

DANA KENNEDY

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dana.kennedy1980@yahoo.co.nz

I am a hardworking, friendly and driven Group General Manager of Health & Safety, with 16 year's experience in the Health & Safety industry across a number of industries, covering; Timber Sawmilling and Manufacturing, Pulp & Paper, Geothermal, Mechanical and Steel Fabrication.

I am confident in communication with sound written and verbal skills which has enabled me to build strong relationships across all audiences and levels of an organisation.

I have strong organisational skills with the ability to plan and prioritise in a fast paced environment and work on multiple projects at once. Excellent ability to supervise, manage and motivate other team members.

EXPERIENCE

GROUP GENERAL MANAGER HEALTH & SAFETY

Claymark Group Limited Partnership

2017 - PRESENT

- Guiding and working with the Senior Executive Team in the development and implementation of Claymark Groups' health and safety strategy and framework, while developing and maintaining standards and compliance programs nationwide as well as providing counsel and advice to Claymark at all levels, from the Claymark Board through to workers.
 - Working with the Senior Executive in the assurance of the sustainability of the business through regularly auditing and measuring performance to ensure Claymark is meeting internal standards and legislative obligations.
 - Providing oversight to the business on best practice Health and Safety by delivering;
 - A shared vision and commitment to an industry-leading health and safety culture at all levels of our business,
 - Developing and executing strategies to move towards a resilient health and safety culture
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- Evaluating trends, practices and patterns to help inform the development of the organisation and change required.
 - Ultimate responsibility for all people-based H&S activity within Claymark from both an operational and strategic perspective, including accountability for the H&S business unit.
 - Ownership for core H&S processes and practices; ensuring they are regularly reviewed and support the People Safety Strategy.
 - Member of the Senior Executive Management team providing strategic and operational planning and decision making.
 - Building and Implementation of Eco Portal – Health and Safety Management System
 - Development and Implementation of Enforceable Undertaking (EU)

REGIONAL HEALTH AND SAFETY ADVISOR

Carters Building Supplies

2016 - 2017

- Proactively work with all sites while implementing the CHH H&S Framework in line with the EHSR Strategic Plan
- Promoting and leading the ongoing development of a Health & Safety Culture across the business
- Assisting all sites with implementing safety measures and compliance
- Recommendations on how to manage risks across Carters Sites
- Assisting with Injury Management to ensure a timely return to work, back to full duties
- Following up on all routine activities, improvement and corrective action plans to ensure that all sites comply with required KPI's at all times
- Assisting injured employees with injury management requirements to ensure a timely return to work
- Ensuring all legislative requirements are met at all sites
- Introducing and training at all business unit levels on the latest released CHH Standards and SOP's
- Facilitating with site annual objective setting and performance reviews
- Coaching at all levels to ensure knowledge and responsibilities of safety accountabilities
- Actively participating in Commissioning, Decommission and Modifications of fixed plant
- Auditing – Internal using CHH Standards, External ACC Auditing to maintain Tertiary Certification

NATIONAL HEALTH AND SAFETY MANAGER

Integrated Maintenance Group Ltd. (IMG)

2010 - 2016

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- Developed and Implemented site policies and procedures in line with AS/NZ4801, ISO 9001
 - Provided Health and Safety advice to IMG Senior Leadership Team, Branch Managers and Employees across the IMG Group covering Bay of Plenty Pulp & Paper Mills, Glenbrook Blue Scope Steel, IMG Fabrication Workshops
 - Continuation of ACC Workplace Safety Management System to ensure ongoing Tertiary Level Accreditation
 - Implementation and Performance Evaluation of IMG Health & Safety Improvement Plans, Activities and Corrective Actions
 - Implementation and Coordination of Risk Assessments ensuring appropriate controls for operations, projects and services; provide advice on solutions
 - Coordination of Injury Management Return to Work Program, Employee Assistance Program (EAP) and Drug and Alcohol Testing
 - Actively and visibly demonstrating commitment for Health & Safety, encouraging an open and trusting environment – Just and Fair Culture
 - Ensuring compliance with all current legislative requirements and adopt relevant standards, COP's and SOP's
 - Effectively managing sub contractor's personnel working directly with IMG to ensure they perform in a manner that is consistent with IMG's Policies and Procedures
 - Coordination of internal and external auditing
 - Completion of external supplier evaluation audits
 - Provided advice and assistance with off-site projects and shut-downs – creation of Site Safety Management Plans and on-site auditing during project and shutdown work

HEALTH AND SAFETY CO-ORDINATOR

Contract Engineering Ltd

2006 - 2010

- Assisted Health and Safety Manager with Health and Safety related projects
 - Facilitating Health and Safety Committee Meetings and completion of monthly meeting, ensuring that all outstanding tasks with required managers were completed
 - Gathering monthly data on injury trends throughout the business and reported to Health and Safety Committees and managers
 - Assisted with Health and Safety compliance audits and safety management system reviews
 - Company inductions – new employees, contractors and visitors
 - Preparing and conducting internal Health and Safety training to employees in various roles
 - Coordinated Health and Safety training – both external and internal
 - Maintained Health and Safety training records
 - Conducted accident / incident event investigation and risk assessments
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- Maintained Hazardous Substance Register
 - Management of incident or illness 'non-work' and 'return to work' cases. Developed relationships with ACC, OT Providers and any other recommended medical treatment providers to assist with employees returning back to work
 - Preparation of Health and Safety documents – Procedures, Policies, Safety Manuals and Training Instructions etc.
 - Ensured all reviews and maintenance of Health and Safety Policies and Procedures were carried out

EXPORT SHIPPING CO-ORDINATOR

Mainfreight / Owens International

1998 - 2006

- Co-ordination of export bookings with clients and other service providers for Export to destinations throughout the world
- Arrangement of containers for collection and delivery with transport providers
- Liaison with container packing providers to ensure containers are packed to maximum capacity and delivered within required timeframes
- Written and verbal quotations, Invoicing, weekly profit & loss reporting, Monthly KPI reporting
- All export documentation

EDUCATION

ESR SCIENCE

2021 - Radiation Safety Officer for X-Ray Inspection Systems

INDUSTRY TRAINING WORKS

2021 – Confined Space US18426

IMPAC RISK & SAFETY MANAGEMENT SOLUTIONS

2019 - IOSH International Certificate, Management Workplace Safety

2019 – Introduction to IO 45001 Training Certificate

IMPAC RISK & SAFETY MANAGEMENT SOLUTIONS

2017 - National Certificate in Occupational Health & Safety Level 4

DANGEROUS GOODS COMPLIANCE

2016 – Approved HSNO Handler Certificate

EMA

2015 – Applying Due Diligence; Workplace Leadership

IMPAC RISK & SAFETY MANAGEMENT SOLUTIONS

2014 – HSR Stage 3, HSR Stage 4

2014 – National Certification in Occupational Health and Safety Level 3

NATIONAL EXAMINATION BOARD IN OCCUPATIONAL SAFETY & HEALTH

2012 - NEBOSH International General Certificate in Occupational Health and Safety

IMPAC RISK & SAFETY MANAGEMENT SOLUTIONS

2012 – ICAM; Incident Causation Method Investigation Certificate

IN SCIENCE, DRAGER

2011 – Perform Urine and Saliva Specimen Collection and Screening in the Workplace

IMPAC RISK & SAFETY MANAGEMENT SOLUTIONS

2010 – HSR Stage 1 and HSR Stage 2 Training

EMA

2009 – Occupational Health and Safety Management Certificate

SKILLS AND STRENGTHS

- Ability to positively increase Health and Safety engagement and performance by influencing, supporting and coaching.
 - Ability to modify and adapt to a wide range of people at all levels from Senior Executive Managers to workers, contractors and subcontractors
 - Reliable and Honest
 - Punctual and Conscientious
 - Excellent communication, people and presentation skills
 - Excellent planning and organizational skills
 - Proficiency in Microsoft Word, Excel, Power Point, Outlook, Eco Portal, Vault/Damstra, Risk Manager
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PERSONAL REFEREES

MIKE COSMAN

Health & Safety Professional Consultant – Cosman Parks

Mobile: 021 479-674

TREVOR JACOBS

Commercial & Supply Chain Manager – CHH

(Former manager at Claymark)

Mobile: 027 867-0823

SARAH BROWN

Claymark Group Health & Safety Business Partner

Mobile: 027 2066 226