

Laura Rollek

Safety Engineer - Cherne Contracting Corporation

Voorhees, NJ - Email me on Indeed: indeed.com/r/Laura-Rollek/7ebc2eb8e47426bd

WORK EXPERIENCE

Safety Engineer

Cherne Contracting Corporation - Minneapolis, MN - 2012 to Present

As a safety engineer, I was responsible for the safety of the craft and coaching the craft on the BP-Husky safety policies on a new build unit.

- Conducted daily safety inspections and audits
- Conducted Weekly Toolbox Meetings
- Ensure proper PPE usage
- Assisted during unit evacuation

Site Safety and Health Advisor

Aerotek - Jacksonville, FL - 2010 to 2012

Contracted to Great Lakes Dredge and Dock to ensure safety at Army Corp of Engineer beach re-nourishment sites, Orchard Beach, Cape May Beach, Bethany Beach, Hillsboro Beach, Avalon/Stone Harbor Beaches, Atlantic City/Ventnor Beaches and Brant Beach, NJ..

- Conducted safety inspections and audits
- Conducted Weekly Toolbox Meetings
- Ensure proper PPE usage
- Submitted Daily and Weekly Safety Report
- Assisted with Pre-shift briefings

Safety Coordinator

Hatzel & Buehler, Inc - Claymont, DE - 2010 to 2010

Ensured safety at the Bank of America Data Center Expansion Project for electricians. Ensured safety at the Hess Refinery in Port Reading, NJ for a large scale turnaround that lasted 2 months.

- Advised as to PPE required
- Conducted weekly safety audits
- Mentored the electricians and other trades conducting work during the turnaround

Health and Safety Specialist

Aerotek - Piscataway, NJ - February 2009 to March 2009

Contracted to Lockwood Green Construction to ensure safety at the Conoco Phillips site for a large scale turnaround. There were no OSHA Recordables from February 5, 2009 to March 14, 2009.

- Advised as to PPE required
- Conducted daily safety audits

Safety Specialist

Allied Resources - Exton, PA - 2008 to 2008

Contracted to Nooter Construction to ensure safety at the Florida Power and Light site for 3 weeks. Boilermakers installed dampers in 3 stacks with no OSHA recordables.

- Took confined space air quality readings

- Advised as to PPE required
- Conducted weekly safety meetings
- Conducted site specific orientation
- Conducted daily safety audits

Safety Consultant

Amerisafe - Greenfield, PA - 2008 to 2008

Ensured contractor compliance with OSHA, Valero, and JJ White, Inc safety policies and procedures at Valero, Paulsboro refinery.

- Monitored for VOC's and Benzene
- Advised correct PPE required
- Conducted Safety Audits
- Successful completion of the project with zero OSHA recordables
- Worked with all the union craft employees
- Conducted safety meetings
- Interfaced with Valero Contract Administrators and other contractors

Contractor Safety Resource

Belcan Services Group Ltd. Partnership - Deepwater, NJ - 2007 to 2008

Ensured contractor compliance with OSHA and Dupont safety policies and procedures at the Dupont Chambers Works site.

- Advising contractors assigned work as to what is required to do their jobs safely.
- Conduct weekly audits
- Meet with contractors regularly
- Reviewed contractor safety manuals for compliance with Dupont safety policies and procedures
- Advising Contract Administrators and Coordinators as to the safety record of potential contractor's bidding on work.

Safety Manager

Anderson Construction Services, Inc - Philadelphia, PA - 2006 to 2007

Ensured compliance with OSHA and Sunoco Site safety policies and procedures at the Sunoco Philadelphia Refinery.

- Conducted weekly safety meetings
- Performed safety audits daily
- Conducted Site Specific Safety Orientation for all new hires
- Performed investigations and follow up reports
- Trained craft employees to be Confined Space Hole Watches and Fire Watches
- Interfaced with Sunoco Contract Administrators and other contractors
- Attended meetings with Sunoco Reps in regards to work that was being performed by Anderson employees
- Compiled reports required by Sunoco
- Maintained safety supplies

Safety Coordinator

Hatzel & Buehler, Inc - Claymont, DE - 2006 to 2006

Ensured compliance with OSHA and Valero safety procedures while at the Valero Delaware City Refinery.

- Conducted daily safety audits
- Implements OSHA and Valero site safety policies
- Interfaced with Valero, and Jacobs and the craft employees along with other contractors that were present.

Lead Safety Engineer

CDI - Process & Industrial - Philadelphia, PA - 2006 to 2006

Ensured compliance with OSHA and Site safety procedures for Siemen's Power Transmission and Distribution site in Sayreville, NJ.

- Conducted weekly safety meetings

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- Oversaw three safety coordinators
- Conducted Site Specific Safety Orientation for all new hires
- Oversaw the safety of the entire project
- Interfaced with contractors and craft employees
- Wrote daily, weekly and monthly safety summaries

Environmental Health and Safety Professional

HazTek Inc - Medford, NJ - 2006 to 2006

Environmental Health and Safety Professional

Ensured compliance with OSHA and Conoco Phillips safety procedures while on Conoco Phillips refinery turnarounds both in the refineries and on the docks. Assisted with oversight on a superfund project at the Roebling Steel site which is a US Army Corps of Engineers project. Trained at the Naval Weapons Station Earle site on the pier.

- Conducted daily safety audits in accordance with Conoco Phillips and OSHA policies and procedures
- Implemented OSHA and Conoco Phillips site safety policies
- Wrote daily summaries
- Interfaced with Conoco Phillips Safety Representative, Hudson Construction Consultants, Weeks Marine staff, Lockwood Greene staff and the craft employees.

Emergency Management Operations Coordinator

Washington Group International - 2004 to 2005

Ensured compliance with training requirements for on-site Emergency Response Organization (ERO) personnel by following emergency management procedures, preparing lesson plans, scheduling and presenting training to personnel, writing and conducting ERO drills and table top exercises. Prepared summaries and reports required by maintaining records in a database, preparing monthly and annual reports.

- Maintained Emergency Management procedures by reviewing and revising as required.
- Provided required briefings by coordinating and scheduling sessions with on-site personnel or off-site organizations in accordance with procedures, memorandums of understating, and letters of agreements.
- Responded to events by facilitating operations in the EOC/AEOC.
- Prepares follow-up and corrective action after exercises and emergencies by facilitating debriefs.
- Gathered information on lessons learned.
- Provided coordination and on-going communication for program support by acting as operations liaison for Emergency Management program.
- Reviewed proper distribution, placement, and communication of site-wide emergency response instructions by coordinating engineering support.

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Senior Engineering Aide, A&PC

Washington Group International - 2003 to 2004

Supported chemistry technicians and scientists in all daily activities. Maintained chemical and stockroom inventory. Processed Chain of Custody / Analytical Request forms.

- Efficiently managed company-wide pager allocation, minimizing company costs.
- Facilitated smooth transition of data package validation for newly-hired full-time employee.
- Recognized by management for detailed review of current inventory and consistently ensuring accurate stock.

Senior Engineering Aide, Maintenance

Washington Group International - 2002 to 2003

Managed and closed job cards in Computerized Maintenance Management System.

- Streamlined tracking program, resulting in improved response time.
- Cross-trained in numerous areas to support various departments.

Senior Engineering Aide, IH&S

Washington Group International - 2001 to 2002

Administered MSDS computer and chemical inventory tracking system. Purchased supplies and reconciled credit card purchases. Maintained Records Inventory Disposition System for three departments.

- Reviewed and revised Safety Eyeglass and Safety Shoe programs.
- Selected to assist Fire Safety Engineer with Fire Prevention Inspection Program
- Assisted Emergency Management Operations with evacuation, fire and sheltering drills and exercises.

Senior Engineering Aide, Main Plant Operations

Washington Group International - 1993 to 2001

Provided wide-variety of support duties for entire department. Reviewed timesheets for 45 operators and three supervisors. Processed daily and long-term standing orders. Procured and reconciled credit card purchases. Tracked open items. Maintained Records Inventory Disposition System and pager distribution.

- Created and tracked required professional reading for 35 staff members.
- Monitored completion of training by supervisors and ensured all assignments were completed on schedule.
- Participated in Emergency Management Operations Drills.

Computer Operator A, Computer Operations

Washington Group International - 1986 to 1993

Continuous operation and maintenance of two mainframe computer systems. Diagnosed and corrected issues. Tracked disk storage and usage.

EDUCATION

BS in Occupation Safety & Health

Columbia Southern University - Orange Beach, AL

Rochester Institute of Technology - Rochester, NY

ADDITIONAL INFORMATION

Safety professional with office and field experience. Provided Site Safety on an Army Corp of Engineers beach re-nourishment sites. Implemented Conoco Phillips, Sunoco, Dupont, BP-Husky, and Valero safety programs in compliance with OSHA regulations. Conducted New Employee Safety Training. Maintained operation of on-site and off-site emergency response facilities and equipment, inventory of on-site and off-site emergency response equipment and supplies. Alternate Emergency Operations Center Facilitator. Successfully administer and update MSDS and chemical inventory computer systems.

Computer Skills

Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access), Microsoft Project, WordPerfect, GroupWise, Internet navigation, MP5, and Oracle