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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. | |
| C:\Users\The Stone Family\Pictures\Screenshot_20161008-182120.png | |  | | --- | | **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. | | |
| ***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** |