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Tuesday, 9th December 2014

Tony Burroughs
HR Manager
Cuthbertson Roofing
48 George Street
Rockhampton Qld 4700

Senior Safety Consultant

Dear Tony,

I have enjoyed 12 years managing OH&S in the RAAF, and I would love to be able to provide effective OH&S policies for Cuthbertson Roofing. I notice that, although risk is inherent in the roofing industry, you have an enviable safety record. I would like to help you maintain that record.

My experience covers providing OH&S in catering, accommodation and transport. In spite of the risks in all three areas, we managed to keep lost time due to injury to well below the national frequency rates.

I have developed policies, negotiated with management to change procedures to reduce risk and run training programs for supervisors, for operative staff and for contractors. I wrote from scratch the OH&S policies and procedures for Messing Services, RAAF Glenbrook and these now form the basis for OH&S practices for most of the other sections on the base.

Being aware of the dangers associated with conflict particularly in high accident risk areas such as kitchens, I was constantly on the lookout for it. I organised several training sessions in conflict resolution and anger management to ensure that it never became an OH&S issue.

My management skills were further developed when I was responsible for 11 facilities providing catering, accommodation and recreational services and through

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my supervision and coordination of 70 permanent civilian and Defence Force personnel and looking after the requirements of up to 2,000 people at peak times.

I developed and implemented improved channels for communication, negotiation and consultation between management, staff and contractors, RAAF Glenbrook. I presented and explained my suggestions to the Commanding Officer and senior management and gained their approval. The resultant changes provided a considerable boost to the morale of the contractors and contributed to a significant increase in productivity.

My résumé provides further details of the relevant skills and experience that I would bring to the position and an understanding of my determination to achieve high quality outcomes in a cost effective way.

Yours sincerely

Tom Matlock