

ROBERT SMITH

Risk Management And Safety Coordinator

info@qwikresume.com | <https://Qwikresume.com>

To become an outstanding and productive member of your business. Improve the team work and safety of all employee's. safety to create a safe and productive environment for the employees and the company.

APRIL 2014 - OCTOBER 2014

RISK MANAGEMENT AND SAFETY COORDINATOR - ABC CORPORATION

- Monitored crews involved in pre and post-right-of-way work, excavation, construction of sections of various sizes of poly-pipe, steel pipe, zap-lok and the installation of the various client required pipe valves/fittings.
- Reviewed, evaluated and assessed working environments to provide input towards programs and procedures to control, eliminate or prevent injury caused by physical, chemical or ergonomic factors.
- Provided daily detailed written reporting utilizing pictures and powerpoint slides when needed to the safety manager located at a different location.
- Insured new personnel and injured personnel abided by OSHA drug testing reporting requirements.
- Interviewed personnel involved in incidents/near-misses and reported accordingly via online forms and power point reporting.
- Attend monthly client-contractor safety meetings and participate in weekly client-contractor audits.
- Coordinate employee safety programs to determine their adequacy including review of short and long term strategic safety planning and development.

DECEMBER 2011 - APRIL 2014

OF PUBLIC SAFETY INSPECTOR & PORT MASTER - ABC CORPORATION

- Ensured safe & legal commercial motor vehicle operations, detected driver, safety, weight, and oversize violations.
- Ensured compliance with nm state laws using the North American standard inspection procedures and out-of-service criteria.
- Singly managed daily carlsbad port-of-entry (poe) operations, monitoring all commercial traffic, insuring all were in compliance with dot & nm tax requirements.
- Collected monies for various types of required permits sold to locals, and assisted out-of-state.
- Commercial drivers/companies in obtaining their required permits and provided additional guidance.
- Made weekly bank deposits of all collected monies and provided inputs to various audits.
- Managed all site safety function requirements designated by the general

contractor.

EDUCATION

Bachelor Of Arts in English & Spanish - (University Of Albuquerque - Albuquerque, NM) Bachelor Of Science in Marketing Management - January 2000 (Missouri State University - Springfield, MO)

SKILLS

Safety Technician, Boil maker, and Safety Coordinator.