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| Julie Stone: Health and Safety CDM Administrator NEBOSH Diploma qualified since 2003. Background in Document Control Quality Systems and integrating Health & Safety into Management Systems. |
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| **Cdm Administrator – pb safety consultancy ltd** **2010-Present*** Assisting companies achieve certification to CHAS, Safe Contractor, Exor etc.
* Conducting safety document reviews and updates for Clients
* Preparation of documents required for CDM regulations such as Construction Phase Safety Plans, Pre-Construction Information, and Safety Files.
* Preparing Risk and Method Statements
* Creating COSHH assessments for Clients
* Carrying out Policy and Procedure Reviews.
* Providing documentation support to our Consultants in the field.

**HEALTH & SAFETY TEChnician – ADBly CONSTRUCTION ltd****2004 -2009*** Provided assistance to the Environmental Health & Safety Manager of ADBly Construction Ltd.
* Worked with Training providers to get the workforce assessed to NVQ level 2 status in Construction and Plant Operations.
* Organised other essential Training to ensure the workforce remain competent.
* Compiled & Delivered Health & Safety Communications and training on various topics to keep workforce informed of safe systems of work.

Prepared Monthly Reports for Management Team detailing improvements, concerns and departmental progress.**Health & Safety Advisor (SELF-EMPLOYED)****2003-2004*** Provided Health & Safety advice and assistance to organisations in order to achieve excellent safety standards. Contracts; NESTLE Purina Pet Care Ltd. PLASMOR Concrete Products & Bruel & Kjaer UK Ltd. (Sound & Vibration Specialists)
* Conducted and recorded Risk Assessments, making recommendations for remedial actions and following up progress. Developed emergency procedures including First Aid actions, Evacuations etc.
* Ensured company compliance with the Control of Substances Hazardous to Health Regulations (COSHH) & Completed Display Screen Equipment Assessments, provided training and guidance to staff

**Motorola AIEG (Automotive and Industrial Electronics Group)****Environmental Health and Safety Officer****2000-2003*** Led audits to ensure the facility maintained an excellent safety record. Motorola attained the British Safety Council Award for 11 consecutive years.
* Carried out facility Risk Assessments, areas included; technical laboratories, offices, manufacturing lines and special situations.
* Revised company policy and documentation to comply with ISO14001.
* Presented Health and Safety Induction Training
* Managed the Occupational Health, Emergency Response and First Aid teams

**Documentation Control Manager – Quality Department, Motorola AIEG** **1991-2000*** Successfully managed the merger of two departments, with no adverse affects on internal or external customers. Performed departmental appraisals for my team of three administrators.
* Introduced and maintained a document control system to comply with ISO9000 and QS9000.
* Managed helpdesk and recorded trends to analyse training effectiveness.
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| ***Qualifications*** |
| **NEBOSH National Diploma** **Auditing Principles and Environmental Management Systems (LRQA)****Train the trainer for Fire Extinguishers and Fire Wardens****National Examination Board of Occupational Safety & Health Certificate (NEBOSH)****BTEC Certificate in Management Studies (CMS)****Preliminary Certificate in Social Care (PCSC)****RSA English Language, Typing and Word Processing,** **Managing Contractors (West Anglia Training Ass.)****Customer Care****ASA UKCC Level 1 & 2 Certificate for Teaching Aquatics/Aqua Aerobics**  |