

Robert Smith

Safety Coordinator II

CONTACT DETAILS

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PERSONAL STATEMENT

To secure a position with a solid and growing company that will allow me to use my knowledge and skills of safety to create a safe and productive environment for the employees and the company. Detailed oriented Inventory control Customer service oriented End of shift reporting Decisive Team building Strategic planning

SKILLS

Microsoft Office, Excel,
Customer Service,
Safety, Safety,
Administrative Assistant,
Receptionist

WORK EXPERIENCE

Safety Coordinator II

ABC Corporation - 2013 - 2015

Responsibilities:

- Perform daily meetings with contract companies to review any issues, findings, and upcoming events.
- Perform daily inspections of the construction site to identify hazards and behavioral based safety observations.
- Safety coordinator role consisted of providing safety orientation for new hires, planning and leading weekly safety meetings and training for all shifts.
- Investigating and documenting incidents or accidents, recording worker compensation information, providing OSHA training for employees, completing annual OSHA reports, and maintaining MSDS books.
- Inspected and evaluated workplace environments, equipment, and practices to ensure compliance with safety standards and government regulation.
- Update safety logs daily and OSHA recordkeeping conduct tailgate meetings and discuss a safety topic with the entire staff at morning meetings.
- Inspected any and all construction within the plant and work closely with stack construction, union electricians and ironworkers responsible for overseeing the incident investigation process.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Rig Supervisor

ABC Corporation - 2010 - 2013

Responsibilities:

- Position duties operate tongs, wrench rods, work derricks, nipple up/down b. O. P, remove and set horses head, inspect equipment and tools to make sure they are in good working conditions, check tires on the rig before moving the rig to the next location.
- Observed their way of lifting, pushing things, the way they worked as a team and tried to notice if I saw them doing anything at risk.
- Observe where they placed their hands, fingers, feet if they were positioned under suspended loads, standing in the line of fire.
- Collected out in the field, share it with the other observers from other yards, and we would find trends where the crews needed help in and we would then find a solution to the issues and tackle them as a team.
- Promoted to rig supervisor, my duties were to ensure that not only the crews were getting production done, but also that they were following

rules, and policies as well as taking care of the equipment and the environment.

- Conducted and coordinated training of workers concerning safety laws and regulations.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

Diploma - 2003(Ulysses High School - Ulysses, KS)High School
Diploma - (University Of The East - Hayward, CA)