

Samuel Nair

Manager, Safety

📞 (614) 555-7318

✉️ samuel.nair@example.com

🌐 linkedin.com/example/samuelnair

📍 Columbus, OH 43215

STRENGTHS

- 🔍 **Incident Analysis**
Turned injury and near miss records into focused investigations, practical controls, and useful coaching for supervisors.
- ♥️ **Regulatory Reporting**
Kept OSHA 300 and 301 records accurate, then resolved quiet data gaps before BLS reporting deadlines.
- 👥 **Claims Coordination**
Connected Human Resources, TPA, and operational reviews so claim details informed prevention and return to work decisions.
- 🎓 **Safety Training**
Delivered OSHA and Defensive Driving sessions that gave frontline employees clearer choices during routine work.
- 🗣️ **Constructive Influence**
Worked through sensitive hazard findings with affected employees, building cooperation rather than leaving concerns unresolved.

SKILLS

Safety Management

OSHA compliance

OSHA 300 and 301 logs

BLS reporting Injury prevention

Near miss investigations

Hazard mitigation

Workers' compensation

TPA reporting Safety committees

Incident review Microsoft Excel

Workplace inspections

Trend analysis RFP evaluation

SUMMARY

Safety Management professional with nine years of progressive experience leading occupational safety programs across public sector, industrial, transportation, fleet, facility, and administrative environments. Interprets OSHA requirements, manages OSHA 300 and 301 records, coordinates BLS reporting, evaluates incidents and near misses, and converts injury trends into practical **hazard controls**. Leads safety committees, guides **corrective action**, delivers **OSHA 10 hour** and 30 hour General Industry training, and supports **Defensive Driving** instruction and new hire orientation. Coordinates workers' compensation claim reviews with Human Resources and Third Party Administrators while protecting confidential information. Partners with executives, supervisors, employees, insurers, consultants, and vendors during inspections, investigations, RFP evaluations, and regulatory responses. Advanced Microsoft Excel capability supports clear reporting and focused prevention decisions.

EXPERIENCE

Safety Program Manager

Midwest Public Operations Collaborative 📅 January 2024 - Present 📍 Columbus, OH

Direct enterprise occupational safety governance across administrative, fleet, facilities, and field service operations. Lead policy implementation, incident analysis, regulatory reporting, committee governance, claims review, training, inspections, and corrective action while advising leaders and frontline teams.

- Translated OSHA requirements into policies, audits, training priorities, and corrective actions across enterprise operations.
- Used Microsoft Excel trend analysis to identify injury patterns and target PPE reviews, investigations, and controls.
- Validated **OSHA 300** and 301 records before annual **BLS reporting**, resolving incomplete data with departmental contacts.
- Led **safety committee** reviews covering claim trends, inspection findings, corrective actions, and unresolved hazards.
- Connected quarterly **workers' compensation** reviews with Human Resources, TPA updates, return to work, and prevention.
- Delivered **OSHA General Industry** and Defensive Driving instruction during new hire orientation and recurring training.

Senior Safety Specialist

Great Lakes Municipal Services Authority 📅 March 2021 - December 2023 📍 Toledo, OH

Managed safety support for public service operations across office, maintenance, fleet, and facility environments. Guided supervisors through hazard recognition, incident response, inspections, claims documentation, training development, regulatory records, and vendor evaluation.

- Advised public service supervisors on **hazard recognition**, incident response, and OSHA compliance during operational reviews.
- Led post injury and **near miss investigations** using interviews, records, observations, and causal analysis.
- Coordinated **workplace inspections** with insurance representatives and consultants, tracking hazards through remediation.
- Reconciled OSHA logs, workers' compensation records, **Human Resources** data, and TPA information before review cycles.
- Built toolbox sessions from **National Safety Council** resources, OSHA guidance, incident trends, and recurring exposures.
- Contributed safety requirements to RFP evaluations covering inspections, training, reporting, and claim support.

Safety and Risk Specialist

Central Ohio Transit Support District 📅 June 2019 - February 2021 📍 Columbus, OH

LANGUAGES

English	Native
Hindi	Proficient

MY CAREER



- Safety Program Manager at Midwest Public Operations Collaborative (2.8 Years)
- Senior Safety Specialist at Great Lakes Municipal Services Authority (2.8 Years)
- Safety and Risk Specialist at Central Ohio Transit Support District (1.7 Years)
- Safety Coordinator at Buckeye Industrial Services Group (1.6 Years)

Supported **injury prevention** and risk operations for transportation, facility, maintenance, and office personnel. Managed incident documentation, claim coordination, confidential records, employee training, safety communications, and trend review for operational leaders.

- Used incident records and field observations to identify hazards affecting drivers, maintenance staff, and office employees.
- Conducted **near miss** and post incident reviews, documenting contributing conditions and practical corrective recommendations.
- Prepared OSHA 300 and 301 documentation supporting **regulatory reporting**, claim administration, and trend reviews.
- Coordinated confidential claim information with the **workers' compensation** TPA and Human Resources.
- Delivered **Defensive Driving** and general safety sessions for fleet personnel, reinforcing **hazard recognition** practices.
- Produced employee safety communications and organized training materials for recurring awareness campaigns.

Safety Coordinator

Buckeye Industrial Services Group 📅 October 2017 - May 2019 📍 Dayton, OH

Coordinated daily safety activities for industrial service crews and built a strong foundation in hazard recognition, PPE selection, incident documentation, OSHA practices, inspections, training, and **corrective action** tracking.

- Inspected work areas with supervisors, documenting unsafe conditions involving housekeeping, access, handling, and PPE.
- Maintained incident files and **OSHA** records, improving information quality for injury review and regulatory documentation.
- Gathered statements and work condition evidence supporting senior staff during incident **investigations**.
- Prepared orientation and recurring safety meeting materials using OSHA guidance and **National Safety Council** resources.
- Built **Microsoft Excel** trackers for inspections, training, incidents, and corrective actions, clarifying open hazards.
- Supported PPE selection and **hazard controls** for industrial service crews during field work reviews.

PROJECTS

Enterprise Incident Reporting Review 📅 2025

Improved internal accident reporting review by connecting incident records, near miss information, corrective actions, and trend analysis in Microsoft Excel. Clearer records helped leaders focus prevention work where exposure patterns appeared most often.

Public Service Safety Training Library 📅 2024

Organized National Safety Council resources, OSHA guidance, Defensive Driving content, and new hire orientation materials into a practical recurring training library for supervisors and employees.

LEADERSHIP & AWARDS

- Certified Safety Professional designation earned in 2023 after sustained work across occupational safety, claims coordination, and injury prevention.
- Program Facilitator, Central Safety Leadership Roundtable, 2024 to Present, guiding peer discussion on public sector safety issues.
- Safety Working Group Member, Regional Public Sector Risk Forum, 2022 to Present, contributing practical risk and compliance insight.

EDUCATION

Bachelor of Science in Safety Management

Ohio University 🎓 GPA: 3.5 📅 2017 📍 Athens, OH

Coursework: Occupational Safety, Industrial Hygiene, Risk Management, Public Administration

CERTIFICATIONS

- Certified Safety Professional 📅 2023
- OSHA 501 Trainer Course, General Industry 📅 2022
- OSHA 511, General Industry 📅 2021
- OSHA 30 Hour General Industry 📅 2019
- Defensive Driving Instructor Training 📅 2020

TECHNICAL SKILLS

- **OSHA Standards:** OSHA 30 Hour General Industry, OSHA 501, OSHA 511
- **Regulatory Records:** OSHA 300 logs, OSHA 301 forms, BLS reporting
- **Claims Systems:** Workers' compensation, TPA reporting, claim reviews
- **Safety Analysis:** Injury trends, near miss investigations, causal analysis
- **Hazard Controls:** PPE selection, hazard mitigation, corrective action
- **Training Programs:** OSHA 10 hour, OSHA 30 hour, Defensive Driving
- **Inspection Services:** Workplace inspections, environmental inspections, job hazard reviews
- **Microsoft Tools:** Microsoft Excel, Microsoft Suite, Excel trend analysis
- **Safety Resources:** National Safety Council, safety handbook, training library
- **Vendor Management:** RFP evaluation, contractor oversight, vendor coordination
- **Committee Governance:** Safety committees, incident review boards, departmental coordinators
- **Reporting Systems:** Accident reports, internal tracking, regulatory reporting
- **Risk Administration:** Risk services, insurance partners, TPA stewardship meetings
- **Public Sector Operations:** Local government processes, public service operations, administrative functions
- **Communication Practices:** New hire orientation, employee communications, confidential records

PROFESSIONAL AFFILIATIONS

- Central Safety Leadership Roundtable, Program Facilitator, 2024 to Present.
- Regional Public Sector Risk Forum, Safety Working Group Member, 2022 to Present.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST