

James Klassen P.GSC

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Home 613-955-8724/ Cell 613 661 4470/ Work Cell 613-243 -7636

Attention: Human Resources Department:

I submit my résumé outlining my qualifications; and bring to the table a wide range of knowledge and experience; please allow me of highlight some of them:

- Prepared to write the **CRSP** exam in May, all prerequisites and interviews completed.
- Willing to travel and relocate to fit employers needs
- Over 20 years experience providing Health and Safety Consultation services
- Professional designation, Gold Seal Certified Safety Coordinator
- Construction Health and Safety Officer, Infrastructure Health and Safety Association
- Red Cross CPR and First Aid Certified (Train the Trainer)
- Certified facilitator in the delivery of numerous, safety training programs
- Certified facilitator; Franklin Covey 7 Habits of Highly Effective People
- Extremely knowledgeable of the legislative requirements
- Highly developed communication and interpersonal skills with solid writing skills
- Proficient in use of computer software programs
- Bondable with a security clearance
- Good judgment, positive attitude and flexible nature & detail oriented
- Enjoys public speaking

Although I have introduced some of my skills to you via this application, I am requesting an interview with you to discuss your specific Health and Safety needs and how my knowledge and skills can make an immediate and long-term impact as the successful candidate in this unique position.

Sincerely,

James Klassen P.GSC, CHSC, CHSO

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Professional Profile:

- Highly developed communication and interpersonal skills with solid writing skills
- Proficient in use of computer software programs, Microsoft Office Suit, Internet, Email Etc ...
- Demonstrated ability to make good judgment calls
- Extremely positive attitude and flexible nature, meticulous attention to detail
- Current knowledge of HS&E trends and appropriate response plans
- Experience assisting with the implementation and tracking of (HS&E) corrective actions
- Established ability to address planned inspection and audit findings

Employment History:

Safety Manager / Project Manager (2009 – current)

TNT General Contracting

- Ensuring day to day operations occur safely and productively
- Safety Manager:
- Develop, maintain and update Health and Safety Policies and Procedures
- Ensure OHSA compliance through safety audits (office and project sites)
- Provide leadership, training and support at all levels
- Orientations / safety talks / motivation
- Review and plan site specific safety procedures
- Ensure WSIB claims management
- Crisis Management implementation
- Project Management: several at once (under \$100 000 each)
- Microsoft Project Scheduling
- Estimating (Procurement)
- Representative for TNT at Bay of Quinte Safe Communities (Board of Directors)
- Liaison with a wide variety of Department of National Defence personnel, government officials, sub contractors and business's to ensure smooth operations (communication)

Health and Safety Coordinator (2006 – 2009)

Defence Construction Canada - 8 Wing Trenton, ON

- Implemented and monitored DCC's National Health and Safety Management Systems
- Monitored work sites, equipment and machinery for compliance of applicable legislation
- Participated in Occupational Health & Safety Committees (8 Wing Trenton, DCC, CSAO)
- Updated contract documents to reflect applicable safety and health policy/procedures
- Provided regular reports and conduct regular meetings to review issues with key DND contacts
- Conduct training and orientation for, new hire's
- Conducted safety audits for all office locations, construction and industrial projects
- Inspections and investigated incidents

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- Developed and enforced emergency preparedness plans
- Assisted in (WSIB) claims by ensuring timely reporting of injuries
- Prepared claim reports, conduct analysis and provided statistical data as required
- Provided follow up on claim disputes as required
- Conduct office Ergonomic survey's based on the Canada Labour Code Part 2
- Liaise with Wing Safety Office with respect to all DCC projects
- Liaised with Provincial and Federal authorities having jurisdiction to various DCC projects
- Overseen modified work programs with people, services and department managers
- Enforced personal protective equipment regulations
- Conducted and/or coordinated training to DCC staff on safe work practice and in accordance with the Canada Labour Code Part II

Employment Continues:

Safety Manager StuCor Construction Jordan Station, ON 2004 - 2006

- Professionally assessed training requirements
- Conducted regular research for developments related compensation and Health and Safety Acts
- Developed and implemented crisis management throughout Ontario
- Acted as the liaison between WSIB & employees / Return to Work programs
- Educated employees in the majority of training
- Provided site safety audits / Hazard assessment throughout Ontario
- Ensured due diligence through documentation and training

Health and Safety Representative / Lead Hand Rankin Construction, St. Catharine's, ON 1985 – 2004

Successfully performed a variety of construction labour, often in the position of lead hand construction projects such as:

- Sewer water main installation
- All aspects of bridge construction
- All aspects of road construction
- All aspects of canal construction
- Concrete rehabilitation: Piers /Sidewalk and curb replacement

Accreditations, Education & Specialized Training:

- Professional Designation, Gold Seal Certified Safety Coordinator (P.GSC) - (CCA)
- Certified Health and Safety Consultant (CHSC) - (CSSE)
- Construction Health and Safety Officer (CHSO, IHSA)
- Franklin Covey Facilitator - 7 Habits of Highly Effective People
- Facilitator, Red Cross First Aid Level C 2010
- Asbestos Type 3: Worker and Supervisor Course
- DND Safety Legislation Course 2008
- Guide to Employee Coaching 2008
- Introduction to Procurement 2007
- Contract Management Training 2007 (PMP points)
- Carpentry Diploma Mohawk College (Deans List)

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Accredited to facilitate the following CSAO / IHSA Programs:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Basics of Supervisory | <input checked="" type="checkbox"/> Suspended Access |
| <input checked="" type="checkbox"/> Lock Out - Tag Out | <input checked="" type="checkbox"/> Confined Spaces |
| <input checked="" type="checkbox"/> WHMIS | <input checked="" type="checkbox"/> Scaffolding |
| <input checked="" type="checkbox"/> Fall Protection | <input checked="" type="checkbox"/> Mould Removal |
| <input checked="" type="checkbox"/> Hoisting & Rigging | <input checked="" type="checkbox"/> Fork Lift |

Professional Memberships

- Board of Directors /President Quinte Safe Communities
- Canadian Construction Association / Professional Designation
- Quinte Construction Association

References:

Rod Lukey
Project Manager \StuCor
Home 905-935-0866

Allan Lloyd,
Defence Construction Canada, Lead Contract Coordinator,
Cell - 613 921 2619,

Adele Neville
8 Wing General Safety Officer
Department of National Defence
Office 613-392-2811- 2298

Terry Gray
8 Wing CE General Safety Officer
Department of National Defence
Office 613-392-2811- 6383