

DON DILLMAN

101 South Street
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713-555-1111
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Health and Safety Inspector

In-depth knowledge and enforcement of Occupational Health and Safety Act
Knowledge of Fire Code, Employment Standards Act, and Workplace Compensation Act
Environmental legislation insight through Horticulture Diploma, University of British Columbia
Experienced Health and Safety Manager; Level 1 and 2 Health and Safety Certified
Hold current St. Johns Ambulance First Aid and CPR, and Medical First Responder
Knowledge of commercial, industrial, and farm industry settings
Registered Safety Professional designation—CRSP—in progress
Class “G” license in good standing
Competent in Word and Excel

Proactive approach dedicated to improvement as demonstrated in roles as Health and Safety Manager, Assistant Superintendent, and Equipment Manager. Articulate communicator with well-developed writing skills. Passionate for promoting/enforcing Health and Safety legislation in the workplace: Successfully coordinated inter-departmental initiatives to pass a Workwell Audit.

Relevant skills include:

Enforcing compliance	Conducting investigations	Interviewing relevant parties
Audit requirements	Partnering with relevant parties	Delivering training

Experience

HIGHLINE COUNTRY CLUB, Penticton B.C. (2000-present)

Year-round facility with over 500 members offers golf, curling, squash, dining, and banquet services. After two years as Equipment Manager, promoted to Assistant Superintendent.

Health and Safety Coordinator (2006-present) (concurrent to role as Assistant Superintendent)

When the club found itself on a WSIB high risk list, the General Manager asked me to institute Health and Safety standards to meet WSIB Workwell Audit requirements. Report to General Manager.

Created a Health and Safety (H&S) program for 50 staff in 4 departments.

- Partnered with Ministry of Labour Inspector, B.C. Safety Service Affiliate, and WSIB Auditor to begin process of establishing and implementing the company’s first H&S program including a JH&S committee, policies and procedures, task safety analysis and physical demands descriptions, safety training, and creating a safety policy statement.
- Overcame resistance from staff not accustomed to H&S requirements.
- Struck company’s first Joint Health and Safety Committee that inspects maintenance, kitchen, and office environments monthly, and meets to go over identified concerns.
- Conducted task safety analysis (and continue to revisit) of over 100 tasks; identified potential hazards, implemented controls, set standards, and conducted related training.
- Wrote and delivered H&S training, exceeding legal requirements—WHMIS, Materials Handling, and respiratory fit testing; wrote policies including First Aid, Accident Investigation, Return to Work—over 30 in total, including Harassment and Violence, to stay current with upcoming trends, and ongoing updates to MSDS sheets.

Results: Following 1.5 years of hard work, we passed the audit with a score of 85%, and were cited for “excellent work” by the auditor. Since program’s implementation, company has had no Lost Time Incidents. Continue to monitor Hazard and Injury reports for trends.



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Assistant Superintendent (2003-present)

Report to Superintendent; conduct all hiring, training, and disciplining; oversee grounds maintenance activities of 10 staff during peak season.

- Reduced turnover of seasonal jobs significantly, from approximately 50% to almost none. Conduct thorough, standardized training, including H&S; committed to keeping morale high.
- Improved daily communication of work with early morning meeting, and chart posted with each staff's clearly identified assignments. Also set and communicated standards for each task. This emphasis on self-management resulted in improved morale and professionalism, as well as increased productivity.
- Oversee site construction work (and 3rd party contract company) that might include drainage improvements, for example, installing a reservoir pond and related irrigation plumbing, and use of equipment such as front end loader, backhoe.
- Schedule maintenance staff, and coordinate and prioritize course maintenance work; address spring issues to bring grounds up to playable standards.
- Manage annual machinery maintenance and inspections, tracking completion on Excel spreadsheet; also ensure pesticide inventory is accurate and up-to-date.
- Accountable for purchase of supplies and equipment, and safety material.

(Returned to formal education; completed University of B.C. Diploma in Horticulture in 2003.)

Equipment Manager (2000-2001)

Reported to Superintendent; accountable for 32 major pieces of equipment (skid steer, front end loader, fairway mowers etc.).

- Established a comprehensive record of equipment maintenance schedule; this record proved valuable in selling used equipment, or trading up to newer models.
- Enforced maintenance standards and timelines for reliable equipment availability.
- Operated equipment including skid steer loader, tractors and course mowers.

Education and Professional Development

Industry Training

Claims Management Certificate—covered cross-examination and interviewing techniques, and court appeal procedure

B.C. College

WHMIS Train the Trainer • Environmental Legislation

Hazard Identification • Sampling and Analysis • Fire Safety

Scheduled for 2010: Industrial Process • Occupational H&S Administration

Agricultural Institute of Canada

Professionalism and Ethics course

Diploma in Horticulture • Achieved Dean's List • Served as President of Student Chapter Turf Club where I formalized the format; brought in Guest Speakers on topics not covered in curriculum; introduced an award for student who displayed most initiative; and spearheaded the club's inclusion as a registered chapter.

- Won Business Award for highest mark in business classes.

Volunteerism & Activities

Member • St. John's Ambulance Brigade

Coaching Activities: Hockey & Baseball • Volleyball & Basketball

Avid squash player