

OLIVIA SMITH

Safety Administrator

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PROFESSIONAL SUMMARY

With a decade of experience as a Safety Administrator, I specialize in enhancing workplace safety and compliance with regulations. Proven ability to implement effective safety programs and conduct thorough investigations. Adept at training staff and fostering a culture of safety. Committed to continuous improvement and ensuring a safe working environment for all employees.

WORK EXPERIENCE

Safety Administrator I
Maple Leaf Consulting

📅 Jan / 2018-Ongoing
📍 Toronto, ON

1. Ensured compliance with local, state, and federal safety regulations, including OSHA standards.
2. Managed the Health and Safety Management System (HSMS) to identify and mitigate workplace hazards.
3. Compiled and analyzed safety statistics to inform management decisions.
4. Conducted thorough investigations of incidents, documenting findings in compliance with OSHA requirements.
5. Utilized root cause analysis tools to effectively resolve safety issues.
6. Presented safety updates and best practices to senior management during weekly meetings.
7. Created and delivered engaging safety training presentations for staff.

Safety Administrator
Crescent Moon Design

📅 Jan / 2015-Jan / 2018
📍 Portland, OR

1. Maintained an up-to-date database of employee safety training records.
2. Analyzed safety trends to promote a culture of zero incidents.
3. Led annual Lockout/Tagout training sessions, ensuring compliance with safety protocols.
4. Researched and procured necessary PPE and safety equipment for the facility.
5. Evaluated and matched PPE to specific job functions to enhance worker safety.

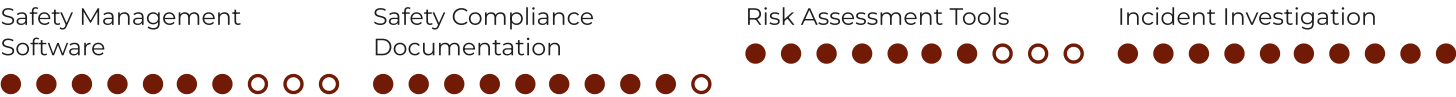
EDUCATION

Bachelor of Science in Occupational Safety
University of Safety Studies

📅 Jan / 2012-Jan / 2015
📍 Phoenix, AZ

Focused on safety management principles, risk assessment, and regulatory compliance.

SKILLS



ACHIEVEMENTS

- ★ Reduced workplace accidents by 30% through enhanced training programs.
- ★ Achieved 100% compliance in safety audits over the last three years.
- ★ Developed a comprehensive safety manual adopted company-wide, improving safety awareness.