

Jane Smith

456 Elm Street, Perth, WA 6000

Phone: (08) 9876 5432

Email: jane.smith@example.com

Professional Summary

Dedicated Rail Safety Officer with over 8 years of experience in the railway industry, specializing in safeworking, compliance, and incident management. Proven ability to enhance safety culture, conduct competence assurance activities, and provide expert coaching and advice. Skilled in liaising with stakeholders and driving continuous improvement initiatives.

Core Competencies

- Extensive field experience in Rail Safety activities
 - Knowledge of safety-related legislation and technical standards
 - Strong communication and interpersonal skills
 - Analytical and problem-solving abilities
 - Incident investigation and reporting
 - Competence assurance and training
 - Risk management and compliance
 - Proficient in PC-based software packages
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Professional Experience**Rail Safety Officer**

ABC Rail Services, Perth, WA

March 2017 – Present

- Facilitated the consistent application of safeworking rules and procedures.
- Provided ongoing coaching to Protection Officers and conducted regular evaluations.
- Assisted in the development and review of safeworking protection plans.
- Conducted post-incident debriefing and remedial training.
- Undertook incident investigations and recommended corrective actions.
- Conducted safeworking audits and prepared quality reports.
- Liaised with suppliers and provided feedback on track accreditation assessments.
- Identified opportunities for improvement and developed specific coaching programs.
- Participated in risk assessment workshops and provided expert advice.

Protection Officer

XYZ Rail Solutions, Perth, WA

January 2013 – February 2017

- Ensured compliance with safeworking rules and procedures.
 - Conducted safety audits and prepared reports.
 - Provided training and coaching to new staff.
 - Assisted in incident investigations and implemented corrective actions.
 - Participated in the development of safety improvement initiatives.
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Education**Certificate IV in Rail Safety Management**

TAFE Western Australia, Perth, WA

Completed: 2016

Certificate IV in Training and Assessment

TAFE Western Australia, Perth, WA

Completed: 2015

Certifications

- Protection Officer Level 3 (PO3) Track Access Permit
 - Senior First Aid
 - Occupational Safety and Health (OS&H) Certificate IV
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Special Requirements

- Current Western Australian 'C' class driver's license
 - Availability for shift work and weekend work as required
 - Satisfactory completion of required medical examinations
 - Current National Police Clearance certificate
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References

Available upon request.