**Paul Skillen – Resume**

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**DOB:** 30 Jul 1968

**Career Objective**

I would like to obtain a position working in the field of Safety or Emergency Response in the mining/construction/resources sector. As I am relatively new to this industry, I am open to any position that will provide me with exposure to the industry and allow me to develop adequate skills to become a proficient Safety Advisor. I am happy to work on a FIFO basis, and I am open to any available rosters.

**Education & Qualifications**

* 2012 Diploma in OHS
* 2012 Certificate IV Workplace Training and Assessing
* 2010 Certificate III Investigations
* 2009 Certificate II Security
* 2008 Diploma in Public Safety (Policing)

**Tickets, Licences & Memberships**

* 2013 ASICS Security clearance
* 2013 Perth Airport Limited Contractor induction card
* 2013 CPCCCM1016A Safe Tilt Up Work
* 2013 Mates In Construction ASIST (Applied Suicide Intervention Skills Training)
* 2013 Master Builders Association Construction Apprentice Mentors Scheme
* 2013 Master Builders Association Scaffolding Appreciation
* 2013 CPCCM4022A Supervise Tilt Up
* 2013 CPCCOHS1001A Construction White Card
* 2012 Rio Tinto Iron Ore (RTIO) HSE induction
* 2012 RTIO Lockholder and Personal Isolation officer
* 2012 RTIO Basic fire extinguisher user
* 2012 RIIVEH305A Operate and Maintain a four wheel drive vehicle
* 2012 RIIVEH201B Operate light vehicle
* 2012 TLIC2025A Operate four wheel drive vehicle
* 2012 TLIC1051A Operate Commercial vehicle
* 2012 Senior First Aid (exp June 2015)
* 2012 BHP Billiton Rail Infrastructure (Intermediate) Card
* 2012 WAIO Induction
* 2012 Jimblebar Expansion Site Induction
* 2011 AIIMS Refresher
* 2008 Senior Constable Supervisors Course
* 2008 Supervisors Australian Inter-Agency Incident Management Course

**Key Strengths & Experience**

* **Communication**: Able to effectively communicate with people at all levels.
* **Report Writing**: Producing Near Miss, Hazard Identification, Safety Observation and case summaries.
* **Case Management**: Management of multiple cases from start to conclusion.
* **Case Analysis**: Looking at the bigger picture, as well as the essential details.
* **Risk Management**: Identifying, minimising and mitigating risk.
* **Negotiation**: Ability to influence people at all levels, from senior management to common criminals.
* **Computer Skills**: Proficient user of Word, Excel, Outlook, PowerPoint etc.

**Employment History**

**March 2013 to current Perkins Builders, Perkins TPD & Commercial Aquatics**

**Position: HSE Officer**

* Responsible for all Perkins, Perkins Total Project Development and Commercial Aquatics sites in the Perth metropolitan area.
* Conduct site inspections.
* Undertake project HSE organisation.
* Work to the Perkins group HSE plan.
* Undertake incident reporting and investigation.
* HSE training for new staff and updating existing staff.
* HSE inductions.
* Maintain plant and equipment register.
* Ensure sub contractor compliance.
* Review SWMS/JHA/JSA’s.
* Control and distribution of PPE.
* Identification of hazards and implementation of control measures.

**Apr 2012 to February 2013 Speed Aware**

**Position: Trainer and Assessor** (part time – while on RnR & full time from October 2013)

* Conducting training in operation of 4WD vehicles and changing 4WD tyres for employees of companies including Rio Tinto, BHP, Decmil, Boart Longyear, Chevron, Monadelphus etc.

**Jan 2012 to October 2012 Surtron Technologies**

**Position: Field Engineer/Safety Representative** (FIFO 2&1)

* Responsible for safe logging of geophysical bore holes
* Ensuring staff have relevant and adequate PPE
* Submitting Safety Observation Reports, Near Miss and Hazard Identification forms to the client (Rio Tinto)
* Participating in Safety Shares
* Completion of JHA and Take 5’s
* Participating in and contributing towards toolbox safety talks
* Providing daily and weekly reports to the client
* Producing logging reports using Excel
* Operating trucks on site, when required
* Liaison with client representatives (Rio Tinto Iron Ore)
* Drug and alcohol testing
* Ensuring all work is completed in an efficient and safe manner

**Projects/Sites:**

* Working on BHP and Rio Tinto sites – Jimblebar, Brockman 4, Silver Grass and Yandicoogina.

**Jun 2011 to Jan 2012 Self-employed, sub-contractor**

**Position: Licensed Private Investigator**

* Interviewing witnesses, victims and suspects
* Investigating Workers Compensation claims
* Preparing briefs of evidence
* Preparing accurate and complete reports
* Managing case loads
* Liaising with clients regarding case files
* Working to strict timelines
* Working within OHS safe practices and guidelines

**Jun 2010 to Jun 2011 Contract position in the insurance industry**

**Position: Claims Officer**

* Processing claims for major insurance companies such as WFI, Wesfarmers General Insurance and QBE Insurance

**2009 to 2010 Red Dot**

**Position: Loss Prevention Manager**

* Communicating and insuring compliance with State/Federal laws
* Effectively cross-training associates in all areas of security
* Monitoring the stores’ shortage reduction and prevention programs
* Investigating evidence of unlawful activity or activity contrary to policy or procedure relating to the security of company assets
* Responsible for visiting 46 stores and investigating stock loss issues and undertaking audits
* OHS audit of all 46 stores
* Developing and implementing OHS guidelines, policies and procedures
* Responsible for achieving a 2.2% reduction of wastage (against turnover)

**2007 to 2008 WA Police**

**Position: First Class Constable**

**1998 to 2007 Wiltshire Police (UK)**

**Position: Police Constable**

**Additional Roles**

**Oct 2011 Royal Agricultural Society of WA**

**Position: Emergency Operations Centre Deputy Manager** (short term position during Royal Show)

* Responsible for Inter-Agency Emergency Incident Management at the Perth Royal Show
* Safeguarding and monitoring the wellbeing of 450,000 visitors, 5,000 staff and 10,000 exhibitors
* Providing incident response management
* Liaising with external stakeholders including Police, FESA and St Johns Ambulance
* Working under the AIIMS incident management model
* Providing OHS advice to Royal Agricultural Society board members

**References**

**Kieran Sutton – Manager**

Speed Aware

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**Jodi Dorset – Claims Supervisor**

WFI Insurance

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