AMY STAINTHORP

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**Health and Safety Administrator**

Results-oriented and challenges-driven professional with 10+ years of excellent experience in managing facilities operations, establishing and controlling health and safety measurements, and improving business performance. Skilled in promoting H&S culture in company, applying H&S management system, conducting audits, improving KPI’s, and identifying and mitigating potential risks. Proven ability to lead successful on-schedule and on-budget projects in complex organizations while maintaining productive team of associates and contractors. Capable of developing professional abilities of staff through provision of comprehensive training in an open and motivational environment. Possess excellent interpersonal, communication, and problem-solving skills with an aptitude to collaborate with colleagues, customers, and management. Exceptional proficiencies in balancing multiple tasks within deadline-driven environments while focusing on bottom-line results. ***Proven expertise in:***

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| --- | --- |
| * Health & Safety Procedures * Regulatory Compliance * Staff Training & Leadership * Process / Performance Improvement | * Customer Service & Support * Facility Operations Management * Key Relationships Development * Cross-functional Collaboration |

**Professional Experience**

CANA Group of Companies – Calgary, Alberta

**Safety Administrator,** 2017 to 2020

*Prepared and submitted weekly reports to senior management through tracking all field and sub trade hours, site inspections, and other relevant safety documents.*

Delivered high-quality administrative assistance to all staff in the construction sector. Managed and updated company’s SharePoint and safety event database successfully while tracking all entries and reporting KPI’s on a weekly and monthly basis. Supported with WCB reporting and claims management in an efficient manner. Maintained the compliance with company standards by all construction staff through creating safety bulletins and training programs. Participated actively with the annual review and improvement of all standards, policies, procedures, and forms. Assessed compliance with company rules, policies, and legislation by performing jobsite inspections. Ensured the implementation of accurate and corrective actions by reviewing and approving incidents.

***Key Contributions:***

* Evaluated training needs and decreased any uncertainty in job roles and responsibilities by efficiently integrating and supporting the delivery of a new hire onboarding program.
* Accomplished more than 90% on the external Certificate of Recognition (COR) audit by enhancing the organization of Health and Safety Management System.
* Improved staff professional skills by arranging training for employees, while maintaining all training records.

CH2M Hill (TERA Environmental Consultants) – Calgary, AB

**Health and Safety Administrator,** 2012 to 2016

Ensured the delivery of top-notch administrative and customer support to clients, project managers, safety managers, and field staff, such as monthly project statistics, incident reporting, and audits.

Created and presented a large volume of incident, near miss, and hazard reporting from office and field staff. Spearheaded the maintenance and review of employee files and log books under the National Safety Code., as well as facilitated safety orientations for all newly-hired employees.

***Key Contribution:***

* Achieved optimum results by providing leadership in the Journey Management Program, such as developing and delivering training, reviewing emergency response plans, programming devices, tracking, and responding to check-ins of remote and lone workers across Western Canada.

Rockford Developments – Calgary, Alberta

**Assistant Pastry Chef,** 2008 to 2012

*Played an instrumental role in successfully improving and maintaining the Health and Safety Management System.*

Designed and executed all pertinent practices and procedures within the safety management system.

***Key Contributions:***

* Optimized customer satisfaction by delivering exceptional customer support for all new condominium / townhomes and company rentals, including scheduling and arranging service technicians’ weekly tasks.
* Increased compliance within the Certificate of Recognition (COR) program by revising and updating the company Health and Safety Manual on a yearly basis.

*Additional experience as a* ***Service Manager*** *and* ***Service******Coordinator and Advisor.***

**Education and Certification**

**Health, Safety, and Environmental Certificate |** University of Calgary **|** Calgary, Alberta

**Professional development**

HSA Designation - Health and Safety Administrator Program | 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

**Other involvements**

Committee member, Secretary and Vice Chair for the Golf Committee, and Committee member at Alberta Construction Safety Association Calgary Regional Safety Committee **|** Coalition for a Safer 63 and 881