

Tania Kraus : : Safety Writer

PERSONAL DETAILS

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EMPLOYMENT SUMMARY

SAFETY WRITER

Year

June 2012 – Present:
2010 – 2011

Company

Downer Rail
RailCorp

CONTRACT TECHNICAL WRITER

Year

January – June 2012
May 2010
March 2009 – May 2010
Dec 2008 – March 2009
October – December 2008
August – September 2008
February – August 2008
2005 – 2007
February 2005
2002 – 2005
1999 – 2002

Company

Dept. Finance and Services
Sims Metal Management
Community Services
Alcatel-Lucent
CiSRA (Canon)
Pfizer Australia
PayPerClick
Honeywell
Optus
Webster Publishing
Various

EDUCATION

TERTIARY

2013 Diploma of Occupational Health and Safety – NSW TAFE
1998: Diploma of Communication (Technical) – Canberra Institute of Technology

OTHER TRAINING

2013: Apply First Aid – St John Ambulance Australia
2012: Rail Industry Safety Induction

CAPABILITY STATEMENT

I am a talented and passionate Technical Writer with a keen interest in work health and safety which inspired me to complete a Diploma in Occupational Health and Safety.

I have an excellent understanding of the *Work Health and Safety Act* and the *Rail Safety National Law (NSW)*.

I have written many work health and safety documents including toolbox talks, safety alerts, work instructions and safety management system documents.

I am adaptable and quick to learn new systems and become familiar with different environments. This ability has helped me become a successful and sought after writer.

2012 – PRESENT : : DOWNER RAIL - SAFETY SUPPORT

My primary role on the Waratah Train Project is to review, edit and update the contractual safety documents to be delivered to RailCorp and Reliance Rail.

The other safety documents that I write include:

- safety messages for fortnightly project briefs and monthly newsletters
- safety alerts
- toolbox talks
- work instructions.

I also create safety training courses and posters containing safety messages. These are created for the Project sites in Australia and China.

In addition to writing, I provide safety support to the Head of Safety, Engineering and Quality teams. The support I provide includes:

- reviewing the requirements of and providing advice on the *Work Health and Safety Act* and Regulations and the *National Rail Safety Law (NSW)*
- reviewing safe work method statements (SWMS) provided by contractors
- reviewing engineering processes and associated Job Safety and Environment Analyses (JSEAs) to ensure the risks have been identified and appropriate controls put in place
- reviewing audit findings in consultation with the Quality team and subject matter experts to determine if there are any safety implications that need to be addressed
- maintaining the site risk register
- managing the closure of the Safety team's audit non-conformances and observations
- conducting workplace inspections
- entering incidents and hazards into the incident management database and managing the closure of actions assigned to me
- conducting workplace inspections.

I am the Secretary of the HSE Committee.

Key achievements:

- I developed and implemented a risk management program for an electric forklift
- I developed and maintain the site risk register

2010 - 2011 : : RAILCORP – TECHNICAL WRITER

I worked with the Safety Systems team to write, review and update safety management system (SMS) documents. The documents had to align with legislation and the National Audit Tool for self-insurers. I used information from Codes of Practice, Australian and international Standards to update the documents.

I assisted the Safety Advisors with the task of reviewing the SMS documents against the requirements of the *Work Health and Safety Act* to find areas of non-compliance that needed to be addressed before the Act came into force. I drafted changes to the documents and circulated them to the Safety Advisors and subject matter experts for review and approval.

I provided assistance to my team members by editing and proofreading the documents and assisting with the design and layout of forms and checklists. I also mentored interns and graduates placed with the team to help them improve their writing skills.

Key achievement:

- I worked closely with a Safety Advisor to redevelop a program for the inspection, testing and calibration of plant, including the development of a training course that was piloted and eventually rolled out.

1999 - 2012 : : CONTRACT TECHNICAL WRITER – VARIOUS COMPANIES

I have worked for a wide range of clients in a variety of industries including pharmaceutical, legal accounting, telecommunications, GIS mapping, research and development and child protection to name a few.

I have written a variety of documents including:

- User and system administration documentation
- System analysis and design documents
- Procedure documents
- Responses to Request for Tender, Request for Interest and Request for Proposal documents
- White papers
- Use Case scenarios
- Quality Assurance procedures adhering to the appropriate Australian and International Standards
- Business process narrative

My excellent written communication skills are often used in a non-technical capacity assisting sales and marketing teams with the writing, editing, and proof-reading of a variety of documents, such as:

- Marketing material
- Client proposals
- Technical analysis documents
- PowerPoint presentations
- Google Ad copy.

A detailed Technical Writing resume can be provided upon request.