

Business Resume
KENDALL WATSON
EHS Coordinator

FOREWORD

Provides consultation, monitoring and governance to support stakeholders and ensures that relevant WH&S legislations and DGC policies and procedures are implemented and effective. Provides WHS advice to management and worker of all levels.

Possesses superior communication skills, completes work within established routines, methods, and procedures whilst working closely alongside Management, Operations, site Project Managers and administrative staff.

CAREER HISTORY

De Goey Contractors Pty Ltd – Safety Advisor

Jan-18 – Current

- Positively influence and advise leaders and workers on health and safety matters, requirements under WHS legislation, and drive forward the agenda for positive health and safety in the workplace
- Maintain a sound knowledge of current legislation, DGC policies and guidelines
- Ensure all relevant WH&S legislation, policies and procedures are implemented and effective
- Compile and provide various monthly reports relating to environment and safety performance
- Manage assigned projects for WHS Management System development programs and perform reviews on draft documents
- Facilitate audits to ensure the WHS systems and activities are implemented, effective, and in accordance with legislative and DGC requirements
- Lead allocated site visits, inspections, incident investigations
- Develop documents, presentation material, training material, and internal and external reports for stakeholders
- Complete allocated WHS actions as directed, and support and assist other DGC team members
- Undertake periodic Safety Committee & Supervisor meetings taking and distributing minutes, preparing presentations and reports
- Assist in scheduling and participate in external surveillance and certification audits against ISO 9001, ISO 14001, AS/NZS 4801

Global Product Search - DBCT – Administration Officer

Apr 16 – Jan 18

- Raise and manage purchase orders for hire equipment
- Record minutes for daily, weekly, and monthly meetings
- Manage multiple forms of data entry
- Assist with management of induction requirements
- Scanning, organising, and filing multiple forms of documentation

G&S Engineering - HSEQ Systems Advisor

May 12 – Mar 2016

- Supervise HSEQ Systems Administrator to ensure timely and accurate delivery of tasks
- Manage storage of G&S records, (internal and external storage and destruction) utilising an external provider
- Secretary of Safety Interaction Subcommittee – taking and distributing minutes, scheduling meetings, preparing presentations and reports
- Promptly direct and respond to all calls or queries for the HSEQ Department

 07 4959 3411

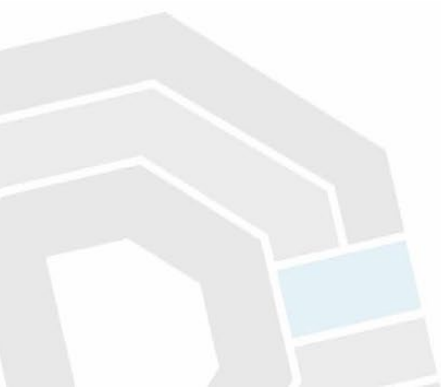
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 contactus@dgcon.com.au  8 Caterpillar Drive, Paget, Qld, 4740

- Develop and format forms, instructions, and procedures in line with the Integrated Management System requirements
- Weekly reporting responsibilities for management and external parties
- Develop and maintain document control database and Integrated Management System documentation
- Contribute to the development, implementation, training, and maintenance of Safety Management Software, CMO Compliance
- Assist in scheduling and participate in external surveillance and certification audits against ISO 9001, ISO 14001, AS/NZS 4801
- Operate as Super User for HSEQ SharePoint Site
- Compile end of month reports for management
- Compile weekly and monthly hours reports
- Coordinate all forms of feedback and manage within CMO Compliance
- Assist in providing HSEQ statistics and documentation for tenders and prequalification documents
- Assist Rehabilitation and Return to Work Coordinator to provide support to injured workers
- Maintain Chem-Alert database
- Manage subcontractors' hours

QUALIFICATIONS

- BSB41412 – Certificate IV in Work Health and Safety
- BSB30107 - Certificate III in Business
- TAE40110 – Certificate IV in Training and Assessment (partial completion)
- TAEASS401B Plan assessment activities and processes
- TAEASS402A Assess competence
- TAEASS403A Participate in assessment validation
- TAEDEL401A Plan, organise and deliver group-based learning
- BSBAUD402B – Participate in a quality audit
- SAI Global – Internal Auditor Training
- RABQSA-AU – Management Systems Auditing
- HLTAID001 - Provide Cardiopulmonary Resuscitation
- BSBWHS505 – Investigate WHS Incidents
- PUAFER006 Chief Warden - Lead an emergency control organisation
- Mental Health First Aider



This is to certify that

Kendall McKinnon

has fulfilled the requirements for

BSB41415

**Certificate IV in Work Health and
Safety**

**Date Issued: 1/08/2016
Parchment number: 198668**



**NATIONALLY RECOGNISED
TRAINING**

**Andrew Wickman
General Manager
Integrated Safety Training Pty Ltd
RTO Number: 21897**

Australian
Qualifications
Framework



WHS Training: Public Onsite Online

Kendall McKinnon

Transcript of Results

BSBRES401

Analyse and present research information

BSBWHS402

Assist with compliance with WHS laws

BSBWHS403

**Contribute to implementing and maintaining
WHS consultation and participation processes**

BSBWHS404

**Contribute to WHS hazard identification, risk
assessment and risk control**

BSBWHS405

**Contribute to implementing and maintaining
WHS management systems**

BSBWHS406

Assist with responding to incidents

BSBWHS407

**Assist with claims management,
rehabilitation and return-to-work programs**

BSBWHS408

**Assist with effective WHS management of
contractors**

BSBWRT401

Write complex documents

PUAWER002B

**Ensure workplace emergency prevention
procedures, systems and processes are
implemented**

Parchment number 198668



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TRAINING

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General Manager
Integrated Safety Training Pty Ltd
RTO Number: 21897

Australian
Qualifications
Framework

WHS Training: Public Onsite Online

NSCA
National Safety Council of Australia
ABN 28 113 305 909



STATEMENT OF ATTENDANCE

This is to certify that

Kendall McKinnon

has satisfied all the requirements for the award of
Statement of Attendance in the

Safety Wise ICAM Lead Investigator Course

Course Location Mackay, QLD

Certificate Number SWS27376

Completed 20th March 2019

Course Director

A handwritten signature in black ink, appearing to read "Gerry Gibb".

Gerry Gibb





Statement of Attainment

This is to certify that

Kendall McKinnon

has been assessed as having fulfilled the following requirements

BSBAUD402B - Participate in a quality audit

Date Attained

21/08/2012

A handwritten signature in black ink, appearing to read "Ann Quach".

Ann Quach
General manager
Training and Improvement Solutions

Certificate Number

C144598

SAI Global, 286 Sussex Street, Sydney NSW 2000 Australia
ABN: 67 050 611 642 Phone: 1300 727 444



Registered Training Organisation No. 106919

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s)

This Statement of Attainment is recognised within the Australian Qualification Framework.



Statement of Attendance

This is to certify that

Kendall McKinnon

has attended

Internal Auditor

Issued on

21/08/2012

A handwritten signature in black ink, appearing to read "Ann Quach".

Ann Quach
General Manager
Training and Improvement Solutions

Certificate Number

C144558



Certificate of Attainment

This is to certify that

Kendall McKinnon

has been assessed as having fulfilled the following requirements

RABQSA-AU - Management Systems Auditing

Date Examined

21/08/2012

A handwritten signature in black ink, appearing to read "Ann Quach".

Ann Quach
General Manager
Training and Improvement Solutions

Certificate Number

C144578





STATEMENT OF ATTAINMENT

A STATEMENT OF ATTAINMENT IS ISSUED BY A REGISTERED TRAINING ORGANISATION WHEN AN INDIVIDUAL HAS COMPLETED ONE OR MORE ACCREDITED UNITS

Pinnacle Safety and Training. RTO No. 40496

This is a statement that

KENDALL MCKINNON

has attained

CHIEF WARDEN

PUAFER006 Lead an emergency control organisation

These units have been delivered and assessed in English

Issue date: 18/01/2023
Course No: C053253
Certificate No: CRT629493

A handwritten signature in purple ink, appearing to read "PBA", written over a horizontal line.

Paul Botwright, Director
Pinnacle Safety and Training





CERTIFICATE OF **ACCREDITATION**

MENTAL HEALTH FIRST AID AUSTRALIA

accredits

Kendall Watson

as a **Standard Mental Health First Aider**
after successful completion of the course and assessment.

This 12-hour course teaches skills for providing initial help to a person who is developing a mental health problem or experiencing a mental health crisis.



Sandra Karner

MHFA INSTRUCTOR(S)

15/12/2022

ACCREDITATION DATE

15/12/2025

ACCREDITATION EXPIRY DATE

STATEMENT OF ATTAINMENT

This is to certify that

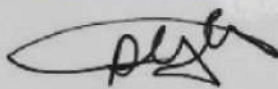
Kendall McKinnon

has been assessed as having fulfilled
all the requirements in the completion
of the following Unit of Competency

BSBWHS505 - Investigate WHS Incidents

Completed 22 Mar 2019

Course Director



Gerry Gibb

