



**QUALIFICATIONS**

- Certificate IV In Work Health & Safety
- Diploma in Human Resources Management
- Currently Studying Diploma of Work Health & Safety
- Currently Studying Diploma of Auditing
- Currently Studying Certificate IV in Training and Assessment
- Certificate III in Business
- Standard 11
- First Aid and Cardiopulmonary Resuscitation (CPR)
- Trained in Automatic External Defibrillator use (AED)
- Drug & Alcohol Testing
- Fire Systems QLD - Evacuation and Warden Training
- QLD Construction Induction (White Card)
- RIERR302D – Respond to local emergencies and incidents
- RIIRIS201D – Conduct local risk control
- RIWHS201D – Work safely and follow WHS policies and procedures

**KEY SKILLS**

- Ensuring a safe system of work for civil & mining projects
- Maintaining compliance with statutory requirements under legislation
- Implement, monitor and continually improve HSE Systems
- Strong critical thinking and problem solving skills

**PROFILE**

Amelia is experienced in all aspects of Health & Safety Management, HSE system development, implementation and compliance. Amelia has an in depth understanding of Industrial and employee relations promoting best practice human resource strategies.

Employment History		
Company	Role	Role Overview
<b>Reay Services Group</b> <b>2016 – Current</b> Moranbah North Coal Mine Grasstree Coal Mine BMA – Broadmeadows Various Civil Projects	<b>HSEQ Officer</b>  <b>Human Resource Officer</b>  <b>Training &amp; Development Coordinator</b>	<ul style="list-style-type: none"> <li>• Develop, implement and maintain safe systems of work for mining and civil projects</li> <li>• Audit and continually improve HSE management systems</li> <li>• Company wide HSE key contact</li> <li>• Ensure compliance with legislative and client requirements</li> <li>• Provide a positive public image through</li> </ul>



		<p>professional and responsive interactions with contractors, visitors and the public.</p> <ul style="list-style-type: none"> <li>• Participate in incident investigations</li> <li>• Manage customer support and maintain good relationships, communication and responsiveness with customers.</li> <li>• Provide feedback to the Management Team about new legislation and existing systems to aid in design and improvements.</li> <li>• Provide mentoring or coaching to assist others to develop and improve their skills and knowledge</li> <li>• Assist emergency response and provide first aid treatment</li> <li>• Conduct workplace inspections</li> <li>• Delivering administrative and technical support</li> <li>• Co-ordinate the recruitment and induction processes including maintaining accurate and comprehensive personnel and recruitment records</li> <li>• Ensure training and competence requirements are fulfilled</li> <li>• Manage and maintain accurate and up to date Human Resource Management Systems</li> <li>• Develop, implement and maintain appropriate Human Resource strategies.</li> <li>• Provide professional advice and support to managers on best practice human resource management ensuring compliance with relevant Human Resources policies.</li> <li>• Manage and schedule rosters</li> <li>• Contribute to workforce planning to meet the organisation’s objectives.</li> </ul>
<p><b>Thomas Borthwick &amp; Sons</b> <b>2013 – 2016</b></p>	<p><b>Human Resource Officer</b>  <b>Recruitment Coordinator</b>  <b>First-Aider &amp; Warden</b></p>	<ul style="list-style-type: none"> <li>• All aspects of Human resource functions</li> <li>• Recruitment and selection</li> <li>• Apply initial response first aid and emergency management</li> </ul>