

Amy Stainthorp, HSA

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PROFILE

Motivated and reliable health and safety professional with 10+ years of experience, offering versatile administrative skills and proficiency in various programs, seeking role of increased responsibility and advancement.

EXPERIENCE

Safety Administrator

CANA Group of Companies- Calgary, AB

March 2017 – April 2020

- Provided administrative support to all staff in the construction division.
- Successfully maintained the company's SharePoint and safety event database, tracking all entries and reporting KPI's on a weekly and monthly basis.
- Reviewed and approved incidents to confirm accuracy and corrective actions were implemented.
- Assisted with WCB reporting and claims management.
- Created safety bulletins and training programs to ensure compliance with all construction staff.
- Coordinated training and maintained all training records.
- Integrated and assisted with the delivery of a new hire onboarding program which helped identify training needs and reduce any uncertainty in job roles and responsibilities.
- Involved with the annual review and improvement of all standards, policies, procedures, and forms.
- Enhanced the organization of the Health and Safety Management System which aided in the company achieving above 90% on the external Certificate of Recognition (COR) audit.
- Tracked all field and sub trade hours, site inspections, and other relevant safety documents for weekly reports.
- Conducted jobsite inspections to measure compliance with company rules, policies, procedures and legislation.

Health and Safety Administrator

CH2M Hill (TERA Environmental Consultants) - Calgary, AB

October 2012- May 2016

- Offered administrative and customer support to clients, Project Managers, Safety Managers, and field staff including monthly project statistics, incident reporting, and audits.
- Coordinated a large volume of incident, near miss, and hazard reporting from office and field staff.
- Took the lead on the Journey Management Program which included developing and delivering training, reviewing emergency response plans, programming devices, tracking, and responding to check-ins of remote and lone workers across Western Canada.
- Assisted with the maintenance and review of employee files and log books under the National Safety Code.
- Facilitated safety orientations for all newly-hired employees.

Service and Safety Coordinator

Rockford Developments- Calgary, AB

August 2008- June 2012

- Effectively improved and maintained the Health and Safety Management System.
- Ensured all pertinent practices and procedures were developed and implemented within the safety management system.
- Annually revised and updated the company Health and Safety Manual to improve compliance within the Certificate of Recognition (COR) program.
- Offered exceptional customer support for all new condominium/townhomes and company rentals, which included the scheduling and organizing of the service technicians' weekly tasks.

Service Manager**FWS Construction - Calgary, AB****September 2007- August 2008**

- Successfully built and managed the service department for newly constructed condominiums.
- Conducted pre-occupancy inspections with trades and homeowners, ensuring all deficiencies were corrected in a timely manner.
- Supervised up to four service technicians, which included the scheduling of daily tasks and appointments.

Service Coordinator and Advisor**Glenmore Audi - Calgary, AB****April 2006- June 2007**

- Scheduled service appointments and sent reminders to customers for future service requirements.
- Provided accurate invoicing and ensured all maintenance records were catalogued accordingly.
- Educated customers in the maintenance of their vehicles and offered candid suggestions for repairs.
- Coordinated mechanics' daily schedules, overseeing all vehicles were expedited appropriately.

EDUCATION**University of Calgary**

Health, Safety and Environmental Certificate

Alberta Construction Safety Association

HSA Designation - Health and Safety Administrator Program

Additional training:

- Supervisor Incident Investigation Workshop - DNV Business Assurance
- Return to Work Seminar - Workers Compensations Board (WCB)
- Employer Information Workshop - WCB
- Supervisory Workplace Drug and Alcohol Training - CannAmm Occupational Testing Services

VOLUNTEER EXPERIENCE**Alberta Construction Safety Association Calgary Regional Safety Committee**

- 2016- Present Committee member
- 2010-2012 Secretary and Vice Chair for the Golf Committee
- 2009-2012 Committee member

Coalition for a Safer 63 and 881

- 2014-2016 Communications Committee