

## CONSTRUCTION SAFETY OFFICER

### Summary

Resourceful and extroverted safety professional with five plus years of hands on experience in safety coordination. Expert in occupational safety and emergency management. Well versed in handling employee compensation claims and supervising risk analysis. QUALIFICATIONS AND EXPERTISE Proficient in facility monitoring and implementation of OSHA employee safety guidelines Demonstrated ability to manage care operations, insurance underwriting and claim forwarding Expertise in filing, handling and processing employee claims Thorough knowledge of industrial hygiene standards Well familiar with OSHA regulatory authorities Adept at designing and implementing viable precautionary programs based on risk analysis Committed to establishment, implementation and promotion state approved occupational policies and guidelines

### Experience

Construction Safety Officer Sep 2010 to Jul 2014

Company Name 1/4 City , State

- Responsible for doing regular work site inspections and bringing any safety issues up to field management.
- Responsible for filing regular local state and federal safety reports for each project.
- Responsible for creating a monthly safety briefing for project managers and executives working out of the main office.

Safety Coordinator Nov 2008 to Current

Company Name 1/4 City , State

- Conduct risk analysis and issue safe work method statements regularly Monitor and supervise standard operation procedures at the premises Conduct monthly employee safety audits, issue audit reports and make necessary changes in the standard procedures Carry out safety inspections and incident investigations Conceived and implemented a unique weekly risk analysis mechanism that reduced accident rate by 10% Trained 25 employees regarding implementation of OSHA regulatory authority guidelines Led the company in achieving monthly OH&S targets consistently via ensuring implementation of best employee safety practices.

Safety Intern Jul 2008

Company Name 1/4 City , State

- Provided safety guidance for operations and personnel at the resort.
- Forwarded and processed employee claims.
- Anticipated safety hazards via extensive surveying and took precautionary measures accordingly.
- Supervised safety management at the environmental laboratory department.

Construction Safety Officer Aug 2005 to Sep 2010

Company Name 1/4 City , State

- Responsible for weekly work site safety audits that were distributed to field and office management.
- Worked closely with field management to maintain all local state and federal safety standards.
- Responsible for developing safety policies for each project and updating policies for ongoing projects.

Construction Safety Officer Jun 1998 to Aug 2005

Company Name 1/4 City , State

- Responsible for weekly safety reports that were presented field and office management.
- Responsible for quarterly safety audits for the local state and federal safety agencies.
- Responsible for developing and updating all safety policies on all work sites.

### Education

Associate degree , Risk Management 2008 Barrington College 1/4 State Risk Management

Associate's Degree , Construction Administration 1998 Ullman Community College 1/4 City , State Construction Administration

### Certifications

Construction Safety \* Employee Claim Processing \* Certified Fire Fighter and CPR Trained \* Forklift Certified TWIC OSHA 500 Authorized Construction Trainer OSHA Authorized Disaster Site Trainer HAZMAT Certified National Safety Council CP NSC First Aid Instructor Certification ITT 1/4 Baton Rouge, LA 1/4 Completed courses in Basic Pipefitting Basic Operations Instrumentation Various Other Training Programs, including Occupational Safety/Health Standards in Construction Industry Louisiana Building & Construction Trades Council Safety Council Course Firefighting

### Skills

audit reports, CPR, filing, Forklift, office, office management, personnel, policies, Risk Analysis, Safety, unique