

# **PROFESSIONAL CAPABILITY PROFILE**

**July 2019**

**Russel Skilleter**

**Director LCMS Australia Pty Limited / Safetysystems.biz**

**Russel is one of Australia's most experienced WHS and risk professionals with extensive practical 'hands-on' experience in applying the principles and practices of WHS and risk management at a senior management level across a diverse range of industry and government sectors. His professional experience has been gained in a number of complex national & international multidisciplinary, multi-siloed organisations undergoing significant change management. He has held senior leadership positions in the building & construction, retail, glass manufacturing, industrial & medical gases, & consumer goods & food sectors.**

**He also has extensive experience working throughout New Zealand, PNG, Solomon Islands, S.E. Asia and the Pacific Islands and has completed work on behalf of a number of governmental agencies including Australian Defence Organisation, PNG Department of Labour, AIDAB and DFAT.**

**He has worked as a management consultant for in excess of 25 years, both in his own business, and also for one of Australia's largest OHS Risk Management consultancies, providing professional advice, training and auditing services to a broad range of large and diverse organisations.**

**Over the last 17+ years, he has worked directly for a number of large Corporate SHE Board Committees providing professional advice and mentoring services to Board and executive management in regard to their due diligence and corporate governance obligations.**

**He has also worked directly with the Australian Institute of Company Directors (AICD) to develop board corporate governance WHS requirements.**

**Russel also held an appointment at Federation University (VIOASH Australia) as a Senior Teaching Fellow for in excess of 17 years, and he specialises in the development and delivery of stimulating learning activities.**

**Russel holds the following qualifications, professional affiliations and specialist knowledge:**

- **Bachelor of Science (BSc) (Geology)**
- **Post Graduate Diploma Environmental Control (Grad Dip Env Cont)**
- **Senior Teaching Fellow, School of Health Sciences, Federation University (VIOASH Australia)**
- **BSZ40198 Certificate IV in Assessment and Workplace Training**

- **Past Chairperson, Quality Society of Australasia (QSA) (now Exemplar Global) OHS Auditor Examination Panel.**
- **Exemplar Global Certified Lead OHS / Environmental Auditor**
- **Exemplar Global Accredited Skill Auditor Examiner (OHS)**
- **Exemplar Global Accredited Auditor-Trainer (OHS)**
- **Accredited ICI HAZOP Leader**
- **MORT Incident Investigation Facilitator**
- **Advanced Incident Investigator (TapRoot® - (Advanced Root Cause Analysis Team Leader)**
- **Australian Management College (Mt Eliza) Senior Leadership Program**
- **Negotiation Skills and Conflict Resolution**
- **Project Management**
- **Media Skills**
- **Corporate Governance and Due Diligence**
- **Enterprise Risk Management**
- **Kepner Tregoe Process Improvement**
- **OSH for Managers & Supervisors**
- **General Safety Induction (Working Safely)**
- **Work Safely in the Construction Industry**
- **Safety Institute of Australia – Member (MSIA)**
- **American Society of Safety Engineers - Member (ASSE)**
- **National Safety Management Society - Foundation Member (FMNSMS)**
- **Australian Institute of Management – Associate Fellow (AFAIM)**
- **LinkedIn Profile - <https://au.linkedin.com/in/russelskilleter>**

### **WHS Leadership Training:**

**Customised training programs for senior leadership personnel in industry and government departments have been developed in a number of key areas including:**

- **SHE Culture / Mindful Leadership**
- **Corporate Governance & Due Diligence**
- **Risk Management / Incident Investigation**
- **Contractor Management**
- **SHE leadership skills through a suite of courses - “Leading the Way” (½/1-day senior management), “Taking the Lead” (2 days’ front-line leadership) & “Making a Difference” (½-1-day employee)**
- **Exemplar Global-accredited OHS Auditor Course (5 days) and internal SHE Auditor Course (2 days)**
- **Mindful Leadership in HSE for Oil & Gas Industry – a series of 2-day and 3-day workshops conducted in Kuala Lumpur and Dubai during 2013/2014.**

## **Professional Experience:**

- **Executive Leadership and Corporate Governance services – provision of professional advice and executive mentoring services in regards to organisational SHE audit programs, and leadership responsibilities and accountabilities. Provide corporate governance advice to a number of Board SHE Committees.**
- **Conduct of Executive Level SHE Culture assessments and organisational reviews.**
- **Development and facilitation of OHS and risk management training courses for delivery at shop-floor to executive management levels.**
- **Auditing OHS and risk management systems and practices using AS/NZS 4801, ISRS, SafetyMAP, NSW OHS&R Self-insurer’s model, Comcare Self Insurance Criteria, National Self-Insurers’ Audit Tool (NAT), NSCA 5-Star audit, NOSA, European Eco-Audit, EMAS environmental audit criteria, and various International audit standards (such as ISO 14001, OHSAS 18001, and ISO 9001).**
- **Development and implementation of OHS and Environmental Management Systems based on ISO/AS/NZS 14001, AS/NZS 4801/4, SafetyMAP, and OHSAS 18001; as well as customisation of Company management systems to meet Australian and International audit standards and legislative requirements.**
- **Training and evaluation of OHS auditors using AS/NZS 4801/4804, ISRS / IERS and SafetyMAP - previously responsible for all auditor training and certification for DNV Consultancy Services, and accredited by Worksafe Victoria and Comcare Australia to conduct SafetyMAP training and auditing.**
- **Audit advice and governance programs to satisfy W.C. Self-Insurer requirements throughout Australia and New Zealand.**

## **Corporate Governance Clients (work has been performed on behalf of):**

- **Australian Defence Organisation (ADO)**
- **CSR Limited**
- **Royal College of Pathologists Australasia Quality Assurance Programs (RCPAQAP)**
- **Zinfra Group**
- **Downer Tenix Limited**
- **TransGrid**
- **Wilmar Australia Limited (prev. Sucrogen Limited)**
- **Bulla Dairy Foods**
- **Leightons Contracting**
- **AGL / ActewAGL**
- **MidCoast Water**
- **PNG Department of Labour**
- **AIDAB /DFAT**
- **Air New Zealand**
- **St John of God Health Care**
- **Reliance Petroleum**
- **ACT Shared Services Department**
- **NZ Accident Compensation Commission (ACC)**

## **Significant Project Work:**

**Russel has been involved in many broad-based projects at senior management and executive levels including:**

- **Scott Lister - Lead Auditor for the NSW WorkCover Self-Insurer NAT Readiness Audit conducted in late 2013 on behalf of Sydney Trains, and the WHSMS Review in 2014 on behalf of NSW Trains.**
- **NZ Accident Compensation Commission (ACC) - conduct of accredited Lead OHS Auditor Courses – 2012/15.**
- **NZISM - conduct of accredited Lead OHS Auditor Courses – 2012/14.**
- **Zinfra Group - development of HSEQ risk management process including facilitation of training sessions and conduct of gap analysis.**
- **UniStrategic - Development and facilitation of a series of professional industry workshops on Mindful Leadership in HSE for the Oil and Gas Industry conducted in Kuala Lumpur, Malaysia and Dubai UAE during 2013/2014.**
- **Tenix Limited - development of SQE risk management process and engineering life cycle management; including facilitation of training sessions and conduct of gap analysis.**
- **Downer - Facilitation of a senior leadership workshop in Mindful Leadership in WHS for senior executives within the Infrastructure East business during December 2013.**
- **CSR Limited - review of external SHE Audit reports and development of a SHE Board Audit Governance process. Russel has also been appointed by the CSR Limited Board as External SHE Governance Administrator reporting directly to the Board on SHE Governance.**
- **CSR Limited - conduct of the annual SHE Accreditation assessment program, involving audits of more than 90 operating sites throughout Australia and New Zealand. Conduct of OHSMS audits as part of the annual audit program as well as W.C. reviews for Self-insurance licence renewal.**
- **Bulla Dairy Foods - conduct of a “whole of organisation” Business Baseline SQP Review to evaluate effectiveness of business processes in the areas of safety, sustainability, quality and process.**
- **George Weston Foods Limited - review of external HSE Audit reports and development of a HSE Audit Governance process; and the implementation of the annual HSE Audit program, involving audits of more than 25 operating sites throughout Australia and New Zealand.**
- **State Rail/RailCorp, NSW - audit of the internal OHS management systems and procedures and development of an internal OHS audit process (in conjunction with KBR).**
- **AGL - training of leadership personnel from 1994 to 2010 in the AGL HSE management system (Life Guard); training of all internal Life Guard auditors and conduct of pilot audits utilising both ISRS / IERS audit protocols. Conduct of annual Life Guard HSE audits within Business Units.**

- **AGL/ActewAGL - development and ongoing facilitation of all Life Guard training; including conduct of both Leaders' and Colleagues' training courses and Contractor HSE Management and Incident Investigation training courses.**
- **Agility NSW - conduct of an Executive Management Workshop to review HSE performance and to develop a revised HSE Strategic Plan and overall direction.**
- **VIOSH Australia - conduct of public 5-day OHS Management System Auditor training courses; corporate and semi-government reviews of OHS due diligence.**
- **MidCoast Water, Taree/Forster - conduct of Executive culture review and gap analysis to AS/NZS 4801:2001 and FSC Contractor Accreditation criteria. Development and facilitation of HSE Risk Management training.**
- **TransGrid – development and facilitation of incident investigation training for mid-level and senior management across NSW.**
- **Australian Defence Organisation (Defence Safety Management Agency), Canberra - audit of Defence “Cadets” to determine Defence arrangements for management of OHS risks during field activities; preparation of a modified OHSMS audit tool for use within Defence.**
- **Australian Defence Organisation (Defence Safety Management Agency), Canberra - conduct of Due Diligence Review of ADO OHS arrangements.**
- **Australian Defence Organisation (Defence Safety Management Agency), Canberra - development and facilitation of ongoing ten day Applied Occupational Health and Safety Management (AOHSM) training courses, and five day certified OHS Auditor training courses within Army, Air Force, Navy, DMO and a number of other Branches.**
- **Australian Defence Organisation (Defence Safety Management Agency), Canberra - conduct of a Hazardous Substances Management Review and development of a Hazardous Substances management policy for the entire Defence organisation.**
- **Australian Defence Organisation (Defence Safety Management Agency), Canberra - review and development of a suite of Radiation and Asbestos policies for the entire Defence organisation.**
- **State Library of NSW - conduct of a “whole of Library” OHS Risk Assessment.**
- **National Library of Australia - OHS executive and leadership training; OHS risk reviews of the new library material repositories.**
- **Air New Zealand - review and preparation of comprehensive beryllium management procedures for Engineering Division / delivery of QSA accredited OHS Auditor training course.**
- **Department of Urban Services (DUS), ACT Government - development and delivery of OHS management system (W.I.S.E.) co-ordinator training workshop and Executive Leadership workshop.**
- **PNG Department of Labour – review and development of OHS legislation and regulations.**

- **OK Tedi Mining PNG – conduct of OHS and environment audits and training programs.**
- **Thiess Limited - behavioural change and incident investigation training programs throughout Australia.**
- **Evans & Peck - conduct of an executive level HSE Review of all businesses and principal activities of a large multi-national building contract group (Leightons Contracting).**
- **SKM - facilitation of behavioural change and cultural development program within construction industry clients.**
- **SACL - conduct of multi-faceted risk reviews of key airport activities including baggage handling, customer check-in and ramp activities.**
- **Nabalco, Gove N.T. (now Alcan Gove) - audit of contractor OHS & environment management systems and practices as part of a major Capital Works project. Provision of OHS / Corporate Governance advice to the senior management team.**
- **Montgomery Watson, Sydney - OHS / environment “due diligence” audit as part of G.E. acquisition of Honeywell assets within Australia (and worldwide).**
- **Dyno Nobel, Philippines - audit of explosives manufacturing plants in provincial centres.**
- **BOC Gases, South Pacific region. - management of internal OHS audit program in conjunction with engineering audit program. Conduct of OHSLC training programs to support program implementation.**
- **Energy Australia, Sydney - conduct of contractor audits in accordance with the NSW requirements for capital works as outlined by the Construction Policy Steering Committee (CPSC).**
- **NGC, NZ - development and conduct of Executive Leadership Workshops for Board and Management Committee members.**
- **Reliance Petroleum, Australia – conduct of HSSEQ Executive Review of all operating divisions.**
- **St John of God Health Care (SJGHC) – provision of WHS consultancy services to review and develop the WHS management system and processes for the Hawkesbury District Health Service (HDHS) following its integration into SJGHC.**
- **Royal College of Pathologists Australasia (RCPAQAP) – review of WHS due diligence arrangements for the Quality Assurance Programs conducted worldwide. Contract consultant providing corporate governance advice to the RCPAQAP Board.**
- **Kingdom of Tonga OHS Improvement Project - Worked with Ministry of Health on behalf of DFAT to develop the first WHS Policy and management system in preparation for the first National WHS legislation – May/June 2017.**