

APPLICANT'S 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 I can further my knowledge and continue to embark on a professional career.

OBJECTIVE:

PERSONAL INFORMATION:

Date of Birth:

Drivers Licence:

E-mail:

EDUCATION:

Certificate IV in Training and Assessment

Line Management Institute of Training

Diploma in Occupational Health and Safety

TAFE NSW

Certificate IV in Occupational Health and Safety

High School Certificate

WORK HISTORY:

– Safety Facilitator

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\$2Billion Rail Construction
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- Site Safety Facilitator

\$10M Construction
November 10 – May 11.

BUILT – Site Safety Facilitator

–
\$10M Construction
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– Site Safety Facilitator

\$17M Construction

– Site Safety Facilitator

\$21M Construction

– Site Safety facilitator

\$60M Refurbishment

Emission Trading

Installation of energy efficient products in domestic and commercial properties.

– 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
 - 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 systems.
 - Monitoring the implementation of the Safety Management Systems.
 - Ensure that the reporting requirements of Safety management Systems are adhered to and assist in their preparations.
 - Prepare and schedule Health & 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.
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- 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.
 - 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 statements.
 - Preparation of the monthly Health Safety and Environmental report.

Achievements:

- The close out of over 230 Incident Investigations relating to .
- Direct involvement in the Audit process which gained .
- Direct involvement in the Audit process which gained .

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
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- 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
 - TCA OH&S Induction Module
 - TCA Drugs & Alcohol Module
 - TCA Fatigue Management Module
 - TCA Manual Tasks Module
 - Fire Warden Training
 - Volunteer Fire Fighter Certificate
 - Safety Induction Volunteer Fire Fighter Certificate

Skills:

- Good understanding of Safety process 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.
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**PERSONAL
CHARACTERISTICS:**

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

EXAMPLE DOCUMENT ONLY

REFEREES:

EXAMPLE DOCUMENT ONLY