

CURRICULUM VITAE

PERSONAL DETAILS

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CAREER SUMMARY

I am a senior Work Health Safety Environment & Injury Management (WHSE&IM) professional with extensive experience in the field. In addition, I have tertiary qualifications at the post graduate level in work health and safety, social science and education. Other qualifications in safety systems auditing and workplace training and assessment and lead auditor have been obtained. My experience has been gained in large diverse and complex organisations (self-insured and non-self-insured for workers compensation) some with multiple sites across different states and with international operations. Sector experience includes defence manufacturing (shipbuilding) and engineering, local government (civil construction), Return to Work SA, airline industry, tertiary education sector, public sector and not for profit sector. Importantly I have facilitated both the acquisition and continuation of self-insurance status in several organisations.

Having been in a variety of WHSE&IM positions I have designed and implemented a comprehensive range of WHSE&IM management systems resulting in significant cost savings relating to injury prevention and more effective injury management. I have also designed cultural improvement programs that have led to significant improvement in safety behaviour.

I have highly developed skills in strategic, operational, and tactical WHSE&IM management, safety management system design, policy and procedure development, training program development and delivery. Also experienced in best practice program implementation, auditing and legal compliance strategies and have excellent written and oral communication, influencing and negotiating skills at all levels. I am also able to work effectively without supervision. In addition, I also have well developed team management skills having led a number of teams of risk and WHSE&IM professional teams throughout my career.

Finally, I am very committed to ongoing professional development in all relevant areas to ensure maintenance of competencies and skills. This is required to maintain my Chartered Fellowship status with the Safety Institute of Australia as well as my Fellowship status with the Risk Management Institution of Australasia. These are the highest professional gradings achievable in Australia and is recognition of a significant degree of competency as a WHSE&IM Professional.

UNDER GRDUATE QUALIFICATIONS

Bachelor of Science

University of Adelaide

POST GRADUATE QUALIFICATIONS

Graduate Diploma in Social Science

University of SA

Graduate Diploma in Education (Health)

Flinders University of SA

Graduate Diploma/Master Public Health (OHS)

University of Adelaide

Certificate in Safety Management Auditing
and Safety Priority Setting

University of Strathclyde,
Glasgow, Scotland

PROFESSIONAL CERTIFICATIONS

Chartered Fellow (CFIOSH)

Institution of Occupational Safety & Health (UK)

Chartered Fellow (CFSIA)

Safety Institute of Australia

Specialist Fellow (SFIIRSM)

International Inst. of Risk & Safety Management

Registered OSH Consultant (UK)

OSH Consultants Register (UK)

Fellow (FRMIA)

Risk Management Institution of Australasia

EurOSHM

European Certified OSH Manager

Chartered Generalist OHS Professional

Safety Institute of Australia

- ***Achieving the above required demonstrating outcomes against professional competencies set down by each assessing professional organisation. Demonstration of competencies requires minimum qualifications, skills and experience.***
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OTHER QUALIFICATIONS

1986 Workplace Health Programs Management
Certificate

Health Development
Foundation of SA

1986 Public Sector OH&S Orientation Course

SA Health Commission

1988 Fire Safety Certificate

SA Metropolitan Fire Service

1990 Laboratory Safety Certificate

ANSTO, Sydney

1992 Environmental Health Certificate

University of Adelaide SA

1994 Hazardous Substance Risk Assessment
Certificate

Australian Institute of
Occupational Hygienists

1995 Applied Management Certificate

RAAF School of Applied
Management

1998	Radiation Safety Certificate	UniSA
2002	Lead OH&S Management Systems Auditing Certificate	Quality Assurance Services
2002	Cert IV Workplace Assessment & Training	Adelaide Institute of TAFE
2003	Risk Management Certificate	University of Adelaide
2008	Incident Cause Analysis (ICAM) – Taproot Training	ASC
2009	Senior First Aid Certificate (updates)	St John
2009	Construction Industry Green Card	CITB
2010	Occupational First Aid Certificate	St John
2010	Leadership Development Program	ASC
2013	Rehabilitation and Return to Work Coordinator Level 2	Workcover SA
2013	Competent Root Cause Analysis Investigator	Anglicare SA

EMPLOYMENT

January 2014 – present (4 Years 2 Months)

WHS&IM Manager, Kalyra Communities (Aged and Community Care)

Responsible for managing the Corporate WHS&IM function as well as guiding the organisation to achieving and maintaining self-insurance. Responsible for leading the claims management function as a Self-Insurer. Kalyra has 400 staff and 200 volunteers providing residential and community based aged care services across 4 sites. Report to the Director, Corporate Services. Direct reports: 1.

Key Outcomes

- *Development of a new WHS&IM Policies*
- *Review and revision of all WHS&IM Procedures*
- *Development of the WHS&IM Strategic Plan 2014-2016 and 2017-2019*
- *Development and management of Priority Hazard Management Program Plans*
- *Review and revision of the Corporate Risk Plan in line with ISO AS/NZS 31000*
- *Establishment of a new Safety Culture Improvement Program*
- *WHS&IM Advisor to the Board, Executive Team, Heads of Departments Group and WHS&IM Committee*
- *Provision of support and advice to Rehabilitation & Return to Work Coordinators*
- *Led workers compensation claims reviews with Claims Agent*
- *Led the Self-Insurance Project resulting in self-insurance in 2015*
- *Close out of identified self-insurance non-conformances*
- *Provision of risk and WHSE&IM advice to the Executive Team*
- *Management of complex injury cases, including representation at the SA Employment Tribunal*
- *Establishment of reporting processes for the Board, Management Committee, Heads of Departments Committee, WHS&IM Committee and others*
- *Management of the tender process for self-insurance claims management*
- *Led the management of workers compensation claims in a cost-effective manner*
- *Review and revision of all WHS&IM related policies and procedures*

- *Managed the successful renewal of the Self-Insurance License in 2018*
- *Leadership and management of the WHSE&IM Audit Program*
- *Management of WHS&IM system improvement projects*

December 2012 – December 2013 (1 year)

Senior Manager, Work Health and Safety, Anglicare SA (Aged and Community Care)

A senior manager responsible for managing the Work Health Safety, Injury Management and workers compensation functions. Anglicare has 1700 employees and 900 volunteers providing a broad range of community services including residential aged care, housing and community services across 40 sites around metropolitan Adelaide. Reported to the General Manager, People and Culture. Direct reports: 3.

Key Outcomes

- *Effective management of the WHSEQ&IM Team*
- *Management of the WHSEQ&IM KPIs and reporting to the EMT, Board, Governance, Risk and Compliance Committee and Quality and Safety Committee*
- *Established a new Corporate WHSEQ&IM Committee and acted as advisor to it*
- *Revised the Corporate WHSEQ&IM Policy and succeeded in elevating it to a Board Lead Policy*
- *Conducted Board and EMT briefings regarding responsibilities under the new WHS legislation*
- *Managed the changeover to the new WHS and RTW legislation*
- *Managed the development of a new staff health program*
- *Drafted a new WHSEQ&IM Strategic Plan for the organisation with a view to achieving self-insurance status in 18 months to 2 years*
- *Established corporate induction processes*
- *Coordinated policy and procedure reviews*
- *Reduced workers compensation premium by \$200,000*
- *Reduced the workers compensation claims estimate by \$200,000*
- *Established an internal safety audit program*
- *Reviewed and revised a broad range of WHSEQ related policies and procedures*
- *Managed WHSEQ and Injury management staff*
- *Advised the Executive on a range of OHS and risk management matters*
- *Supervised allied health students on placement*
- *Worked closely with the quality and safety compliance team to ensure requirements met for accreditation purposes*
- *Provided advice and support to the CEO on broad insurance matters.*
- *Liaised closely the GM Quality and Risk on a range of risk issues in line with ISO, AS/NZS 31000.*

August 2010 – December 2012 (2 years 4 months)

Senior Consultant OHSW, University of SA (UniSA) (Tertiary Education)

Part of the central/corporate OHSW&IM Team with responsibilities across the whole organisation which employs 2500 staff and enrolls 35,000 students across multiple locations. UniSA is a large self-insured organisation. Reported to the OHSW&IM Services Manager. Direct reports: Nil.

Key Outcomes

- *Responsible for providing high level OHSW and risk management advice to all staff including the senior management group across the University which incorporates multiple campuses.*
- *Development of OHSW and risk management systems.*
- *Conducted a review of hazard management and training processes which resulted in a revision of both programs.*
- *Reviewed and revised a broad range of WHS procedures*

- *Conduct of OHSW system and procedural audits across the University.*
- *Developed a Laboratory Safety Management Manual for the University*
- *Coordinated the transition to new WHS legislation.*
- *Development and delivery of OHSW training programs.*
- *Worked closely with facilities management regarding both capital works safety and maintenance operations safety initiatives.*
- *Facilitated the development of the University OHSW Strategic Plan and local area plans.*
- *Key advisor to the Facilities Management Unit in relation to major facilities construction projects and maintenance operations, with an emphasis on safety in design aspects*
- *Developed, coordinated and delivered the University OHSW Leadership Program*
- *Developed the internal safety audit program in association with other Senior Consultants in the team.*
- *Investigation of significant incidents*
- *Led construction hazard analysis implication review meetings for major building construction projects*
- *Management of the relationship with Safework SA*
- *Supported departments in the development of local area OHSW Action Plans*
- *Facilitated Level 2 self-insurance status with Return to Work SA*
- *Topic Coordinator, Grad Dip/Master OHSM – OHS Law and Safety Systems*

August 2007 – July 2010 (2 years 11 months)

Corporate OHS&E Manager, ASC Shipbuilding/OHS&E Manager Air Warfare Destroyer Alliance (Defence Shipbuilding and Engineering)

Part of the Executive Management Group and responsible for leading and managing the OHS&E Department. Activities on multiple sites around Australia, including Adelaide, Sydney, Newcastle, Melbourne, USA and Spain. Reported to the CEO. Direct reports: 5. On appointment there was a greenfield site at Osborne and in 2009 a new shipyard was commissioned. ASC is a large self-insured organisation employing 2000 staff.

Key Outcomes

- *Facilitated OHS&E system cooperation and integration between Air Warfare Destroyer Alliance partners - ASC Shipbuilding, Raytheon Australia and Defence Materiel Organisation.*
- *Establishment and management of a \$7M OHS&E budget for the Air Warfare Destroyer project.*
- *Provided OHS&E oversight for the construction of a new Shipyard (\$150M project), including liaison with principal construction contractor and project sub-contractors*
- *Developed the OHS&E strategic and operational risk management plans*
- *Established OHS&E policies and processes including contractor management, risk assessment, internal auditing*
- *Facilitated production readiness following the opening of a new shipyard*
- *Ensured the maintenance of ASCs Self Insurance licence to level 3 with Workcover in 2007*
- *Managed third party audits and compliance against AS/NZS 4801:2001, AS/NZS ISO 14001:2004 and compliance to the relevant legislation.*
- *Only x1 short term LTI in 2.5 years*
- *Facilitated good OHS&E practice during the construction of the Shipyard (\$150M) project.*
- *Influenced shipyard design to ensure safety of the work environment*
- *Influenced all areas to ensure superior OHS&E practices*
- *Established a new OHS&E team and budget*
- *Established relationships with major sub-contractor's interstate*
- *Developed and implemented a comprehensive competency based OHS&E training program*
- *Rolled out a behavioural safety program based upon essential safety rules and Take Five.*
- *Established the Company Health Centre*
- *Established and advised the Corporate OHS&E Committee*
- *Chair of the Corporate Emergency Management Committee*
- *Positively influenced staff at all levels*
- *Establishment of a positive safety culture*

- *Completed ASC Leadership & Development Program*
- *Facilitated a AAA insurance risk rating for new shipyard in 2009*
- *Provision of advice to the Executive on a range of insurance matters*
- *Fully supported transition into new shipyard and production start-up in 2009*
- *Established a range of production and non-production safety initiatives*

February 2003 – August 2007 (4 years 6 months)

Corporate OHS&W Manager, Adelaide City Council (Local Government including Civil Construction)

Responsible for coordinating the development, implementation and ongoing evaluation of the strategic OHS&W management system for Adelaide City Council. Managed the OHS&W Team.

Reported to Senior Manager, Corporate Governance. Direct reports: 3. Indirect reports: 3.

ACC is a large diverse self-insured organisation employing 900 staff in a variety of disciplines and locations.

Key Outcomes

- *Development of the 2003-2005 and 2005-2007 Corporate OHS&W Management Plan*
- *Achieved a level 3 WorkCover self-insurance rating in 2005*
- *Managed third party audits and compliance against AS/NZS 4801:2001, AS/NZS ISO 14001:2004 and compliance to the relevant legislation.*
- *Effective management of the Corporate OHS&W Unit and associated team*
- *Management of the OHSW budget*
- *Integration of OHS&W into a broader risk management approach in Council*
- *Implementation of an OHS&W legal compliance program*
- *Established an OHS&W audit program across Council*
- *Developed the Corporate OHS&W network including committee establishment*
- *Facilitated the development of an online hazard and incident reporting system*
- *Facilitated new OHS&W policy and procedure development*
- *Revision of all existing OHS&W policies and procedures*
- *Achieved a \$695,000 workers compensation insurance premium rebate for 2003/2004 and a similar amount for 2004/2005.*
- *Facilitated the establishment of a Service Level Agreement for Injury Prevention & Injury management with the Local Government Workers Compensation Scheme*
- *Established staff communication and consultation strategies*
- *Establishment of an effective internal safety audit program*
- *Effective management of relationships with external agencies*
- *Chaired a committee responsible for developing whole of local government electronic hazard and incident reporting system*
- *Implementation of a new electronic hazard and incident reporting system*
- *Developed and implemented a safety culture improvement program*
- *Represented Council at Workers Compensation Tribunal meetings*
- *Oversight of civil construction contractor audits*

September 2001 – February 2003 (1 year 5 months)

OHS&W Solutions Development Manager, Safework Business & Systems, SA WorkCover Corporation (Regulator)

Responsible for the development, implementation and evaluation of Safework solutions and strategies for WorkCover's customer segments across South Australia.

Reported to Program Manager Safework Solutions. Direct reports: 3

Key Outcomes

- *Research, development and evaluation of Corporation OHS&W solutions and programs for implementation in various industry sectors throughout South Australia*
- *Establishment of collaborative partnerships with industry in SA to improve safer work*
- *Quality assurance of Health and Safety Representative training and associated training providers in SA*

January 1999 – September 2001. (2 years 8 months)

Regional Occupational/Environmental Risk Manager (SA/NT/WA), Safety & Environment Department, Ansett Australia Airlines (Airline Industry)

Responsible for the provision of professional OHS&E, Injury Management and Risk advisory services to management and staff and leading the development, communication, implementation and review of corporate OHS&E policies and management systems in South Australia & Northern Territory.

Reported to the General Manager OHS&E. Direct reports: 4.

NB. Ansett was a large complex SABS registered organisation with multiple sites employing approximately 15,000 staff in a variety of work environments

Key outcomes

- *Coordinated and contributed to national OHS&E projects including, training program development, hazard management strategies, auditing program and behavioural safety program*
- *Developed and implemented OHS&E policy within SA/NT/WA*
- *Established an effective OHS&E network in SA, NT & WA which resulted in greater management accountability for OHS&E problem resolution and improved safety culture*
- *Developed an effective injury management and rehabilitation program which resulted in earlier return to work of injured workers and subsequent significant cost reductions especially for manual handling type injuries*
- *Within 12 months coordinated the achievement of a WorkCover SABS level 2 rating (equivalent of SafetyMap level 2) which resulted in a 10% reduction in workers compensation levy (\$104,000)*
- *Facilitated a reduction of dollars paid and hours lost due to injury by 50% in SA during 1999/2000*
- *Acted as the Injury Management Coordinator for SA, NT & WA*
- *Established effective risk reduction strategies for a range of identified occupational and environmental hazards*
- *Developed comprehensive management reporting processes achieving improved management accountability*
- *Developed OHS&E legal compliance internal audit systems and processes*
- *Established a number of safety committees and acted as adviser to them*
- *Coordinated OHS&E consultative forums in SA, NT & WA for staff, management and regulatory authorities*
- *Established effective relationships with external regulatory authorities*
- *Represented the Company at Workers Compensation tribunal meetings in SA, WA and NT.*

January 1994 – January 1999. (5 years)

Senior Occupational Health & Safety Advisor, University of Adelaide (Tertiary Education)

Responsible for providing technical and professional OH&S advice to University staff and students, assisting with the development and implementation of the University's occupational health and safety management plan, coordinating the University's OH&S training program, developing strategies for implementing OHS&W regulations e.g. hazardous substances and plant, conducting audits, workplace inspections and assessments, researching issues and presenting papers. Coordination of the University's Occupational Health and Safety Best Practice Program which involved the use of a computerised audit program (Safety Management Profile) to assess a range of OH&S systems and processes within various University departments and facilitating the introduction of 'Best OH&S Practice' processes. Provision of a consultancy service to facilitate the early return to work of injured staff. Reported to the OHS&W Manager. Direct Reports: 1.

The University of Adelaide is a self-insured organisation with multiple sites employing 3,000 staff and has approximately 30,000 students in a variety of work environments.

Key outcomes

- *Provided technical OH&S advice on a large range of OH&S related matters to staff and*

students across all University departments

- *Implemented legislative compliance strategies for hazardous substances and plant*
- *Assisted in the development of computer software for the management of hazardous substances and dangerous goods*
- *Coordinated the University's OH&S Best Practice Program which resulted in improved safety culture and subsequent OH&S performance across the university*
- *Facilitated the achieved Workcover level 3 Self Insurance status.*
- *Developed information delivery and communication strategies including use of the Internet*
- *Developed and implemented a comprehensive OH&S training program*
- *Facilitated the effectiveness of divisional and departmental safety committees*
- *Developed and implemented a comprehensive hazard reporting system*
- *Assisted in guiding the University to an overall top level self-insured rating in the area of OH&S prevention and injury management as assessed by the SA WorkCover Corporation*
- *Development of and implemented a comprehensive internal safety auditing program*
- *Conducted OH&S related research activities on a range of issues*
- *Developed a range of OH&S information material for staff*
- *Developed and maintained OH&S Unit Website*
- *Coordinated Health and Safety Representative information forums*
- *Carried out investigations of significant incidents and made recommendations to reduce risk*
- *Maintained the University incident database including report generation and incident analysis as well as the provision of periodic reports to management and OHS committees*

February 1986 – January 1994 (8 years)

Senior Safety, Health & Environment Advisor, Inner Southern Regional Health Service (SA Health Commission Unit) (Health Services)

Autonomous role, responsible for providing a regional community-based safety, health and environment service to a variety of workplaces including large complex organisations with multiple sites. Such organisations were primarily in the manufacturing and services sectors.

Duties included OHS&E management systems design and implementation, hazard, identification, risk assessment and evaluation, provision of OHS&E training, research, and OHS&E policy and procedure development and student supervision.

Also gained extensive experience in OHS&E project management and the promotion of OHS&E issues both within community and workplace settings.

Reported to the Director. Direct reports: Nil

Key outcomes

- *Development of OHS&E & Injury Management systems to suit a range of workplaces in various industry sectors including manufacturing and service industries within the inner southern metropolitan area of Adelaide. Worked with organisations including, Mitsubishi Australia, Bridgestone Australia, Hills Industries and a range of SME enterprises in the area.*
- *Developed organisational cultural change strategies for a range of organisations and managed a number of OHS&E cultural change and safety system implementation projects.*
- *Designed and implemented risk management solutions for a wide range of OHS&E related problems for local workplaces*
- *Provided a wide range of technical OHS&E advice to a large variety of workplaces.*
- *Developed workplace health programs for local workplaces.*

PROFESSIONAL INTERESTS

Corporate risk and safety culture development

Safety leadership.

Education and training in risk, safety, health and environment.

Corporate risk management strategies.

Evaluation of risk, safety, health and environment programs.

Innovative approaches to workplace hazard assessment, evaluation and control.

Investigation of "Best Practice" and "Continuous Improvement" approaches to risk, safety health and environment.

The interface between risk, safety, health and environment issues.

Best practice approached to injury management.

PERSONAL INTERESTS

Sailing - Racing Member, Cruising Yacht Club of South Australia (CYCSA)

Power Boating – Instructor, Cruising Yacht Club of South Australia (CYCSA) – Marine Academy

SA Sea Rescue SQN - Operational Member, and Vice-Captain WHS, SA Squadron, Member SA Sqn Board, Member, Volunteer Marine Rescue WHS Committee

Winemaking - Member, Blackwood Amateur Winemaking Society

References available on request