T.J. ZAVLANOS

***Box 2117 Battleford, Saskatchewan S0M 0E0│ (306) 480-9271│tjzavlanos@gmail.com***

**HIGHLIGHTS OF QUALIFICATIONS**

* Management/Supervisory experience; overseeing employees, administrative, operational, and safety program requirements.
* Experienced in developing and managing safety programs and safety manuals.
* Proficient working with Safety Management Systems
* Experienced in completing safety audits, worksite inspections, and incident investigations.
* Experienced in implementing, developing, and orientating on HSE Management Systems
* Proficient in facilitating safety meetings, training, and orientation of employees.
* Knowledge of Provincial and Federal Occupational Health and Safety legislation
* Experienced in reviewing and completing Safe Work Practices, Safe Job Procedure, and Job Hazard Analysis
* Excellent communication skills with exceptional report writing abilities.
* Superior organizational and planning skills.
* Observant and perceptive
* Respond calmly, quickly, and rationally in crisis or emergency situations.

**CAREER EXPERIENCE**

* **OCCUPATIONAL HEALTH AND SAFETY MANAGER**
* Coordinates and facilitates the development, implementation, maintenance, and administration of the City Safe Work Practice Program.
* Develops and delivers a training program to ensure employees have the knowledge and skills to perform expected duties, ensuring compliance to regulatory requirements (including WHMIS).
* Conducts or arranges for training on all health and safety issues and programs including scheduling of training sessions, rooms, and equipment. Provides new employee orientation sessions on health and safety issues. Attends all pre-construction meetings to review Health & Safety programs of all contractors.
* Ensures all City staff and contractors comply with OHS regulations and programs by overseeing or performing field inspections. Issues stop work orders to contractors and City employees who are working unsafely. Investigates the reasons why work is being performed in an unsafe manner and makes recommendations to the Department Director and the Director of Human Resources for corrective action.
* Coordinates and conducts formal & informal safety inspections in City facilities in conjunction with departmental Health & Safety Committees and follows up on identified infractions.
* Ensures regulatory compliance with applicable legislation and provides interpretation to all levels of the organization; leads and trains members of internal OHS Committees, conducting general safety meetings in all departments.
* Develops and maintains Policies relevant to OHS initiatives and investigates complaints; answers to questions and concerns identified by staff and provides recommendations for solutions.
* Acts as the City’s primary contact with the WCB; investigates and coordinates claims; develops rehabilitation plans in conjunction with departments & HR, which includes a return-to-work program and other activities to determine the capabilities of injured workers and to identify alternate suitable employment for workers who are unable to return to work at their pre-accident employment.
* Conducts job hazard analysis and investigates all near miss incidents and accidents, reporting on how they could have been prevented and makes recommendations for changes, if required.
* Conducts research on health & safety related matters, when required.
* Provides interpretation, assistance and advice on Human Resource policies, procedures, matters and problems within specified limits and guidelines, working closely with senior and supervisory administration.
* Regularly attends tailgate, toolbox and supervisory meetings and provides recommendations and input when asked.
* Works closely with senior administration to prepare and identify annual budget monies for operating expenses for safety and makes recommendations regarding other safety-related expenditures.
* **SAFETY MANAGER**
* Maintain and develop all aspects of a Health and Safety Program in Saskatchewan, Ontario, and Florida
* Develop and implement Safe Work Procedures and Practices, Codes of Practice, and Policies for Canada and Florida
* Develop and maintain HSE Manual and all safety forms, checklists, and inspections.
* Complete safety orientations for all employees and maintain personnel files.

## CAREER EXPERIENCE (continued)

* Facilitate on-site training for employees; Overhead Crane, Confined Space, Fall Protection, Aerial Lift, Rigging, Forklift, WHMIS, and TDG
* Maintain company training record, annual stats, corrective action log, and identifying and scheduling of third-party training.
* Ensure all vehicles, equipment, tools, and machinery are maintained and performing as required. Setting up annual, monthly, and pre-use inspections
* Perform frequent and periodic inspections of the shops and offices.
* Perform annual COR audit on the HSE program.
* Train, manage, and supervise employees with their safety and HR responsibilities.
* Maintain ISN and Complyworks account
* Case Manager administrator for occupational injury and illness: Liaise with WCB, OHS&S/OSHA, insurance providers, managing appeals, return to work cases in Canada and USA.
* Purchasing safety supplies, products, and training items
* Complete Job Hazard Assessments for all tasks and maintain a critical task list.
* Conduct hazard analysis for all work centers.
* Investigate accidents thoroughly and effectively, and respond appropriately, including communicating to, training and follow up with supervisors and management.
* Complete all reports and disciplinary actions as well as ensuring all documentation and records are properly filed and followed up on
* Ensure facility is maintained; scheduling frequent and periodic inspections and maintenance of Air In-Take system, furnace/HVAC unit, ensuring all electrical is maintained, being proactive with any potential issues that may affect production.
* Maintaining an Asset list of all tools, equipment, vehicles, and machinery. Documenting serial numbers, models, and location of all assets
* Scheduling travel for employees traveling to Saskatchewan.
* Organizing company events and functions
* Monitoring, documenting, and recording company fuel.
* Develop and conduct weekly and bi-monthly safety meetings as well as conduct toolbox meetings.
* Schedule and lead bi-weekly department meetings.
* Review and assess all safety concerns and determine the proper course of action and continually assess the HSE program.
* Maintain and review employee training on HR Downloads, develop training outlines for all employees.
* **HSE CONSULTANT**

**Spur Resources, Double G Oilfield Services, Trig Energy, Saskatchewan Material Handling, River Inspection and Consulting, Thiessen Oilfield, Longhorn Oil and Gas, Double G Oilfield Services, Long Range Oilfield Services, Bill’s Trucking, Family Oilfield Services, JDK Contracting, Jug’s Trucking, Four B’s Oilfield, RMK Contracting, Superb Locating, Metro Tanks, etc.**

* Specialize in field level coordinating/advising and administrative management in the Oil and Gas Industry
* Implement, development, and orientate employees on HSE Management Systems: ABCan-Track and Libra System
* Assist clients in meeting their legal and ethical obligations to maintain safe and healthy work environments.
* HSE Manual Development: Policies, Procedures, and Programs for multiple companies in Saskatchewan and Alberta
* Set up and maintain ISNetworld and ComplyWorks accounts
* Provide on-site safety advising.
* Provide Regulatory Compliance Assurance
* Perform scheduled and unscheduled inspections with written reports.
* Facilitate Occupational Health and Safety Committee Meetings
* Perform Accident Investigations
* Assist in Emergency Response Planning/Rescue Planning
* Perform Job Hazard Analysis during pre-job planning.
* Monitor employee training records and needs.
* Provide Safety Training and Orientation services
* Liaise with various companies to ensure vendor and safety program requirements are met.
* Liaise with Government Agencies such as WCB and OH&S
* Provide Health and Safety Training specific to the client’s needs.
* Perform Legislative Compliance Audits (Auditor Certification No. 11192762)
* Assist with Safety Program Audit preparation
* COR, ISNetworld and Complyworks Maintenance
* Chemical/Biological and Harmful Substance Exposure Planning
* Facilitate Early and Safe Return to Work through program development and coordination of all involved parties.
* Development and Presentation of Safety Meetings

## EMPLOYMENT HISTORY

CITY OF NORTH BATTLEFORD

Municipality, North Battleford, Saskatchewan

* **Occupational Health and Safety Manager JULY 2019- Present**

TECVALCO LTD.

Manufacturing, Saskatchewan, Ontario, Florida

* **Safety/Human Resource/Facility Manager**  **AUGUST 2016- JULY 2019**

SOTERIA SERVICES INC.

Saskatchewan and Alberta

* **HSE Consultant- Owner/Operator JAN. 2012- Present**

GRIT INDUSTRIES INC.

Manufacturing, North Battleford, Saskatchewan

* **Safety Coordinator SEPT. 2008- DEC. 2012**

GOVERNMENT OF SASKATCHEWAN, CORRECTIONS AND PUBLIC SAFETY

Community Corrections, Saskatchewan

* **Probation Officer JUNE 2002– SEPT. 2008**

**EDUCATION AND SPECIALIZED TRAINING**

* **CANADIAN HEALTH AND SAFETY CONSULTANT (CHSC# 1316-21) 2019**

CANADIAN SOCIETY OF SAFETY ENGINEERING

* **BACHELOR OF ARTS DEGREE IN SOCIOLOGY 1998 – 2002**

UNIVERSITY OF SASKATCHEWAN, Saskatoon, Saskatchewan

* **RELEVANT TRAINING:**
* **Fall Protection Train the Trainer - Aerial Lift Train the Trainer**
* **Rigging Train the Trainer - Forklift Train the Trainer**
* **Basic Ergonomics - Confined Space Train the Trainer**
* **Audit Trainer Certificate - Prime Contractor**
* **Safety Administration - Confined Space Entry**
* **Principles of Health and Safety Management - Basic Training Techniques**
* **Claims Management - CSTS, PCST**
* **Leadership for Safety Excellence - Safety Essentials for Supervisors and Managers**
* **Hazard Identification and Control - Overhead Crane Train the Trainer**
* **Evacuation Plans & Procedure Training - Heat Stress Awareness**
* **Lock Out/Tag Out Training - Effective Communication Training**
* **Ethics and Professionalism Training - HR 101 Training**
* **HR Planning Training - Interview Training**
* **Human Resource Compliance Training - Human Rights in Canada Training**
* **Managing and Coping with Stress - Workplace Sensitivity Training**
* **H2S, WHIMIS (train the trainer), TDG - Sample Collection Training**
* **Workplace Inspection Training Course-Sask. - Workplace Incident Investigations Course-Sask.**
* **Occupational Health Committees: Level 1 & 2 - Supervision and Safety- Work Safe Sask.**
* **Cargo Securement - Vehicle Inspection**
* **Logbook Training - Fatigue Management**
* **Front-Line Leadership and Development - Fire Response Training**
* **Crisis Intervention - First Aid / CPR**
* **Facilitation Skills Training - Project Management**
* **Presentation Skills Training - Violence Prevention Program Training**
* **Mental Health- Signs, Symptoms, Solutions - Drug, Alcohol, and Gambling Addiction Training**
* **Mental Health- Awareness - Mental Health- Health and Wellness Strategies**

**REFERENCES**