

Robert Smith

Safety Coordinator/Office Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Accomplished Safety Coordinator with experience implementing OSHA policies and procedures, and conducting safety training. CNC Machinist Programmer in a steel manufacturing environment, including first article and in-process inspection of parts. Able to decipher blueprint reading, inspection of machined parts and train new hires on machining fundamentals. Trained in Press/Forge Operations over 9 years including organizing set ups and Heat Treat planning in accord with work order statements.

SKILLS

Safety Planning,
Training., Developing
Standard Operating
Procedures And Picture
Process Maps., Behavior
Based Safety,

WORK EXPERIENCE

Safety Coordinator/Office Manager **ABC Corporation - 2014 - Present**

Responsibilities:

- Responsible for implementing safety policies, safe job procedures, and perform department evaluation with the objective to add improvements; provide oshas updated safety suggestion to management.
- Communicate with staff in engineering, human resources, legal, operations, and research and development regarding safety protocols and updates.
- Identify company safety training needs and responsible for developing and coordinating safety training programs.
- Support and provide advice for plant personnel in selection of appropriate personal protective equipment.
- Review process-operating procedures/records and provide input for safety and health considerations.
- Advise manufacturing plants and corporate staff of regulatory changes with which the plants must comply.
- Auditor of practices and records of manufacturing plants to ensure compliance with company programs and federal/state occupational safety and health regulations.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

CNC Machinist **ABC Corporation - June 2011 - June 2014**

Responsibilities:

- As a CNC machinist, assignments consisted of machining API threads on drill pipe and other oil field tooling.
- Set-up mills and lathes by installing and adjusting three- and four-jaw chucks, tools, attachments, collets, bushings, cams, gears, stops, and stock pushers; indicating vices.
- Maintained specifications throughout the operation by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations.
- Taking measurements; detecting malfunctions; troubleshooting processes; adjusting and reprogramming controls; sharpening and replacing worn tools.

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

- Directs field employees on safety programs to protect employees against.
- Lead and maintain a professional safety culture in and out of the field.
- Evaluate hazard recognition and near-miss metrics weekly to evaluate the risk for accident/incident.

Education

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