

Brittny Kehoe

#313 Elgin Point, Calgary Alberta / PO Box 2145, Ladysmith, B.C.

Home: (587) 354-0741

Cell: (403) 542-9626

Brittny.Kehoe@hotmail.ca

To Whom It May Concern;

I would like to express my interest in submitting an application for the available position with in your company.

For over 10 years I have worked in the construction industry (commercial, infrastructure, and residential) starting as summer employment when I was in grade 10. Upon completing my required education, I started to work fulltime for MiSha Inc. as the Field Safety Officer (CSO) while building the Calgary Stampede Station. Once this project was complete, I remained living in Calgary and accepted a position at SNC Lavalin on the Calgary West LRT project in the position of Project Safety Coordinator. The CWLRT project was completed in December of 2012, and I accepted a transfer with SNC Lavalin for the 1.4-Billion-dollar Evergreen Line Project in Vancouver, BC. Upon returning to Alberta I became a part of the CANA Construction team, working as an HSE Advisor working on numerous projects simultaneously. I am currently with Jayman BUILT where I am solely managing the safety of the Westman Village Project while living between Calgary (AB) and Ladysmith (BC).

As the Project Safety Coordinator & HSE Advisor for SNC Lavalin on both the Calgary West LRT and Evergreen Rapid Transit Lines, Cana Construction, and Jayman BUILT my position promotes health and safety throughout the project(s) and has overseen the Joint Ventures and Subcontractor safety departments. Throughout my career being a team player with a background in the Health & Safety discipline, I have excellent communications skills, a high level of computer literacy, and am well versed in Provincial OH&S legislation, regulations and code, risk management programs, injury management, hazard assessment & industry recommended best practices.

On a personal level I am a confident, easy going, mature person who is passionate about safety. I am accountable, professional, extremely well organized and reliable. I truly enjoy the fast-paced nature and the pressures required for meeting strict deadlines, the ability to deal with issues as they arise, to meet and set goals and objectives, reporting and effectively delivering information to multi levels of any construction site. My career goals include ongoing education, earning designation as a CRSP, to obtain my Occupational Health & Safety Management master's degree, and to work with a company that has a very strong corporate safety culture.

Please feel free to contact me at your convenience (403) 542-9626. I look forward to hearing from you.

Sincerely,
Brittny Kehoe

Brittney Kehoe

#313 Elgin Point, Calgary Alberta / PO Box 2145, Ladysmith, B.C.

Home: (587) 354-0741

Cell: (403) 542-9626

Brittney.Kehoe@hotmail.ca

OBJECTIVE:

To obtain a position which will utilize my education, challenge the skills I have, providing me with further professional growth and personal satisfaction in my career and future.

Personal Suitability:

- Communication skills
- Enthusiastic
- Entrepreneurial
- Managerial skills
- Multi-tasking
- Strong organizational skills
- Strong analytical skills
- Creative problem solving
- Self-motivated/no supervision required
- Work well under pressure

Formal Education:

- High School Diploma
- Anatomy
- Alberta OH&S Legislation Awareness
- Biology
- Construction Safety Administration (CSA)
- Construction Safety Training System (CSTS)
- Ethics
- Fall Protection Planning
- Auditor Training (Cert #. 11800353)
- Basic Instructional Techniques
- Confined Space Entry / Monitor (OSSA Approved)
- Respirator Fit Testing
- Transportation of Dangerous Goods
- NCSO
- Construction Environmental
- Prime Contractor
- Leadership for Safety Excellence
- Physics
- Pathology
- WHMIS
- Safe Trenching and Excavation
- Principals of Health and Safety Mgt
- Advanced First Aid (oxygen/AED)
- Trench, Excavate & Ground Disturbance
- Worksite Safety Inspections (via SAIT)
- OHS Certificate (In Progress – UNB)

Computer Skills:

- **Microsoft Word/WordPerfect:** Production of reports and documents for senior management and colleagues.
- **Microsoft PowerPoint:** Development of presentations and interactive reports for senior management and colleagues.
- **Microsoft Excel:** Production of reports and manpower, training and equipment tracking systems for senior management.
- **Outlook:** Excellent skills in inter-office memo, external e-mail and scheduling use.
- **Internet/Intranet:** Advanced skills in research of documentation and information to create reports and new company policy and procedures.
- **Various time Entry programs:** Field Work Centre, View Point, Fire pro, ADP
- **Blue Beam Revu:** Production and filing of project specific interactive reports and documents for senior management and subcontractors to access
- **Corepoint & S2Web** – Online safety document production and tracking programs

Professional Experience:

Jayman BUILT – Project Safety Coordinator

2016 – Current

I am currently working for Jayman BUILT solely managing the safety of the Westman Village Project. This Project is a 13-and-a-half-acre property consisting of 19 structures ranging between 3 – 6 floors of wood frame construction equaling 887 multi-family units that include condos, active living, rentals, estate bungalows and an amenity building that provides a recreational component to the commercial/residential enterprise.

- Self-Managing
- Assigned to a project fulltime to startup, update, manage, and maintain Jayman's Safety Program
- Revising and improving upon safety policies and manual to bring the companies safety program from a residential grade safety program to a commercial standard.
- One on One mentoring with Jr. Co-Workers, and field staff to provide support, advice, and development of my co-worker's leadership abilities, adaptation to the company's culture, safe work programs, safe job practices, and to assist where ever deemed necessary
- Critical role in weekly subtrade meetings (logistics and coordination), subtrade start up meetings, etc.
- Familiar with Project Shut Downs and Stand Down Meetings after serious incidents or near misses occur on site, or non-compliance issues arise
- Conducting Site Inspections at multiple locations
- Created and conducted site specific orientations
- Provide advice to project site personnel on the interpretation of OH&S regulations, acts, and code
- Ensured project contractors are aware of their responsibility to develop and instruct their workforces on site and task specific safety plans.
- Actively participates in developing, planning and enacting Safe Job Procedures and Safe Work Practices
- Developed, implemented, and continual updating of integral document components of the Site Safety Requirements (including but not limited too Fire Safety Plans, PPSSP's, Emergency Response Procedures)
- Reinforced safety culture via safety education, training, risk assessment/compliance programs
- Provide advice to project site personnel on interpretation of OH&S regulations
- Lead and participated in audits (Including COR audits)
- Updated the site Hazard Assessment as the scope and nature of the project changes.

CANA CONSTRUCTION – Sr. Safety Advisor/Mentor

2014 – 2016

When working for Cana Construction I was as a floating HSE Advisor, overseeing the Health and Safety for 15 separate projects throughout the City of Calgary.

- Self-Managing
- Revising updating and improving safety policies and procedures
- One on One mentoring with Jr. Co-Workers, to provide support, advice, and development of my co-worker's leadership abilities, adaptation to the companies culture, safe work programs, safe job practices, and to assist where ever deemed necessary
- Created and Presented to Sr. Management a Formal Hazard Assessment Process using Microsoft Power Point Program
- Familiar with Project Shut Downs and Stand Down Meetings after serious incidents or near misses occur on site
- Conduct Site Inspections at multiple locations
- Assigned to a project fulltime to startup, manage, and maintain Cana's Safety Program
- Conducting site specific orientations
- Provide advice to project site personnel on the interpretation of OH&S regulations
- Ensured project contractors are aware of their responsibility to develop and instruct their workforces on site and task specific safety plans.
- Actively participates in developing, planning and enacting Safe Job Procedures and Safe Work Practices
- Ensure all sites are up to date and in compliance with current CANA Policies and procedures and OH&S Legislation.
- Researched and Developed the foundation for Cana's Foreman Competency program
- Reinforced safety culture via safety education, training, risk assessment/compliance programs
- Provide advice to project site personnel on interpretation of OH&S regulations

- Attend all weekly meetings and sub trade meetings, developing positive relationships and assisting with planning of Health and Safety requirements on site
- Lead and participated in audits (Including COR audits)
- Updated the site Hazard Assessment as the scope and nature of the project changes.

SNC LAVALIN - Safety Coordinator

2009 – 2014

I had the opportunity with SNC Lavalin to be a part of 2 incredible projects. The Calgary West LRT Project and the Vancouver Evergreen Line.

- Coordinate safety on all overlapping work activities for the contractors, subcontractors, and Joint Ventures
- Participated Coordinators in the development, implementation and continuous improvement of procedures, standards, rules and regulations.
- Liaison between Head office & Field Operations as well as with regulatory agencies
- Took on the role of Injury Management Coordinator.
- Managed Public Insurance Claims
- Experience in creating corporate and project safety orientations with Microsoft Power Point
- Solved safety related problems on the work site between JV's and sub-trades when required
- Report non-compliance issues by Joint Venture and/or sub-trades to the Project Safety Manager, Divisional Manager, Client Representatives, Provincial Representatives, and OH&S/WSBC.
- Assist with and participate in Emergency Response Exercises
- Lead in Hazard Assessments, ensuring workers have a thorough knowledge of the potential hazards that were on site taking precautions necessary to guard against them.
- Conducted Hazard Assessment Training and Orientations
- Review and improve the hazard recognition, assessment and control program
- Perform regular worksite safety inspections throughout the assigned work area.
- Document all disciplinary, corrective action and inspections using appropriate forms, diary notations regarding the incident and actions taken noting witnesses to conversations and events.
- When an incident was potentially dangerous to life, health, or property or imminent danger was present - took immediate action, which included stopping the work until the problem is corrected.
- Documented incidents investigations, incident reports, and statistics for the safety department.

MI SHA INC. – Field Safety Officer

2005 – 2009

Upon completion of The Calgary Stampede Station project, the owner of the company retired closing the company down.

- Verify contractor inspections are being performed as required by Prime Contractors Program
- Ensure health and safety management system is compliant with regulations and code
- Promoted sound safe work practices and encourages full participation of all company personnel. Verifying work instructions are current and updated as project conditions changed
- Conduct orientations of new employees and consultants
- Review contractor and subcontractor JHA's for accuracy and frequency of completion.
- Lead and participate in audits (including COR audits),
- Coordinate Field Group safety meetings, ensuring everyone is responsible for safety.
- Coordinate Field Group safety meetings, ensuring everyone is responsible for safety.
- Develop reports, outlining the safety actions, initiative and incidents after inspections.
- Implemented a system of planned inspection of projects, equipment, materials and operations to determine the existence of and correct unsafe conditions and practices.
- Reviewed reports of all incidents, accidents and/or near misses, recommended improvements,
- Lead, participated and documented incident investigations

References:

Available Upon Request