
Susan Doyle, CRSP

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OBJECTIVE

Prevent accidents and promote occupational health and safety in all sectors. Assist companies achieve SAFE Certification. Be an effective agent for positive change in the safety culture of BC's industry.

EDUCATION

Ryerson University: Occupational Health and Safety Certificate program:
BC Provincial Instructors Diploma Program: ID102 Instructional Techniques, PIDP
3101 Design of Curriculum and Instruction, BC Forest Safety Council's External Auditor Program, North Island College: Office Administration

VOLUNTEERING

May 2008 – Current:

Canadian Society of Safety Engineering

North Island Director at Large Pacific Rim Chapter

May 22, 2007 – Instructor: PowerPoint presentation “Connect Heat Stress Illnesses to Symptoms and Causes” to fellow members, March 16, 2009 “Pizza and Ethics”.

Director: Opportunities Career Services Society

WORK

EXPERIENCE

November 2008 – Current: O H & S Consulting Ltd.

Occupational health and safety consulting and providing auditing services to assist companies both large and small achieve SAFE Certification. Perform external BASE audits, SEBASE pre-audit submission reviews, SEBASE review, and OH&S program development. Instructing BC Forest Safety Council SEOHS Small Employer Occupational Health and Safety and IOO Independent Owner Operator courses.

December 2008 to Present: NI Safety Advisor for Vancouver Island Health Authority (VIHA): Compliance Action Plans, instructing Violence Prevention Foundation Module, General New Employee Orientation, MSI Prevention, Accident Investigation and Inspection, fit testing and other duties related to this position.

February 2005 – April 2008: IMS Island Microsystems Ltd.

Computer sales, A/P, A/R clerk, reception, OH&S program implementation, due diligence briefing/training for senior management and supervisor.

September 2005 – September 2006: Catalyst Paper, Elk Falls Division

Research assignment: Comprehensive report and presentation on heat stress, presented at numerous JH&S committee meetings.

March – July 2004 – Research and Program Development

Integrated Disability Management, developed internal and external disability management program meeting best practices.

July 1996 - October 2003: Cougar Inlet Logging Ltd.

Stump to dump (full phase) logging and road building company.

Partner, employee, office administrator, supervisor of payroll staff, cookhouse staff, occupational health & safety coordinator, Workers' Compensation case manager, and supervisor of injured workers in early safe return to work.

Safety Program Co-ordination/Planning

- Facilitated third party integrated disability management program developing it specific to workplace.
- Developed occupational health and safety programs, policy and procedure which included:
 - Occupational health and safety manual
 - Safety awards program
 - Emergency response accident procedures for accidents involving explosives
 - Safe drinking water ERP for small waterworks
 - ERP for a structural building fire and injured workers requiring medical assistance
 - Marine safety program
 - Worksite inspection sheets
- Compiled monthly/yearly injury statistics, reviewed findings with staff and JH&S committee members
- Co-ordinated training for S-100 Forest Fighting, Level III, Level 1 First Aid and Transportation endorsements, Canadian Power Squadron "Boat Pro" and Supervisor Safety Management
- Compiled WHMIS hazardous inventories for road, shop, and cookhouse departments
- Assisted in accident investigation
- Joint health & safety committee member

Workers' Compensation Case Management

- Achieved positive merit rating through claims management, development and implementation of safety programs
- Co-ordinated and supervised injured workers in early and safe return to work.
- Liaison for senior management, supervisors, workers and regulatory bodies

February 1987 to June 1996: Jonassen & Co.

Client reception, general office duties, payroll, bookkeeping, typing of financial statements, and corporate returns.

OTHER SKILLS

Computer Programs

Excel, Word, PowerPoint, (some experience with Access), Microsoft Works, Ventura, Corel, Samco accounting - payroll and time-clock modules, Strictly Business. Acc-Pac CounterSales, Adajio A/R and A/P

Ability to interact well with others, excellent research and report writing skills used in the development of training material.

CERTIFICATES

Canadian Registered Safety Professional
Occupational Health and Safety (Ryerson University)
BC Forest Safety Council Safe Companies Certified External Auditor
Supervisor Safety Management - WorkSafeBC
Environmental Management Systems - Level III
Boat Pro, and Power Squadron
Class 5 Drivers Licence BC

INTERESTS

People, photography, art, writing, music, and outdoor activities.

REFERENCES

Available upon request.