

# Name Surname

CERTIFIED in OCCUPATIONAL HEALTH & SAFETY

Alberta, Canada  
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## ***Analysis, Reporting & Investigation • Resources Facilitation & Management Program Design, Coordination & Execution***

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Detail oriented, highly cautious professional with a verifiable track record of identifying safety threats and suggesting effective and environment friendly solutions to same. Expert in recommending safety guidelines for related processes while adhering to **OHS Act, Regulations and Code**. A skilled communicator and performer able to successfully **prioritize workflow, coordinate trades, field and resolve issues**, manage programs and meet and exceed challenging goals and objectives. Solid management capabilities of **initiating solutions and completing projects** to specification. Proficient in **Injury management and Return to work Programs**.

A team-builder and player demonstrating a high-level of **accuracy and thoroughness**. Accustomed to working under fast-paced, high-volume, time-sensitive conditions and **interacting efficiently with local officials, vendors and clients** in order to assist in the development, implementation and management of the health and safety programs.

**IT Literacy:** Microsoft Office Suite [Word, Excel, PowerPoint]

- Resources Facilitation
- Program Coordination
- Strategy Planning
- Employee Supervision
- Statistical Analysis & Report
- Designing, Implementation & Management
- Safety Compliance/Enforcement
- Injury Management & Return to work Program

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## **EDUCATIONAL BACKGROUND & CREDENTIALS**

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**University of Alberta** – Edmonton, AB, Canada **2015**

OCCUPATIONAL HEALTH AND SAFETY CERTIFICATE [Distinction]

*Core Modules:* Introduction to Health and Safety Systems • Management of Health and Safety Systems • Organizational Behaviour • Managing Contractor Safety Performance • Fundamentals of Occupational Hygiene • Applied Occupational Hygiene • Health and Safety Law • Fundamentals of Auditing • Safety Hazard Evaluation • Recognition and Control

**British Columbia Institute of Technology** – Burnaby, BC, Canada **2013**

ACCIDENT CAUSATION AND ANALYSIS

**Alberta Construction Safety Association** – Edmonton, AB, Canada **2011**

NATIONAL CONSTRUCTION SAFETY OFFICER [NCSO] designation

*Core Modules:* Auditor Certification • Basic Instructional Techniques • Construction Safety Administration • Effective Claims Management • Fall Protection Planning • Leadership for Safety Excellence [Proficiency] • Legislation Awareness • Prime Coordinator • Principles of Health and Safety Management • WHMIS Train the Trainer

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## **PROFESSIONAL BACKGROUND**

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**Company Name** – AB, Canada **Present**

OWNER | SAFETY ADVISOR **2012**

*Managing company pre-surveys, perform risk assessment, conduct safety inspections, provide follow-up training, conduct audits, perform loss trending and claims for clients. In charge of Contractor Qualification sites (Isnet and Complyworks).*

- Designing, directing and implementing effective safety programs subsequently adopted by clients.
- Monitoring **facilities and processes** for adherence to OHS guidelines by overseeing inspections, **recommending corrective measures** and preparing for OHS safety audits and investigation – supervised safety programs of large companies.
- Overseeing operations for workers compensation insurance company which involved underwriting, claims review, OHS compliance and training, and loss prevention – supervised consultants and coordinated efforts of field offices.

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*Continues ...*

- **Instructing** of job safety training programs on OHS safety and compliance and miscellaneous other job safety programs.
- Helping develop occupational safety control and loss control manuals for both current and past clients.
- Delivering effective work with people of diverse cultures and backgrounds and **interacting with all levels** of management and personnel.
- Providing **leadership in implementation** of the OHS policies and ensure all working conditions are in compliance with OHS guidelines.
- Conducting periodic meetings with OHS coordinators and officers to **communicate** effective **OHS measures and strategies** applicable in the specific work industry.
- Assisting OHS **integration management** in development and implementations of safe and practical operational strategies.
- Developing and managing **Disability Management programs**, consulting with managers, and coordinate with worker and Workers' Compensation Board [WCB] as a primary point of contact.
- Gather and **analyze** health and safety **statistics to identify trends and implement corrective actions**.
- Ensure inspections, accident investigations and hazard assessments by training managers and personnel.
- Spearheading the approval process – negotiating government permits, utilities easements, collaborating with both internal and external stakeholders, and attending planned board meetings.
- **Maintaining a suitable library** of resources of available resources by assisting the Human Resource Managers in administering safety program.

**Company Name** – AB, Canada **2011**

SAFETY ADMINISTRATOR **2006**

- Maintained records of the health safety equipments and related materials, audited them regularly to ensure their working.
- Assisted Health and Safety Manager in implementing the health regulations to ensure a safe working facility.
- Analyzed potentially dangerous workplace practices and conditions and made recommendations accordingly.
- Provided support on health and safety services in coordination with program and personnel teams.
- Ensured compliance of all health and safety programs with OSHA rules and requirements.
- Assisted in developing Task Hazard Assessments and Safe Job Procedures, including Emergency Response Plans.
- Planned and conducted safety meetings, produce meeting minutes for distribution and action plans
- Tracked and booked training courses for employees
- Assisted three other locations in maintaining their safety programs and performed Audits on the three locations.

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## REFERENCES

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Supporting information and documentation furnished upon request.