

[First Last Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **Safety Coordinator** with [X] years of experience supporting workplace safety programs in [industry type, e.g., manufacturing/construction/logistics] environments. Proven track record implementing **OSHA-compliant** procedures, conducting risk assessments, and reducing incident rates through data-driven corrective actions and employee training. Adept at cross-functional collaboration, regulatory documentation, and building a proactive safety culture that prioritizes hazard prevention and continuous improvement.

PROFESSIONAL EXPERIENCE

[Safety Coordinator] | [ABC Manufacturing Inc.]

[Month Year] – Present | [City, State]

- Implemented and monitored [site-wide safety program] aligned with **OSHA 29 CFR** standards, contributing to a [X%] reduction in recordable incidents over [time period].
- Conducted [weekly] safety inspections and **Job Hazard Analyses (JHAs)** using tools such as [checklist templates, mobile inspection apps], documenting findings and tracking corrective actions to closure.
- Developed and delivered [monthly] toolbox talks and targeted training sessions on topics including [PPE use, lockout/tagout, hazard communication], increasing employee safety training completion rates to [X%].

[EHS Assistant / Safety Technician] | [XYZ Construction Services]

[Month Year] – [Month Year] | [City, State]

- Supported the site **Environmental, Health & Safety (EHS)** program by conducting [daily] site walkthroughs, identifying potential hazards, and assisting in implementing engineering and administrative controls.
- Assisted with incident and near-miss investigations using [root cause analysis] techniques, preparing reports, tracking trends, and recommending preventive measures that reduced repeat incidents by [X%].
- Maintained and updated safety documentation, including **SDS records, training logs, and inspection reports**, ensuring readiness for internal audits and regulatory inspections.

EDUCATION

[Associate of Applied Science in Occupational Safety & Health] | [Community College Name]

[Month Year] – [Month Year] | [City, State]

- Relevant coursework: [OSHA Standards], [Industrial Hygiene Basics], [Risk Assessment], [Accident Investigation].

[OSHA 30-Hour General Industry Certification] | [Training Provider Name]

Completed [Month Year]

SKILLS

Technical & Regulatory

- OSHA compliance** ([29 CFR 1910]/[1926]), regulatory documentation, and recordkeeping.
- Incident reporting, **root cause analysis**, and corrective/preventive action tracking.
- Job Hazard Analysis (JHA), risk assessments, and safety audit/inspection processes.
- Familiarity with [SDS management systems], [EHS software or spreadsheets], and digital inspection tools.

Safety Programs & Training

- PPE programs, **Lockout/Tagout (LOTO)**, hazard communication, and emergency response procedures.
- Developing and delivering safety orientations, toolbox talks, and refresher training sessions.

Soft Skills

- Strong communication and coaching skills; ability to influence safe behaviors across all levels.
- Detail-oriented, organized, and adept at managing multiple priorities in fast-paced environments.
- Collaborative team player with a proactive, problem-solving approach to safety challenges.

PROJECTS

[Safety Inspection Standardization Project] | [ABC Manufacturing Inc.]

[Month Year] – [Month Year]

- Standardized [departmental] safety inspection checklists and schedules, integrating them into a centralized [EHS tracking spreadsheet or software], improving visibility and follow-up on corrective actions.
- Collaborated with supervisors to prioritize high-risk areas and implemented a color-coded tracking system that reduced overdue corrective actions by [X%] within [time period].

[New Hire Safety Orientation Revamp] | [XYZ Construction Services]

[Month Year] – [Month Year]

- Assisted in redesigning the new hire safety orientation to include site-specific hazards, emergency procedures, and interactive hazard recognition exercises.
- Collected participant feedback and adjusted content and delivery, resulting in improved comprehension scores on post-orientation assessments by [X%].