

MATTHEW JEFFERIES

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Health & Safety/ Rescue Professional

-Over 5 years of success working in the health and safety field

High-energy, business professional with a passion for Health & Safety. Proven to deliver targeted solutions and manage superior on-the-job initiatives to prevent incidents, minimize damage and preserve the environment.

- Solid understanding of HSE procedures and WCB regulations in British Columbia.
- Proven expertise in emergency management including First Aid (EMR), Fire Suppression(NFPA 1001), Hazardous Materials Operations (NFPA 472) and Swift Water Rescue.
- Confident public speaker with years of experience in a training and teaching environment.
- Proficient with computer systems including MS Office (Word, Excel, PowerPoint, Publisher) industry related software used in for incident management. Fully able to adapt and learn new software and technologies.

AREAS OF EXPERTISE

- Work place accident investigations and documentation.
- First aid and Emergency Response.
- Management/Leadership of personnel (Bachelors Degree)
- Health & Safety training and incentive programs.
- Work place safety training and development of programs.
- Access and egress control systems.
- Enforcement of corporate policy and procedures.

EDUCATION

Ongoing	Occupational Health & Safety Certificate
Jun-2010	Bachelor Degree in Management
Nov-2006	Diploma in Outdoor Recreation Management
May-2004	Certificate in Wilderness Leadership

University of New Brunswick
Capilano University
Capilano University
Capilano University

FIRE FIGHTER EDUCATION

Texas Commission on Fire Protection / IFSAC

Jul 2012-Aug 2012	Fire Fighter I NFPA 1001
Jul 2012-Aug 2012	Fire Fighter II NFPA 1001
Jul 2012-Aug 2012	Hazardous Materials Awareness NFPA 472
Jul 2012-Aug 2012	Hazardous Materials Operations NFPA 472
Jun 2004	Swift Water Rescue Technician III (<i>Expired</i>)

Training Division
Training Division
Training Division
Training Division
Rescue Canada

MEDICAL EDUCATION

May-2012	Emergency Medical Responder (EMR) – Paramedic Academy
Jan-2012	Occupational First Aid Level I
May-2012	CPR-HCP with AED
Sept-2010	Emergency Child Care First Aid (<i>Expired</i>)
Feb-2007	Wilderness First Aid (<i>Expired</i>)

J.I.B.C
Care Institute
J.I.B.C. /St. John Ambulance
St. John Ambulance
C.I.S.S.R.

OTHER ACCREDITATIONS

Sept 2013	HS2
Jul-2011	Class 3 drivers licence with airbrake endorsement
Sept-2011	WHMIS
Nov-2009	BST (Basic Security Training)
May-2005	Pleasure Craft Operator
Mar-2004	Restricted Marine Radio Operator

Heart Safe
North Shore Driving School
City of Surrey
J.I.B.C.
I.S.P.A.
I.S.P.A

WORK EXPERIENCE

Health Safety and Loss Prevention Officer

November 2011 – Current

Four Seasons Hotel Vancouver, BC

- Maintained and enhanced a safe work environment for a workplace of 100 staff and up to 900 guests.
- Monitored, identified and controlled potential hazards and worked with leaders to resolve deficiencies.
- Performed risk assessments, audits and investigations using outlined standards and procedures.
- Used advanced First Aid knowledge to respond to 2-5 recordable incidents or events per shift.
- Communicated and monitored corporate safety policies, programs and initiatives to workers.
- Logged ongoing events in industry specific database system for timely follow-up and reporting.
- Prepared general incident reports for WCB claim management.
- Assisted in preparing safety presentations for new staff orientations and daily safety meetings.
- Liaised with and built working relationships with Vancouver emergency services (Fire, Ambulance, Police and RCMP) through clear communication, quick action and closely following protocol.
- Built trust of internal team in a unionized environment with sound judgement, reliability & assertiveness.
- Investigated guest complaints & incidents and provided thorough reports & recommendations to executives.
- Developed and improved safety policies, procedures and practices to ensure compliance with applicable Acts, regulations and industry leading safety practices.

Achievements

- Managed urgent medical situations for guests and staff on a daily basis including: slips, trips, falls, lacerations, chemical burns, mental break downs and heart attacks.
- Directed full building evacuations in a calm, efficient and safe manner.

Intermediate Programmer / Child Care Worker

Jun 2005-2013 (part time)

Shaughnessy Point Grey Out-of-School Care Society (Casual) Vancouver, BC

- Intermediate boys Activity Programming (life skills, exercise & wilderness awareness & knowledge).
- After school care and programming, for up to 65 children ages 5 to 12 with a team of up to 5 staff.
- Provided a positive role model to youth and guided them to make positive decisions.
- Built trust and rapport with family and parents of each child.
- Key first aid attendant for children.

Safety and Loss Prevention Officer/Relief Supervisor

Nov 2007- Aug 2010

Opus Hotel Vancouver, BC

- Collaborated with a team of 30 to provide superior, consistent and friendly service for up to 400 guests.
- Ongoing risk assessment and surveillance of premises to promptly deal with disorderly individuals.
- Lead and coached a team of 5 Safety and Loss prevention officers to uphold hotel procedures for incident reporting, investigation and ensure guest satisfaction.
- Responsible for hiring, training, ongoing performance evaluations and scheduling qualified personnel.
- Liaised with emergency services, RCMP & VPD on an ongoing basis.
- Calmly diffused stressful medical, security or complaint situations.
- Observed surveillance systems to monitor restricted areas and deter shrinkage.
- Upheld and improved policies and procedures for efficient 24/7 operations.

Construction Labourer/ Book Keeper

Apr 2008 – May 2011

Murtech Construction (Casual), Vancouver BC

- Performed residential renovation work including demolition, heavy manual labour, tiling, painting, constructing high scaffolding, confined space work and painting.
- Operated various demolition and carpentry tools and machinery.
- Performed general accounting functions including journal entries, account reconciliation, accounts payable/receivable, asset/liability valuation, and year end reporting.

Assistant Office Manager/Assistant Guide (work practicum from Capilano University) Jan 2006- Apr 2006

Canada West Mountain School

- Organized and met adventure tour members, assessed their skills, assigned special tasks and provided techniques and tips for first aid and emergency management.
- Assessed and anticipated weather conditions to determine if the tour should proceed or not.
- Conducted in-tour or post-activity briefings on the tour problems & incidents that needed to be addressed.
- Educated clients about responsible environmental practices while in ecologically sensitive areas.
- Assisted tour members in engaging with different outdoor activities at site visited (avalanche training, snow camping, wilderness survival, rock climbing and ski touring).

REFERENCES

Available on request