

# ROBERT SMITH

## Assistant Plant Safety Coordinator

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### SUMMARY

Self-motivated, detail-oriented, enthusiastic individual with a diversified background in manufacturing, logistics and healthcare. Works well individually without supervision and contributes to team goals. Experience in training new employees for various jobs. Committed to pursuit of excellence.

### SKILLS

Ms Word, Ms Excel, Ms Powerpoint, Type 50 Wpm, Accident Investigation, Workers Compensation, Management, Training & Development, Risk Assessment

### WORK EXPERIENCE

#### **Assistant Plant Safety Coordinator**

ABC Corporation - 2006 – 2013

- Coordinates compliance with applicable/ safety regulations as required by OSHA, ANSI, nfpa and other relevant states, local and federal agencies.
- Ensures that safety is properly established, implemented, maintained, and its efficiency continually improved.
- Ensures machine modifications are complete and in compliance with existing OSHA guidelines.
- Responsible for maintaining records for accidents/ injuries (300 logs) responsible for training new/ current employees in safety.
- Performed quarterly drills ( fire, tornado) model cell team leader/ supervisor provided guidance and supervision to associates of designated model cells.
- Conducted beginning shift meetings with associates responsible for daily computer entry of required paperwork (production/scrap, etc) monitored overstock/overstock situations at model cells.
- Trained operators in part changeovers/setups that assured smooth production operations.

#### **A Full-service Specialty Vehicle Design And Development Partner**

ABC Corporation - 2000 – 2004

- Worked with team members to produce a quality product in scheduled time.
- Participated with the launch design of new specialty vehicle with the corporate design team.
- Coached workers in safe work practices to make the right and safe choice.
- Directs field employees on safety programs to protect employees against.
- Oversaw supervisor and manager efficiency for the occupational health department.
- Interfaced with front line supervision on hazard analysis and controls.
- Performed hands-on training and written test training for all equipment operators.

### SCHOLASTICS

- General Education Diploma - 1993(Henderson Community College - Henderson, KY)