
John Smith

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Post Code

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JOB TARGET: HEALTH AND SAFETY

Excellent recent safety advisory experience on various construction projects within the onshore and offshore industry. Adhering to, and advising on statutory legislation, company safety procedures, policies and deadlines in a high risk and demanding environment. Now looking to continue bringing a significant contribution as a key player within Safety Consultancy worldwide.

KEY SKILLS AND EXPERIENCE

- Safety Inspections
- Risk Assessments
- H&S Planning / Reviews
- Safety Audits
- Quality Systems
- Investigations
- Computer Literacy
- Credit & Budget Controls
- Technical Writing
- Manual Handling
- Writing Reports
- Quality Assurance

PROFESSIONAL DEVELOPMENT

Diploma	Health & Safety (NEBOSH Diploma Equiv.), Nottingham Trent University.	Oct-07
NEBOSH	General Certificate in Occupational Health and Safety	2004
IOSH	Certificate in Managing Safety, South Tyneside College	2004

HEALTH AND SAFETY EXPERIENCE AND ONGOING ACHIEVEMENTS

SAFETY INSPECTOR

2005 - Present

Company A (Sep 07 - Present).

- Carried out site inspections on a busy construction site, building oil rigs as part of a Health and Safety team.
- Formulated company procedures, method statements and working practices for associated practices such as scaffolding and working in confined spaces.
- Chaired “tool box talks” on the importance of PPE. Made sure all employees have full access to PPE.
- Advised and audited corporate Health and Safety systems including PPE and equipment documentation.
- Prepared and developed risk assessments and Health and Safety reports.

Company B Gateshead (Voluntary Role, 2006 - Present).

Company C Benton, Newcastle upon Tyne (Voluntary Role, 2006 - Present).

- Weekend and occasional out-of-hours work, working within high risk permit to work / construction / demolition / confined spaces.
- Carrying out workshops safety inspections.
- Formulated and prepared method statements and working practices including welding lone workers.
- Prepared, developed and reviewed project Health and Safety plans.
- Made onsite safety improvements, carried out detailed inspections and risk assessments.
- Carried out risk assessments, wrote detailed reports.

- Mark Rayne for a Safer Place to Work -

PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (CONTINUED)

RENT AND INCOME OFFICER

2007

Company C

Responsible for the management of over 200 tenants who were in rent arrears. This involved contacting them by phone, making personal visits at their home and in the office. Visiting clients daily and dealing with a range of problems. Preparing court papers and attending evictions when necessary.

- First point of contact for those in rent arrears. Contacting tenants by phone and home visits to arrange repayment of arrears. Wrote daily reports for accounts in rent arrears.
- Answered queries, offered housing benefit advice and made referrals for debt counseling.

Health and Safety:

- Carried out risk assessments and wrote reports.
- Checked compliance with the Display Screen Equipment (DSE) Regulations and created a Safe Working Practice empowering fellow employees to monitor their own level of compliance.

HOUSING OFFICER

2005 - 07

Company D

Responsible for advising customers on housing and welfare benefit issues. Helping complete various benefit and tax forms as required. Attending case conferences and reviewed client cases with social services departments.

- Managed drop-in sessions for tenants Q & A sessions such as anti-social behavior.
- Monitored and allocated empty homes and garages.
- Printed and mailed monthly statements and arrears letters.
- Visited customers to negotiate and agree repayment strategies.
- Consulted with senior management regarding new clients when properties became vacant
- Provided an intensive housing management service for deprived housing estates.
- Dealt with a range of associated problems such as noise and nuisance, drugs, racism (mainly asylum seekers) in liaison with police and as part of the Asylum Seekers Community Centre.
- Completed a door-to-door survey over 300 residents' views on rent increases some of which were negative and hostile.
- Resolved the majority of complaints at the initial stage, preventing the escalation of problems.
- Negotiated arrears payments, increased income by over 30% since appointed.

Health and Safety:

- Carried out risk assessments on display screen equipment.
- Reported on tenants' repair and housing needs.
- Identified housing in need of renovation. Assessed needs in the home and the client's capabilities.

EARLY CAREER AGENCY WORK

Warehouse Operative	Company E	2004-05
Warehouse Administrator / Dispatcher	Company F	2004
Complaints Advisor	Company G	2002-04

PERSONAL

<i>Interests and Pastimes:</i>	Family, Camping and Poker.
<i>Mobility:</i>	Full clean driving license.
<i>Born:</i>	1980.
<i>Marital Status:</i>	Single.

References available on request.