

# Claudia Pinto

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## Personal statement

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My past experience includes industry sectors such as Engineering Projects, Construction (Residential and Commercial Buildings) Industry, Gas Network Designer (Distribution – Natural Gas), Refinery (Galp Energy) and Rail industry.

This experience has provided with a wide knowledge-base to call upon when I assisting our projects with their Health and Safety System, processes and cultures.

## Key Skills

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- **Civil engineer degree** ( university degree);
- **Postgraduate in Senior Working Safety Technician** (Level VI);
- International Institute of Risk and Safety Management – **Specialist Member SIIRSM**
- Institute of Occupational Safety & Health – **Graduate IOSH card**
- **CSCS card for managers and professionals(AQP)**
- **Lucas Card (Rail Industry)**
- **Track Awareness (Rail Industry)**
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Asbestos Training recognized by ROSPA
- Environment Training recognized by ROSPA
- Certificate of Attendance for Qualitative Face Fit Testing
- Course Supervision and Environmental Management (Waste Manager)
- First-aider card

## Employment History

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From January 2015 to present date

### 1) Consultancy Services

Ensure that all HS&E standards, company policies and processes are followed;  
Conception and maintaining of Inspection Test Plan (ITP's), Method Statements, Safe System of Works (SSoW), Technical Queries, etc  
Management and supervision of the works on site (Liaising with the main client, subcontractors, designers, etc)...

**RSCP Engineering & Consultancy Ltd**  
79 College Road, HA11BD –London, UK  
**Residential Projects and Consultancy Services**

From March 2014 to January 2015

### 2) Health and Safety Manager – Contract

#### **Main activities and responsibilities:**

Conducting site safety inspections and carry out audits;

Conduct regular reviews on corrective actions arising from inspections and audits. Reviewing and implementing site specific risk assessments;  
Attending safety meetings to address safety concerns;  
To promote and facilitate technical procedures to be carried out in accordance to best practice;  
Investigation and analyse accidents;  
Ensure compliance with all legislation regarding Safety, Health and the Environment is maintained;  
Provide safety/environmental tool box talk in the line with the site safety/environmental training plan.

Blara Group Ltd  
Blara House, Unit 1 Lennards  
New Road, Rainham RM139EB Essex

### **Railway Industry, Civil, Building and M&E Services**

Reference Letter (see REFERENCE LETTER- You can call Mr. TJ O'Donovan for a reference 07943256175)

From 2thJune 2014 to August (Contract)

#### **3) Health and Safety Manager**

Nova Victoria Project – **Principal Contractor Mace Group** (£ 450 million)

##### **Main activities and responsibilities:**

Conducting site safety inspections and carry out audits;  
Conduct regular reviews on corrective actions arising from inspections and audits;  
Ensure compliance with the SMS & EMS;  
Ensure the monthly environmental and safety report;  
Instigate initiatives to promote safety and environmental good practice;  
Ensure safety and environmental alerts;  
Identification of hazards, and ensuring safe working practices on site construction;  
Provide safety/environmental tool box talk in the line with the site safety/environmental training plan;  
Ensure Safety TBT's are provided as appropriate and recorded/ uploaded to Business Risk;  
Investigation and analyze accidents.

#### **PC. Harrington**

19 Witley Gardens, Southall, Middlesex, UB2 4ES  
**Construction Industry –Residential Sector**

From 3 March 2013 to 31 May 2013

#### **4) Health and Safety Manager**

##### **Main activities and responsibilities:**

I implemented policies for health and safety in the workplace, I analyzed accidents at work and I recommended measures for prevention and control.  
I assessed procedures and monitoring controls of various risk factors at the level of major accidents. I made of Risk Assessments;  
I collaborated on a strategy to implement the Hazard and Operability study (HAZOP) review the safety of all process units' refinery and HAZID.

#### **Petróleos de Portugal - Petrogal S.A**

##### **Galp Energia (Refinery)**

**Address:Rua Tomás da Fonseca, Torre C  
1600-209 Lisboa – Portugal**

#### **Oil & Gas**

**Crude oil exploration drilling and production**

**Letter of recommendation (see REFERENCE LETTER- You can call Mr. José Meireles for a reference +351969659251)**

From 4 June 2012 to 30 May 2013

**5) Intermediate Quantity Surveyor/ Gas Network Designer**

**Main activities and responsibilities:**

Gas Engineering Department responsible for construction, gas network installations mainly in the industrial sector.

Develop gas network designs (draw and dimension all projects).

Submit costing and budgets and prepare proposals to present to customers.

Ensure the safety on site and office. It was my responsibility to ensure that all OH&S systems are up-to-date and adhered to by all employees. I **did conduct Hazard identification, risk assessments, safety audits and accident and injury investigations**. A big part of my job was to **conduct OH&S training across the business, covering work at height and manual handling, first aid, emergency procedures and other safe work practices in line with industry codes of practice**.

**Grupo JWF Representações Lda. - Gás Industria (Serving Goldenergy)**

Address: Rua de Santana, nº157, 4465-741 Leça do Balio - Porto

**Oil & Gas**

**Gas and heating Network Installation and Maintenance**

REFERENCE LETTER- You can call Mr. Paulo Correia for a reference +351937259990)

From 1 August 2011 to 30 January 2012

**6) Quantity Surveyor /Gas Network Designer**

**Main activities and responsibilities:**

Develop gas network designs (draw and dimension all projection);

Submit costing and budgets and prepare proposals to present to customers;

Present Work In Progress technical solutions.

**Luís Amorim Unipessoal Lda. (Serving EDP Company)**

Address: Rua Campo de Areia, nº165 Darque,

Viana do Castelo, Portugal

**Oil & Gas**

**Installation and Maintenance of Gas and Heating Networks**

From 1 January 2011 to 30 June 2011

**7) Quantity Surveyor -Contract**

**Main activities and responsibilities:**

Allocated budget for building the pharmacies 50,000€

Managing, submit costing and budgets and prepare proposals to present to customers, planning and inspecting refurbishment construction sites of pharmacies and medical clinics, including coordination of work teams (mechanical and electrical teams).

**Formato Visual**

Address: Rua Tomás Ribeiro nº 558, 2ºandar

4450-295 Matosinhos, Portugal

**Construction Industry/Residential Sector**

2010 (Temporary Work)

**8) Intermediate Quantity Surveyor - Contract**

**Main activities and responsibilities:**

Allocated budget for public works - 4,778,602.15€

Cost estimating and budgets;

**H&S documents;**

Ensure the quality, quantity and cost of equipment, materials and workmanship;

Compile additional work proposals to submit for Inspection;

Prepare the application for products and submit for inspection;

Quantifying weekly concrete requirements to submit for inspection;

**Telhabel Construções S.A**

Address: Rua Nova de Nespereira, nº 14

4770-287 Lagoa, Vila Nova de Famalicão, Portugal

**Construction Industry**

From 2 November 2009 to 31 October 2010

**9) Quantity Surveyor - Public Works at City Council at Vila Nova de Gaia - Contract**

**Main activities and responsibilities:**

Quality assurance, quantity calculation and costing of appropriate materials and equipment; Cost estimating and budgets;

Analysis and reporting of work plan information of project plans as well as mobilization of manpower, equipment and materials as per contract's proposals, related to contractual and additional works;

Participate and prepare meeting minutes with contractors', designers and other entities, directly or indirectly related with the enterprise; Setting monthly targets;

Approval of unscheduled costs and scheduled inspections of materials.

**Câmara Municipal de Vila Nova de Gaia – Porto, Portugal**

**(City Council)**

**Construction Industry**

References:

Ms. Rosa Dias for a reference +351 962107180 or rdias@cm-gaia.pt, civil engineer at City Council –Vila Nova de Gaia

## Education

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2004 to 2009

**1) Degree in Civil Engineering**

Reinforced Concrete Structures, Soil Mechanics, Hydraulics, Environmental Sanitation, Roads, Traffic Engineering, Planning and Urban Development, Works and Shipyard Organization, Environmental Impacts, Urban Management. Estimates and costs on site construction.

**University of Beira Interior – Covilhã -Portugal**

Degree in Civil Engineering

2006 to 2007

## **2) Gas Network Designer**

Survey of quantity requirements for Building networks;  
Survey of quantity requirements for Distribution networks;  
Survey of quantity requirements for Supply Sources.

Instituto Tecnológico do Gás  
Address: AV. Almirante Gago Coutinho, Edifício 15  
Centro empresarial Sintra Nascente, 2710-418 Sintra

2012 to 2013

## **3) Postgraduate in Senior Working Safety Technician (Level VI)**

Legislation, Regulations and Standards Health and Safety at Work; Technical Information, Communication and Negotiation; Conception and Management Training; Prevention Management; Professionals **Risk Assessment**; Control of Occupational Risks, Emergency Organization; Hygiene at Work; Safety work; Ergonomy.

Alamedas Office - Consultoria de Formação  
Rua Conde Alto Mearim, 827  
4450-035 – Matosinhos

### **Senior Working Safety Technician (Level VI)**

## **Organisational skills and competences**

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Good autonomy level and capacity for self-management; Good absorption capacity of the company's philosophy; Ability to manage projects and teams; Sense of organization and ability to achieve the objectives.

## **References**

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Effective Member of the Portuguese Engineers Order, incorporated in Specialty College of Civil Engineering /Ordem dos Engenheiros Portuguesa.

References: Ms. Rosa Dias for a reference +351 962107180 or rdias@cm-gaia.pt, civil engineer at City Council –Vila Nova de Gaia;

References- You can call Mr. Paulo Correia for a reference +351937259990;

References- You can call Mr. José Meireles for a reference +351969659251;

References- You can call Mr. TJ O'Donovan for a reference 07943256175;