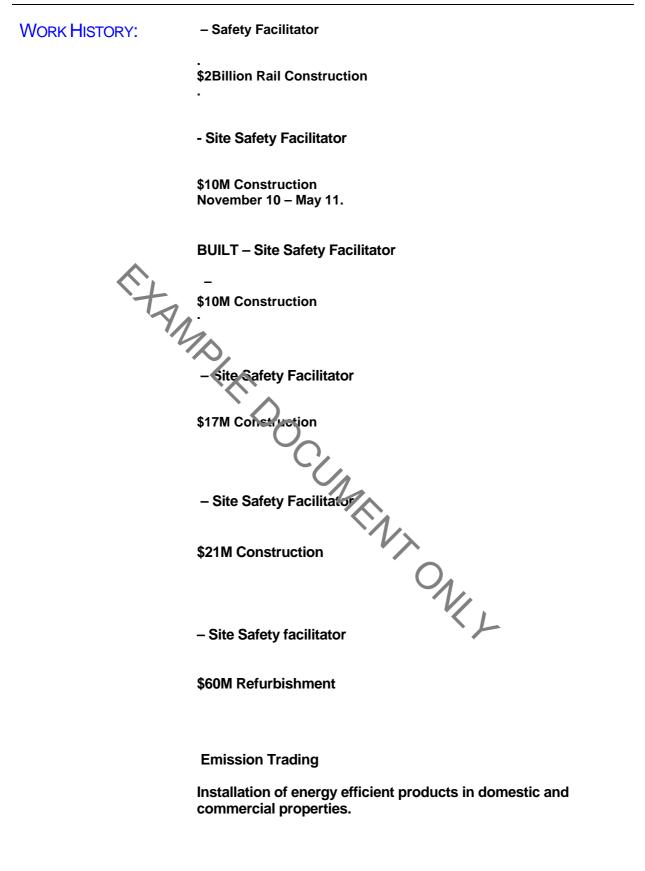
# **APPLICANTS NAME**

# CAREER Over 20 years experience in the building industry, currently working for as a . My previous employment involved working as a Site Safety Officer for , both for . I now seek a position where **OBJECTIVE:** I can further my knowledge and continue to embark on a professional career. PERSONAL Date of Birth: INFORMATION Drivers Licence: AND, E-mail: **EDUCATION:** Certificate V in Training and Assessment Line Management Institute of Training Diploma in Occupational Health and Safety TAFE NSW Certificate IV in Occupational Health and Safety ONLL **High School Certificate**



- Owner Manager

Installation of domestic and commercial air conditioning

- Apprentice Electrician Maintenance and installation of

electrical and air conditioning

# **Tasks performed:**

Conduct Safety inspections within the Rail Corridor

tymp Conduct incident reporting, recording and investigations of rail and non-rail incidents.

- Conduct ICAM investigations.
- Developing and implementation of Safety Management System's
- Assist the site in the maintenance of the Safety management syste ns.
- Monitoring the implementation of the Safety Management Systems.
- Ensure that the porting requirements of Safety management Systems are achieved to and assist in their preparations.
- Prepare and schedule Nealth & Safety audits, inspections and risk assessments and provide documented reports.
- Monitor the closure of all significant Health & Safety issues identified during inspections and audits.
- Attend Health Safety and Environmental meetings.
- Monitor the allocation of appropriate PPCE and that it is used/worn correctly.
- Review subcontractors WH&S plans in conjunction with relevant requirements and conduct ongoing assessments of the subcontractor's performance.
- Conduct Site Specific Inductions.
- Ensure that all documentation outlined in the Safety Management systems are used and maintained for easy retrieval.
- Conduct random Health & Safety inspections on plant, equipment and hazardous substances to ensure maintenance, storage and handling requirements are as specified and that the plant is being operated by a suitably qualified and competent person.
- Ensure that all work related Class 1; potential Class 1 and Class 2 safety related incidents and Class E, H or M environmental related incidents are investigated and recorded within the nominated time frame and make recommendations as required.
- Initiate appropriate Health & Safety educational programmes in conjunction with Management.
- Ensure that relevant legislation, Acts, Australian Standards, Codes of Practice are available on site and maintained.

- Maintain a sound knowledge of Health Safety and Environmental legislation and advise site of any changes or amendments.
- Ensure that any notice issued by the Health & Safety Statutory Authority is closed out in the required time frame.
- Ensure that all Health & Safety improvement notices issued to sub contractors are actioned.
- Review and follow up with Subcontractors all Health & Safety accident/incident reports in the required time frame.
- Liaise with management on all site related Health Safety and Environmental issues.
- Attend courses/seminars related to Health Safety and Environmental as required.
- In conjunction with HR management ensure that employees have the appropriate training/qualifications to carry out tasks assigned to them.
- Communicate the Health Safety and Environmental concerns of the employees on site to Management.
- tyny Assist in the identification of any foreseeable Health Safety and Environmental hazardous situations and/or dangerous activity and recommend/advise of safe alternative measures/ procedures.
  - Participate in Health Safety and Environmental hazard inspections.
  - Participate in the WH&S Consultation process established on site.
  - Monitor work activities for compliance with safe work method state nents.
  - Preparation of the monthly Health Safety and Environmental report

Achievements:

- The close out of over 30 Incident Investigations relating to .
- Direct involvement in the Audit process which gained .
- Direct involvement in the Audic process which gained . NL

#### **Computer Skills:**

- Microsoft Word (100%)
- Microsoft Excel (100%)
- Microsoft PowerPoint (100%)
- Microsoft Project (70%)
- E-mail (100%)

## **Current Certificates:**

- Diploma in Occupational Health and Safety
- Certificate IV in Training and Assessment
- Occupational First Aid Officer
- Certificate IV in Occupational Health and Safety

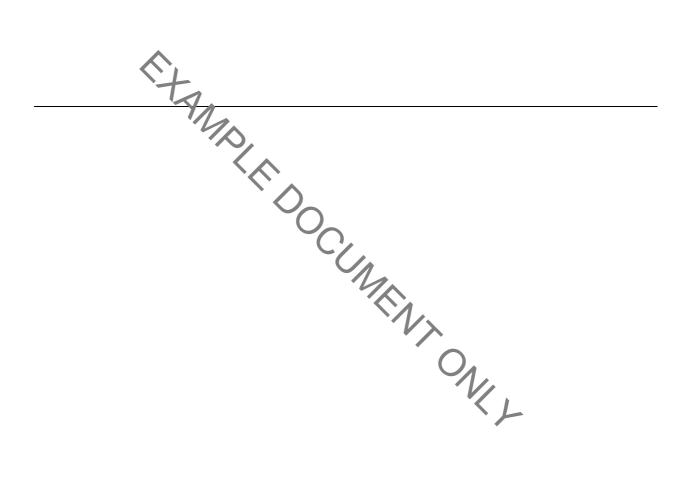
- OHS Risk Management Supervisors/Managers
- **RISI Card Holder**
- WorkCover NSW Course in Consultation .
- Craft Certificate Electrical Tradesperson •
- Safety Inspection & Testing of Electrical Equipment .
- Course in Safe Work in Confined Spaces
- MNMG237A Work Safely At Heights
- TAFE Work Near Overhead Power Lines 26306
- OHS Manual Handling Training •
- **Emergency Response & Evacuation Procedure Guidelines** .
- The Use Of Portable Firefighting Equipment
- Traffic Controller .
- Apply Traffic Control Plans
- **Operate A Forklift**
- Boom Type EWP
- Dogging
  Advanced Resuscitation
  OH&S Green Card #CG100832202SEQ1
  OH&S Induction Module

  - TCA Drugs & Alcohol Module
  - TCA Fatigue Management Module
  - TCA Mahua Tasks Module
  - Fire Warder Training
  - Volunteer Fire Fighter Certificate
  - Safety Induction Vcloriteer Fire Fighter Certificate .

## Skills:

- Good understanding of Safety propess and documentation.
- Sound knowledge of rail work within the rail corridor.
- Good communication skills. .
- Organisational and presentation skills.
- Ability to work independently or as part of a group. •
- Ability to adapt to new tasks quickly.
- Ability to manage time effectively and meet deadlines. .
- Research skills.

PERSONAL CHARACTERISTICS: Focussed, hard worker, reliable, honest, attention to detail, adaptable, quick learner, dedicated, helpful, willing to listen, participant in volunteer work.



**REFEREES:** 

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