

Curriculum Vitae

Anthony O’Keefe

Chartered Health and Safety Practitioner

CMIOSH, MIIRSM, S.P. Dip EM, Dip RSA

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Qualifications

N.E.B.O.S.H. Diploma (Part 1)
NVQ 4 Occupational Health and Safety Practice (Dip RSA)
N.E.B.O.S.H. Specialist Diploma in Environmental Management
N.E.B.O.S.H. National General Certificate
B.I.O.H. (P405) Management of Asbestos in Buildings
C&G 7302 Certificate in delivering learning
Certificate of Competence Noise Surveying
CSCS Black Card Managers and Professionals

Training Courses

Mental Health First Aider
Managing stress in the workplace
Managing Violence and Aggression
Off-Site Incident Control
Microsoft (Word, Power-point & Excel)
Plus others

Professional Bodies

Institute of Occupational Safety and Health	(CMIOSH)
International Institute of Risk and Safety Management	(MIIRSM)

July 2016 – Present

Health and Safety Manager (CambridgeHOK Limited)

Overall responsibility and compliance of the Company's H&S Management system, making sure staff are aware of the importance and follow safety protocols. Implement practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices in the workplace.

Conduct/organise relevant health and safety training for staff as required, including first aid and fire safety. Conduct all "risk assessments" as required by legislation and are reviewed at relevant intervals and to maintain records of the same.

Conduct & carryout internal and compliance audits report on findings and manage issue log through to completion.

Co-ordinate and manage first aid and fire safety representatives for all sites. To recommend & implement control measures and advise on the standard of P.P.E. issued to employees.

To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.

Advise the Directors of all incidents reportable under R.I.D.D.O.R.

Conduct health and safety inspections and prepare reports and documents as required.

To identify areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or H.S.E. guidance.

Arrange such training/certification once identified.

Keep up to date with changes in current legislation and implement such changes where relevant.

Bring to the attention of the Leadership Team any relevant new legislation.

Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.

Liaise with management to establish contractor health & safety procedures.

Immediately contact the Leadership Team if situations are found, that in the opinion of the H&S Manager, require immediate rectification or the stopping of any operation.

Any other ad hoc health and safety duties as required

July 2012 – Present

Self Employed Health and Safety Consultant (AOK Health and Safety)

Providing a consultancy service and acting as competent person giving advice and assistance, developing bespoke health and safety management systems, risk assessments, training and Audits/Inspections. Areas of work include Demolition and Waste Management, Construction, Engineering and Manufacturing. Current clients as an example include:-

- METPrint Limited
- Goole Welding Ltd
- Dortek Ltd
- Commercial Vehicle Services Ltd

March 2015 – July 2018

Part time SHEQ Advisor (Wind Power Support Limited)

Working with the company to provide assistance in managing the health, safety and welfare of employees and clients. Undertaking risk assessments, carrying out audits and inspections. Provide training or organise when needed, Achieved ISO 9001,

ISO 14001 and OSHAS 18001 now a major part of my role is managing these systems. In addition achieving Achilles accreditation and ensuring standards are maintained to keep the accreditation. During 2016 work was carried so the company would be added to Siemens worldwide suppliers list. Liaising with various companies and agencies relating to the offshore wind power industry, to ensure that Wind Power Support are working in a safe and efficient manner.

May 2006 – July 2012

Risk Advisor (Proactive Risk Management)

Providing advice and assistance such as developing health and safety management systems, risk assessments and training to a wide range of companies ranging from shops, hospices, woodworking shops, mechanical and electrical engineering, construction, transport and foundry work and Ships Agents. At times I assisted up to 43 companies.

May 2004 – May 2006

Group H & S Manager (East Yorkshire Motor Services Group Limited)
252 Anlaby Road, Hull, HU3 2RS

The company had 15 sites around E, Yorkshire, Manchester, Kidderminster and Ludlow. It operates public transport and coach holidays it has 10 workshops in the group. There are approximately 1500 employee's, I managed the day to day H&S issues carry out risk assessments, accident investigation, training, policy writing, audits and inspections etc.

July 2001 – May 2004

Health & Safety Advisor (Seafish Industry Authority)

St Andrews Dock, Hull, HU3 4QE

The Seafish Industry Authority is a non-departmental government body that manages the vast amount of work that makes up the sea Fishing industry from catching the product, transporting the product, processing the product, selling and cooking the product. I provided H&S advice and training to all the sectors involved as well as the Authority itself.

Oct 1998 – July 2001

Property Manager/Health & Safety Co-ordinator (The Linnaeus Centre)

14 Linnaeus Street, Hull, HU3 2PD

May 1995 – Oct 1998

Workshop Safety Representative/Technician (H&P Freightways Ltd)

1203 Hedon Road, Hull, HU9 5LY

H&P Freightways road haulage (Chemical and Food Products) also refurbished bulk container tanks (Heavy Engineering).

Sept 1994 – May 1995

Foreman/H&S Rep Acorn Roofing Ltd

40 Wold carr Road, Anlaby Road, Hull,

Apr 1991 – Sept 1994

Driver (Kingston Upon Hull City Transport)

Lombard Street, Hull

Apr 1981 – Apr 1991

H. M. Forces (Army) Royal Corps of Signals