented.
- Training co ordination including planning of training, liaison with training providers and organizing training programs and continuous review of developments in training.
- Co ordinate and maintenance of training records and requirements including training costs.

Community Development & Engagement:

- Communicate with villagers about exploration programme and negotiate land access agreement;
- Identify and implement Community Development & Engagement Plan for local community.
- To liase with local landowners and communities on access for drilling and other exploration activities.
- Prepare report on Community Development & Engagement after completion of the project.

Vehicle Management:

- Trained drivers about 4WD Drive, Defensive Driving, driving with trailer and vehicle maintenance training for drivers.
- To establish proper system for vehicle maintenance, supervise drivers, organize vehicle for field staff/activity.
- To maintain vehicle's fuel, lubricate and maintenance record to monitor vehicle conditions.
- To organize daily, weekly & monthly checks for vehicle to keep vehicle in sound condition. – Avoid break down during the fieldwork and saving a lot of time.
- To organize Safety meeting with drivers to get feedback for vehicle and other related issues.

Others:

- Checklists to be produced for any requirements.
- Supervise drivers, staff house staff, office maintenance staff and contract security guards.
- Maintain field stock and organize field supplies.
- Send Country Security Alerts to foreign staff.
- To be organize Pre Safety checks for drill rig and contractor's vehicle and carried audit for rig and contractor's vehicle as required.
- Monthly safety check for vehicle, office and staff house.

INTERNATIONAL CONFERENCES & TRAINING ATTENDED:

Name of Course	Spill Management
Date	20 May 2005
Course Presenter	Yaswant Bordia, Envirogreen Consultancy, Udaipur (an ISO/OHSAS Consultant)
Name of Course	Internal Auditor Training
Date	27- 28 October 2004
Course Presenter	Deepankar Chowdhury, EQMS, Delhi (an ISO/OHSAS Consultant)
Name of Course	First Aid Course (Medallion)
Date	7- 8 August 2004
Course Presenter	Red Cross Society, Udaipur
Name of Course	Facilitated ISO 14001 and OHSAS 18001 Management System Documentation Generation Programme
Date	18- 23 January 2004 (Santiago, Chile)
Course Presenter	Prof. Johan G. Nel, South Africa
Name of Course	Senior First Aid Course
Date	6- 8 August 2003

Course Presenter	Red Cross Society, Udaipur
Name of Course	NOSA (National Occupational Safety Association, South Africa)
Date	18- 19 May 2003
Course Presenter	Clive Poole, Divisional SHE Coordinator, AAED, South Africa
Name of Course	Senior First Aid Course, Resuscitation and Provide Emergency Care
Date	23 – 25 October 2002
Course Presenter	Steve Shaw (Shawsett Training, Perth, WA)
Name of Course	Hazard Management, SHE Induction, SHE Management System & Basic Safety Awareness
Date	21, 25, 28 October and 1 November 2002
Course Presenter	Ali Martin (OH&S Pty. Ltd, Perth, WA)
Name of Course	Instructors Course
Date	29-31 October 2002
Course Presenter	Arthur Connor (All Wheel Training & Safety Solutions, Perth, WA)
Name of Course	Senior First Aid Course
Date	6-7 April 2002
Course Presenter	Red Cross Society, Udaipur
Name of Course	Attended Roundtable on Mining & Community Development
Date	31- 1 February 2002
Course Presenter	Federation of Indian Mineral Industries
Name of Course	Senior First Aid Course
Date	3-5 January 2001
Course Presenter	Red Cross Society, Udaipur
Name of Course	Instructors Course
Date	28- 1 August 1998
Course Presenter	Arthur Connor (4Wheel Drive & Safety, Perth, WA)
Name of Course	Senior First Aid Course
Date	1997
Course Presenter	Red Cross Society, Udaipur
Name of Course	4WD Driver Safety
Date	31- 3 September 1997
Course Presenter	Arthur Connor (4WD Training & Safety, Australia)
Name of Course	2WD Driver Safety & Executive Driving Techniques
Date	5- 6 September 1997
Course Presenter	Arthur Connor (4WD Training & Safety, Australia)
Name of Course	Senior First Aid Course
Date	April 1997
Course Presenter	AEA, Singapore

ACHIEVEMENTS AND AWARDS:

- Tony Trahar, (AA Plc Chief Executive) has awarded Anglo American Exploration India Pvt. Ltd. (AAEIPL) **Bronze Certificate for “CEO SAFETY EXCELLANCE AWARD 2003”** in small business unit category in recognition of outstanding achievements in the field of Safety during the 2003.
- Completed successfully Pre-Assessment Audit (stage1 audit) for ISO 14001/OHSAS 18001 for AAEIPL Projects, as I am Management Representative for the same.
- AAEIPL have completed more than **1,000,000 (1 Million) Lost Time Injury (LTI) -Free Man-Hours.**
- AAEIPL vehicles have completed more than **1,300,000 (1.3 Million) kms** on Indian roads without any major accident/incident