Sample Career Portfolio

Provided by:
The Career and Employment Service Committee

Updated: April 6, 2016
Jennifer Smith
Professional Portfolio

April 2016
# TABLE OF CONTENTS

## PERSONAL CHARACTERISTICS

- Charity: Food Pantry Letter
- Letter from Vice President
- Letter of Recommendation
- References

## EXPERIENCE

- Performance Appraisal
- EMS Manual
- Manufacturing Program Procedure Guidance
- Community Presentation
- Job Description
- Glove Guidance
- Project Team Leader
- PPE Poster

## ACCOMPLISHMENTS

- Client Appreciation
- Dean’s List
- Performance Review – Excel Rating
- Position Announcement
- Injury Reduction

## KNOWLEDGE

- CIH Certification
- CSP Certification
- Instructional Designer Certification
- College Transcripts

## SKILLS

- ACGIH Membership
- Ergo Training Certificate
- Green Belt Six Sigma Certificate
- Ventilation Design Training Certificate
March 9, 2013

Ms. Jennifer Smith
93493 Sands Place
Williamsburg, VA 12563

Dear Jenn,

Thank you for the tremendous efforts you offered to the Bayside Food Pantry on the occasion of Souper Bowl Sunday 2013. The compassion you show to the people we serve is an inspiration for us all. I've noticed how you treat everyone with respect and kindness, no matter what the situation is. We both know how stressful it can be for the people who find themselves in need of the services we provide, and your words and actions go a long way toward helping them keep their dignity. I just want you to know that your work hasn't gone unnoticed.

Kind Regards,

Mary Ann Schwartz

Mary Ann Schwartz
October 29, 2015

TO: Jennifer Smith

Dear Jennifer,

Making safety effective and personal (and at times, fun) is a major focus of our safety initiatives. The recent forklift rodeo you hosted at Prairie, as well as the Safety Day, are both excellent examples of getting employees engaged and involved, and keeping safety in the forefront of our employees’ minds.

Thank you for your passion and creativity toward keeping your teams safe, and for sharing great examples for others to use across ABC Manufacturing.

Sincerely,

Barbara Fields

Barbara Fields
December 5, 2012

Dear Graduate Admissions:

I am writing in support of Ms. Jennifer Smith, who has applied for admission to the Master of Public Health Program at the University of Georgia. I have known Jennifer as her academic advisor and instructor, and have been impressed with her ability and perseverance as an undergraduate in the Occupational Safety and Health program at the University of Alabama. Jennifer graduated in May 2011 in the top of her class in a scientifically rigorous curriculum.

Jennifer came to UA to study OSH. Her experiences as a student, in particular, her volunteer work as an educator in the local community, her work with conservation groups on campus and her international travel experience, have convinced her to pursue a career in Industrial Hygiene. Following this interest, Jennifer is currently working on a project studying the ergonomic risk factors of chemical operators in the automotive industry. Her decision to apply to a Public Health program is a result of these experiences.

And she is well prepared. Jennifer will bring a strong background in science to public health care policy, she is intellectually flexible and agile enough to bring information from outside of her area to help solve problems. She takes a quantitative approach to science which is why she completed her minor in mathematics. She is an enthusiastic individual with a clear picture of what she wants to accomplish. She relates easily with both faculty and students and is very organized, disciplined and dependable. She has the talent, motivation and work ethic to be a successful graduate student. I recommend her, knowing she will benefit from and contribute to your program.

Sincerely,

Peter Gonzalez

Peter Gonzalez, Ph. D.
Director
Jennifer Smith
PO Box 951
Lady Lake, FL 32165
JenniferSmith@email.com

References

Anne Robertson
HR Manager
XYZ Electronics
369 Company Way
Lady Lake, FL 32165
559-655-9635
AR@XYZ.com
Anne was my mentor for two years

Timothy Daniels
EHS Specialist
Clarify Corporation
5143 Addison Hill Road
Canoe, IN
565-456-5455
TD@CC.com
Tim was a fellow project manager

Laura Tifft-Proler
EHS Manager
Quality Products
65431 Millennial Street
Virginia City, VA 53589
986-562-6456
LTProler@QProducts.com
Laura was my manager for three years

Tim Burton
Product Stewardship Manager
ABC Company
Holmes Incorporated Drive
Lancaster, PA 92340
547-696-5632
TBurton@ABCCompany.com
Tim was my manager for 15 years
# 2015 Employee Performance Evaluation

**EVALUATION PERIOD:** OCTOBER 1, 2014 – SEPTEMBER 30, 2015

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Jennifer Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Environmental, Health and Safety</td>
</tr>
<tr>
<td>Employee’s Company:</td>
<td>ABC Manufacturing</td>
</tr>
<tr>
<td>Position:</td>
<td>Industrial Hygienist</td>
</tr>
<tr>
<td>Reviewer Name, Title, Company, Signature:</td>
<td>Barbara Fields, Vice President, EHS Director</td>
</tr>
<tr>
<td>Date:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Supervisor Name, Title, Company, Signature:</td>
<td>John Smith, EHS Manager</td>
</tr>
<tr>
<td>Date:</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Manager/Director/Company or Representative, Title, Company Signature (If Applicable):</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>Date:</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

By signing this document, I state that the contents of this evaluation were covered with me. My signature does not indicate my agreement with the contents in whole or part.

**Employee Signature:**
PERFORMANCE RATING SCALE

Using the following four (4) broad definitions, complete those Performance Factors that are appropriate to the individual’s job requirements, indicating the effectiveness with which they were applied in performing the duties of the job. You may include specific examples/comments for each block; however, for each Performance Factor in which an employee is rated as Exceeds Expectations or Does Not Meet Expectations, please provide justification in the Comments section.

<table>
<thead>
<tr>
<th>Performance Factor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) EXCEEDS EXPECTATIONS</td>
<td>Performance of this factor evaluated is consistently higher than required and maintained. Justification is needed for this rating – please use Comments section.</td>
</tr>
<tr>
<td>(2) MEETS EXPECTATIONS</td>
<td>Performance of this factor is just right for or somewhat higher than required.</td>
</tr>
<tr>
<td>(3) DOES NOT MEET EXPECTATIONS</td>
<td>Even with guidance, consistently performs below expectations. Performance clearly does not meet expectations. Corrective Action is Necessary. Justification is needed for this rating – please use the Comments section. If the Overall Rating is Does Not Meet Expectations, a Performance Improvement Plan is compulsory.</td>
</tr>
<tr>
<td>(4) NOT OBSERVED</td>
<td>Performance of this factor was not observed by the evaluator, or is not applicable to the job duties/functions. Employee may be too new to the organization or performance objective is not applicable to employee.</td>
</tr>
</tbody>
</table>

EMPLOYEE PERFORMANCE OBJECTIVES PLANNING

PERFORMANCE PLANNING

Prepare performance objectives and expectations for each employee, including both the behaviors employees are expected to exhibit and the results they are expected to achieve during the upcoming rating cycle. One performance objective must be safety related. Three to five performance objectives are recommended. Behavioral and results expectations should be tied to the organization’s strategic direction and corporate objectives.

LEADERSHIP/BEHAVIORAL EXPECTATIONS

Effective performance management systems provide behavioral standards that describe what is expected of employees. During the performance planning process, managers should review and discuss these leadership/behavioral standards with employees. It is important for managers for make sure employees understand how the leadership/behavioral standards related to their specific jobs.

RESULTS EXPECTATIONS

The results or objectives to be achieved by employees should be tied to the organizations strategy and goals. The employee’s development needs should also be taken into account in the objectives setting process. Development goals can be targeted either to improving current job performance or preparing for career advancement. Organizational goals need to be translated and cascaded into refined objectives and expectations at the unit, team, and individual levels.
PERFORMANCE FACTORS

1. SAFETY: Working safely is clearly first with this individual; has questioning attitude and attends to the safety of others in the workplace. Can be relied upon to bring unsafe or potentially unsafe conditions to the attention of management and supervision.

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Not Observed

Comments: Jennifer plays critical safety role in non-routine tasks this year such as remote tool operation, mold line outage, breathing airline system modification, and test area construction activities. Jennifer has increased on-the-job presence performing support and walkdowns in operational areas. Working safely is clearly first, and she displays a questioning attitude. Jennifer can be relied upon to bring unsafe or potentially unsafe condition to the attention of management and supervision.

2. TEAM BUILDING/ TEAM WORK: Consistently contributes to the overall success of the departmental organization by providing vital support to fellow team members. Builds positive relationships and gains trust of other team members. Engages team members in accomplishing tasks of direct interest by communicating early, honestly and completely. Works jointly to resolve disagreements in good faith, and does not undermine colleagues. Acts as a resource, as well as reaches out to others for assistance when needed. Contribute constructively by exercising the highest level of professional and ethical behavior.

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Not Observed

Comments: Jennifer consistently contributes to the overall success of the departmental organization by providing vital support to fellow team members. She builds positive relationships and gains trust of other team members. Jennifer engages team members in accomplishing tasks of direct interest by communicating early, honestly and completely. She works jointly to resolve disagreements in good faith, and does not undermine colleagues. Jennifer contributes constructively by exercising the highest level of professional and ethical behavior.

3. COMMUNICATION: Informs coworkers and supervisors accurately, timely, candidly, and inoffensively, and practices active listening.

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Not Observed

Comments: Jennifer practices active listening. She informs coworkers and supervisors accurately, timely, candidly, and inoffensively.

4. COMMITMENT & INITIATIVE: Demonstrates an understanding of and desire to meet TWPC goals by the way time and energy is used at work. Demonstrates willingness to assume greater responsibilities in the workplace.

- Exceeds Expectations
- Meets Expectations
- Does Not Meet Expectations
- Not Observed

Comments: Jennifer demonstrates willingness to assume greater responsibilities in the workplace. Demonstrates an understanding of and desire to meet ABC Manufacturing goals by the way time and energy is used at work.
5. **ATTITUDE:** Focuses mainly on getting the job done safely; cooperates with coworkers, supervisors and managers to achieve goals and promotes a team approach to work. Treats others with dignity and respect and expects the same in return.

- [ ] EXCEEDS EXPECTATIONS  
- [ ] MEETS EXPECTATIONS  
- [ ] DOES NOT MEET EXPECTATIONS  
- [ ] NOT OBSERVED

**Comments:** Jennifer cooperates with coworkers, supervisors and managers to achieve goals and promotes a team approach. She treats others with dignity and respect and expects the same in return.

6. **JUDGEMENT/DECISION MAKING:** Gathers data and makes decisions based on facts and observation. Remains open to new developments and exhibits willingness to adapt to new circumstances without being indecisive.

- [ ] EXCEEDS EXPECTATIONS  
- [ ] MEETS EXPECTATIONS  
- [ ] DOES NOT MEET EXPECTATIONS  
- [ ] NOT OBSERVED

**Comments:** Jennifer responds very effectively when faced with short-notice needs during work planning or job execution. She exhibits willingness to adapt to new circumstances without being indecisive. Jennifer gathers data and makes decisions based on facts and observation.

7. **PLANNING AND ORGANIZATION:** Is able to analyze priorities, organize and execute short and long term plans.

- [ ] EXCEEDS EXPECTATIONS  
- [ ] MEETS EXPECTATIONS  
- [ ] DOES NOT MEET EXPECTATIONS  
- [ ] NOT OBSERVED

**Comments:** Jennifer can organize and execute short and long term plans. She is able to analyze priorities.

8. **JOB KNOWLEDGE APPLICATION:** Knowledge level for current position meets minimum requirements; demonstrates curiosity and questioning attitude, and a desire to learn and improve.

- [ ] EXCEEDS EXPECTATIONS  
- [ ] MEETS EXPECTATIONS  
- [ ] DOES NOT MEET EXPECTATIONS  
- [ ] NOT OBSERVED

**Comments:** Jennifer’s level of knowledge and skill in the health and safety field considerably exceeds minimal requirements for this position. She applies her knowledge in an effective, conservative manner. Jennifer displays desire and motivation to learn and improve.

9. **PRODUCTIVITY:** Works efficiently, effectively and energetically to generate work outcomes meeting TWPC goals. Encourages and assists others to do the same.

- [ ] EXCEEDS EXPECTATIONS  
- [ ] MEETS EXPECTATIONS  
- [ ] DOES NOT MEET EXPECTATIONS  
- [ ] NOT OBSERVED

**Comments:** Jennifer works efficiently, effectively and energetically to generate work outcomes meeting ABC Manufacturing goals.

10. **MANAGING CHANGE:** Open to improvements in performing work; frequently contributes to performance-improving changes. Adapts well to changes imposed by forces beyond individual or TWPC control.

- [ ] EXCEEDS EXPECTATIONS  
- [ ] MEETS EXPECTATIONS  
- [ ] DOES NOT MEET EXPECTATIONS  
- [ ] NOT OBSERVED

**Comments:** Jennifer frequently contributes to performance-improving changes.
11. QUALITY: Interacts with co-workers, supervisors, internal and external customers to perform work safely, on time, and with the highest quality. Reliably brings up issues to supervision and management that could adversely affect quality.

- **EXCEEDS EXPECTATIONS**  - **MEETS EXPECTATIONS**  - **DOES NOT MEET EXPECTATIONS**  - **NOT OBSERVED**

**Comments:** Jennifer interacts with co-workers, supervisors, internal and external customers to perform work safely, on time. She reliably brings up issues to supervision and management that could adversely affect quality.

12. CARE FOR THE ENVIRONMENT: Demonstrates a care for the environment by taking action to reduce site chemicals, increase recycling, conserve water and electrical energy, and promote clean storm water.

- **EXCEEDS EXPECTATIONS**  - **MEETS EXPECTATIONS**  - **DOES NOT MEET EXPECTATIONS**  - **NOT OBSERVED**

**Comments:** Jennifer demonstrates a care for the environment by taking action to reduce site chemicals, increase recycling,

---

**PERFORMANCE RESULTS**

<table>
<thead>
<tr>
<th>Overall Performance Rating</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Original to: Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copies to: Supervisor Employee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.6 MANAGEMENT REVIEW

Top management reviews ABC EMS at planned intervals to ensure its continuing suitability, adequacy and effectiveness. ABC will conduct a complete management review at least annually.

Reviews include assessing opportunities for improvement and the need for changes to the EMS, including the environmental policy and environmental objectives and targets. Records of the management reviews are retained.

Input to management reviews includes:
a. Results of internal audits and evaluations of compliance with legal requirements and with other requirements to which ABC Goshen and Syracuse subscribes.
b. Communication(s) from external interested parties including complaints
c. The environmental performance of the organization
d. The extent to which objectives and targets have been met
e. Status of corrective and preventive actions
f. Follow up actions from previous management reviews
g. Changing circumstances including developments in legal or other requirements related to its environmental aspects and
h. Recommendations for improvement

The outputs from management reviews include any decisions and actions related to possible changes to environment policy, objectives, targets and other elements of the EMS, consistent with the commitment to continual improvement.

REFERENCE DOCUMENTATION:

EMSFxxxx Management Review Checklist and Template

Change History:
Date Rev. Comments:
Xx/xx/xx A Original EMS Manual
Activity Hazards Analysis
Air Sampling for Asbestos
Air Sampling for Beryllium
Air Sampling for Hexavalent Chromium
Air Sampling for Lead and Cadmium
Air Sampling for Methylene Bisphenyl Isocyanate
Air Sampling for Particulates, Not Otherwise Regulated
Approval and Safe Use of Portable Electric Space Heaters
Asbestos Exposure Control Program
Beryllium Awareness and Chronic Beryllium Disease Prevention Program
Cleaning Respiratory Protective Equipment
Cold Stress Monitoring
Compressed Gases
Confined Space Entry
Drum Lid Restraint
EHS Recordkeeping
Electrical Safety Program
Equipment Operation
Fall Protection
Footwear Policy
Hand and Portable Power Tools
Hazard Communication
Hearing Conservation
Heat Stress Monitoring
Hoisting and Rigging
Hot Work
Industrial Hygiene Design Review
Industrial Hygiene Equipment Calibration Maintenance
Industrial Hygiene Program
Industrial Hygiene Sampling and Notification Documentation
Inspections
Ladder Safety
Light Vehicle Operation
Lightning in the Area Work Guidelines
LO/TO Inspections
Lockout/Tagout
Materials Handling
Medical Services and Bloodborne Pathogens Program
Noise Monitoring
Obtaining Occupational Medical Services
Occupational Exposure Strategy
Occupational Medical Services Program
Office Safety Expectations
Operation of the 3M 6000 GVP Series Powered Air Purifying Respirator
Operation of the Polar Team2 Heart Rate Monitoring System
Personal Protective Equipment
Powered Industrial Trucks
Pre-Engineered Production Lifts
RAE Systems LEL Sensor to Detect Combustible Gases and Vapors at TWPC
Respiratory Protection; Respiratory Protection Program
Safe Use of Lasers
Safety Committees
Safety Observer Reporting
Safety Posting, Labeling, and Barriers
Scaffolding
Surface Wipe Sampling for Beryllium
Surface Wipe Sampling for Lead
Tobacco Use Policy
Worker Safety and Health Program
Health and Safety of Farm Workers

Presented at Wayne County Farm Bureau Board Meeting

June 1, 2014
Smith, Jennifer
JOB DESCRIPTION
Jennifer Smith, Health and Safety Professional

- Responsible for understanding and analyzing workplace activities and potential hazards to support initiatives to identify, control and eliminate hazardous conditions that affect workers, property, the environment and the general public.

- Implements training of employees and managers relative to health and safety policies, procedures and regulations.

- Ensures compliance with all applicable local, state and federal health and safety regulations and ensures that necessary records are prepared and maintained according to established guidelines.

- Promotes compliance with required experience modification rate (EMR), total recordable case (TRC) and days away restricted or transferred (DART) established goals.

- Performs industrial hygiene sampling, result interpretation and management of sampling equipment.

- Analyzes workplaces and designs programs to identify, control, eliminate and prevent disease or injury caused by chemical, physical and biological agents or ergonomic factors that involve the impact of equipment design on a worker’s comfort or fatigue.

- Performs surveys and assessments to determine compliance with health and safety regulations and requirements.

- Is a subject matter expert in one or more health and safety areas (e.g., air quality management, asbestos management, industrial safety, hazardous materials management, hazardous waste management, ergonomics and/or injury and illness prevention).

- Develops methods for predicting hazards from historical data, workplace analyses and other sources. Identifies potential hazards associated with existing and planned systems, equipment, products, facilities and processes.

- Reviews causes and effects of hazards and then evaluates the probability and severity of accidents or exposures to hazardous materials that may result.

- Coordinates training sessions for employees/managers on health and safety regulations, requirements and practices.

- Assists with the development and revision of training materials as necessary to ensure compliance with regulations, current procedures and recognized best practices.
• Provides health and safety support to projects and the Health and Safety manager to implement health and safety requirements.

• Prepares and reviews written programs, job hazard analyses, personal protective equipment assessments and other health and safety program elements.

• Develops, reviews, conducts and approves job hazard analyses and activity hazards analyses.

• Helps develop health and safety plans/procedures and reviews them to identify health and safety concerns.

• Reviews business proposals for adequacy in addressing specified health and safety requirements.

• Participates in plan-of-the-day briefings and safety inspections and oversees work teams to address health and safety concerns.
<table>
<thead>
<tr>
<th>Chemical</th>
<th>Cas #</th>
<th>Conc.</th>
<th>Contact</th>
<th>Incidental</th>
<th>Intermittent</th>
<th>Immersion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Solvents</strong></td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Methyl ethyl ketone (MEK)</td>
<td>78-93-3</td>
<td>100%</td>
<td>Incidental</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intermittent</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Immersion</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Methyl amyl ketone (MAK)</td>
<td>110-43-0</td>
<td>100%</td>
<td>Incidental</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intermittent</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Immersion</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Oxsol 100, Chlorobenzotrifluoride</td>
<td>98-56-6</td>
<td>100%</td>
<td>Incidental</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intermittent</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Immersion</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Turco 6898</td>
<td></td>
<td></td>
<td></td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Intermittent</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Immersion</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

**Test result**

- **Y** = Yes
- **F** = Fair
- **N** = No
- **NT** = Not Tested

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Cas #</th>
<th>Conc.</th>
<th>Contact</th>
<th>Incidental</th>
<th>Intermittent</th>
<th>Immersion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toluene</td>
<td>108-88-3</td>
<td>10-30%</td>
<td></td>
<td>Y</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Ethyl acetate</td>
<td>141-78-6</td>
<td>10-30%</td>
<td></td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Petroleum naphtha</td>
<td>8052-41-3</td>
<td>10-30%</td>
<td></td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Acetone</td>
<td>67-64-1</td>
<td>10-30%</td>
<td></td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Isopropanol</td>
<td>67-63-0</td>
<td>5-10%</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Heptane</td>
<td>142-82-5</td>
<td>5-10%</td>
<td></td>
<td>NT</td>
<td>NT</td>
<td>NT</td>
</tr>
<tr>
<td>Methyl ethyl ketone (MEK)</td>
<td>78-93-3</td>
<td>1-5%</td>
<td></td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Chemical(s) or Hazard(s)</td>
<td>Dept.</td>
<td>Task Description</td>
<td>Exposure Type</td>
<td>Dexterity Req’d</td>
<td>Ambient Temp?</td>
<td>Cut / Abrasion Hazards</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------</td>
<td>---------------------------</td>
<td>---------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>------------------------</td>
</tr>
<tr>
<td><strong>Solvents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methyl ethyl ketone (MEK)</td>
<td>Sealants Lab</td>
<td>Plunging; Squirt bottle</td>
<td>Intermittent</td>
<td>High</td>
<td>Yes</td>
<td>Incidental</td>
</tr>
<tr>
<td></td>
<td>Coatings Lab</td>
<td>Plunging; Squirt bottle</td>
<td>Intermittent</td>
<td>High</td>
<td>Yes</td>
<td>Incidental</td>
</tr>
<tr>
<td></td>
<td>Coatings Mfg</td>
<td>Cleaning Coil Rexon</td>
<td>Intermittent</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Coatings Mfg</td>
<td>Cleaning Coil draw</td>
<td>Intermittent</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Coatings Mfg</td>
<td>Cleaning Fill line</td>
<td>Intermittent</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Coatings Lab</td>
<td>Cleaning/washing Cups</td>
<td>Immersion</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Coatings Lab</td>
<td>Cleaning Blades</td>
<td>Immersion</td>
<td>Low</td>
<td>Yes</td>
<td>Incidental</td>
</tr>
<tr>
<td></td>
<td>Coatings Mfg</td>
<td>Cleaning Filling line</td>
<td>Intermittent</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Coatings Mfg</td>
<td>Cleaning Rexon drip</td>
<td>Intermittent</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Sealants Mfg</td>
<td>Cleaning pots/blades</td>
<td>Immersion</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Sealants Mfg</td>
<td>Cleaning MBOCA Pots/Blades</td>
<td>Immersion</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Oxsol 100, Chlorobenzotrifluoride</td>
<td>Sealants Mfg</td>
<td>Cleaning MBOCA Pots/Blades</td>
<td>Immersion</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Turco 6898</td>
<td>Sealants Lab</td>
<td>Panel cleaning</td>
<td>Intermittent</td>
<td>Moderate</td>
<td>Yes</td>
<td>Incidental</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Glove Code</th>
<th>Glove Type</th>
<th>Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nitrile Glove</td>
<td>Ansell Edmont Industrial</td>
</tr>
<tr>
<td>2</td>
<td>TNT Nitrile Blue</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NeoTouch 25-201</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Scorpio Neoprene Gloves</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Kevlar Cut Resistant Glove</td>
<td>MCR Safety</td>
</tr>
<tr>
<td>6</td>
<td>Knit Gloves</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chloroprene Gloves NPG 888</td>
<td>Microflex Corp.</td>
</tr>
<tr>
<td>8</td>
<td>Chloroprene Gloves NEC-288</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Butyl Glove</td>
<td>North Safety Products</td>
</tr>
<tr>
<td>10</td>
<td>Glove Leather Palm</td>
<td>Protective Industrial Products</td>
</tr>
<tr>
<td>11</td>
<td>Neoprene Gloves (black)</td>
<td>Show a Best Manufacturing</td>
</tr>
<tr>
<td>12</td>
<td>Glove Liner</td>
<td>Wells Lamont Industrial Products</td>
</tr>
</tbody>
</table>
Methodology

Determine Facility List and Contacts

Cost & Quantity Data

Survey Monkey

Survey Development

Pilot Survey

All Facility Survey

Medical Cost

Medical Services Feedback

Provider Information

Data Analysis

Identify Improvement Opportunities & Cost Savings

Final Recommendations to EHS Council
Medical Service 2015 Spending

<table>
<thead>
<tr>
<th>Medical Service Provider Type</th>
<th>Number of Facilities</th>
<th>Number of Tests Completed</th>
<th>Number of Employees Tested</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Site Medical Staff – 3rd Party</td>
<td>11</td>
<td>N/A</td>
<td>N/A</td>
<td>$1,340,000</td>
</tr>
<tr>
<td>On Site Medical Staff</td>
<td>10</td>
<td>N/A</td>
<td>N/A</td>
<td>$948,000</td>
</tr>
<tr>
<td>Off Site Services</td>
<td>32</td>
<td>32,685</td>
<td>5,249</td>
<td>$736,000</td>
</tr>
<tr>
<td>Mobile Unit</td>
<td>20</td>
<td>6,317</td>
<td>1,281</td>
<td>$335,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>73</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>$1,071,000</strong></td>
</tr>
</tbody>
</table>
General Guidance on Clinic Type Selection

How many employees work at the facility?
- More than 200
  - Are more than 100 of the employees production and maintenance?
    - Yes
      - Consider Onsite Clinic
    - No
      - Consider Offsite Clinic
  - Less than 50
    - Consider Mobile Unit

Is the facility located within 30 miles of an offsite clinic?
- Yes
  - Consider Onsite Clinic
- No
  - Consider Offsite Clinic
PPE Requirements
TANK WASH

Safety Glasses
Protect the eyes from minor impact hazards and minor chemical hazards.

Respirators
Protect the lungs from contaminants such as chemical vapors, mists, particulates, and dusts. See respirator matrix.

Face Shield
Protect the face from splash hazards. Required for corrosives to reduce the risk of facial burns.

Synthetic Aprons
Protect the body from chemical hazards while working with corrosives.

Gloves
Protect the hands from chemical exposure hazards. See glove matrix.

Steel Toe Shoes
Protect the feet from impact and compression hazards from vehicles, falling containers, etc.

Flame Resistant Clothing
Protect employees from flash fire hazards.

Protect yourself and ensure your co-worker is protected too!
Jennifer,

I am writing this letter to thank you for your outstanding work on the Ventilation Design of Sand Casting unit project. Your functional expertise and attention to detail were tremendously valuable on the project.

You joined the project at a very busy and critical time. You were able to quickly understand the objectives and priorities and make positive, quality contributions to the design, configuration, and testing processes. The quality of your work was recognized and appreciated by other functional team members, the client, and technical staff alike.

Again, I would like to express my sincere thanks for your contributions to our successful implementation of this project. I look forward to the opportunity to work together again.

Sincerely,

Jeff J. Dew

Project Director

Foundry Cast Inc.
ATLANTA UNIVERSITY

Certificate of Excellence

is hereby granted to

Jennifer Smith

for outstanding performance and lasting contribution on

DEAN’S LIST

Awarded: December 16, 2011

Neil Braun, Dean
2015 Performance Review

Overview

Employee Details

User ID: 123589
Manager: Bradley Thomas
Location: Minneapolis, MN
Payroll Country: United States
Parent SBU: Aerospace Products

Year End Performance Evaluation

Year End Performance Evaluation Comments

Comments

(Manager):
Jen has a "can do" attitude. She established good working relationships with each DC and led the DC's to achieve desired results including corporate audits, improved KPIs and successfully led the Safety Days to enhance employees engagement. Despite on the road for significant periods, Jen kept me well informed, offered suggestions, and lend extra support when needed (corporate medical team, EMEX launch, cut prevention team). Overall a great performance in 2015.

Summary

Overall Rating

2015 Year End Performance Evaluation-5 point scale: USCA

Jen Smith

Excels
I am pleased to announce that Jennifer Smith has accepted the position of **Process Safety Management (PSM) Supervisor/Engineer, Automotive Refinish, North America**, effective April 1. In this critical role, Jennifer will be responsible for standardizing and supporting the process safety operations within North America to ensure compliance and drive continuous improvement, as well as establish regional best practices in PSM. In addition, Jennifer will have responsibility for PSM compliance at the Boulder facility. She will report to me directly and to Mike Poulsen functionally for the Boulder PSM position.

Jennifer began her career with ABC in 2007 at the Kennesaw Coatings facility with additional responsibilities for the Chicago, IL, and Los Angeles, CA, facilities. She held the Environmental Engineering position in the Environment, Health and Safety (EHS) Midwest Region until 2011, when she joined the Cleveland, Ohio, facility as PSM Engineer, eventually expanding the role to Safety and Health/PSM Manager for Milford. Jennifer transitioned into her most recent role as Process Safety Manager –U.S. and Canada, in 2014.

Jennifer earned degrees in Chemical Engineering and Geology from the University of Boston and an MBA from Cal State University.

Please join me in wishing Jennifer success in her new role.

Sarah Tanner
North America EHS Director
Automotive Refinish
As Near Miss Reports Increase, Injury Rates Decrease

- **Near Miss**: 96, 381, 427
- **First Aid**: 16, 21, 25
- **Med Treatment**: 12, 9, 5
- **Serious Injury**: 4, 5, 2
- **OSHA Rate**: 2.2, 1.4, 1.19
- **Serious Injury Rate**: 0.91, 0.76, 0.29

---

<table>
<thead>
<tr>
<th>Year</th>
<th># of Incidents</th>
<th>Near Miss</th>
<th>First Aid</th>
<th>Med Treatment</th>
<th>Serious Injury</th>
<th>OSHA Rate</th>
<th>Serious Injury Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>96</td>
<td>16</td>
<td>12</td>
<td>4</td>
<td>0.91</td>
<td>2.2</td>
<td>0.49</td>
</tr>
<tr>
<td>2014</td>
<td>381</td>
<td>21</td>
<td>9</td>
<td>5</td>
<td>0.76</td>
<td>1.4</td>
<td>0.21</td>
</tr>
<tr>
<td>2015</td>
<td>427</td>
<td>25</td>
<td>8</td>
<td>2</td>
<td>0.29</td>
<td>1.19</td>
<td>0.05</td>
</tr>
</tbody>
</table>
American Board of Industrial Hygiene

organized to improve the practice of industrial hygiene
proclaims that

Jennifer Lynn Smith

having met all requirements of
education, experience and examination, and
ongoing maintenance,
is hereby certified in the

Comprehensive Practice
of
Industrial Hygiene

and has the right to use the designations

Certified Industrial Hygienist

CIH

Certificate Number: 123456 CP
Awarded: July 7, 1999
Expiration Date: December 1, 2019

Mark E. Sarni
Chair ABiH

Lynn C. O'Donnell
Executive Director ABiH
BOARD OF CERTIFIED SAFETY PROFESSIONALS

affirms that

Jennifer Lynn Smith

Having made application for and given satisfactory evidence of qualification as required in the By-Laws; is qualified to receive and is hereby authorized to use the designation

Certified Safety Professional

Comprehensive Practice

So long as this certificate of qualification is renewed annually and not revoked

Board of Examiners in witness whereof we have hereunto set our hands and affixed the Seal of the Board this 18th Day of May, 2000

President

Secretary

Serial No. 123456
Jennifer Smith

has successfully completed the course

Instructional Designer Certification

Given this 4th day of April, 2008

No. 00108

[Signatures]

Associate Director

Instructors
<table>
<thead>
<tr>
<th>Term</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term I</td>
<td>Chem 4:00, 4:00, 0:00, 16:00, 4:00, 0:00, 0:00, 16:00, 4:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Math 211-01, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Chem 110-04, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Business Systems I</td>
</tr>
<tr>
<td></td>
<td>Bus 200-02, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Management Theory</td>
</tr>
<tr>
<td></td>
<td>Eco II: Intermediate Macroeconomics</td>
</tr>
<tr>
<td></td>
<td>Econ 205-02, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Introduction to CIS</td>
</tr>
<tr>
<td></td>
<td>Chem 110-01, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>General Chemistry</td>
</tr>
<tr>
<td></td>
<td>Chem 110-04, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Business Systems I</td>
</tr>
<tr>
<td>Term II</td>
<td>Chem 4:00, 4:00, 0:00, 16:00, 4:00, 0:00, 0:00, 16:00, 4:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Math 211-01, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Chem 110-04, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Business Systems I</td>
</tr>
<tr>
<td></td>
<td>Bus 200-02, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Management Theory</td>
</tr>
<tr>
<td></td>
<td>Eco II: Intermediate Macroeconomics</td>
</tr>
<tr>
<td></td>
<td>Econ 205-02, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>Introduction to CIS</td>
</tr>
<tr>
<td></td>
<td>Chem 110-01, 1:00, 0:00</td>
</tr>
<tr>
<td></td>
<td>General Chemistry</td>
</tr>
<tr>
<td></td>
<td>Chem 110-04, 1:00, 0:00</td>
</tr>
</tbody>
</table>

For Examinations, see Examinations Schedule.
**Total Number of Pages:** 2

**End of Transcript**

**END OF GRADUATE RECORD**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Term</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 101</td>
<td>3.0</td>
<td>A</td>
<td>Fall 2022</td>
<td>3.5</td>
</tr>
<tr>
<td>Physics 202</td>
<td>3.0</td>
<td>B+</td>
<td>Fall 2022</td>
<td>3.3</td>
</tr>
<tr>
<td>Chemistry 103</td>
<td>3.0</td>
<td>C</td>
<td>Spring 2023</td>
<td>2.0</td>
</tr>
<tr>
<td>Biology 104</td>
<td>3.0</td>
<td>A-</td>
<td>Spring 2023</td>
<td>3.2</td>
</tr>
<tr>
<td>History 205</td>
<td>3.0</td>
<td>B</td>
<td>Fall 2023</td>
<td>3.5</td>
</tr>
<tr>
<td>English 306</td>
<td>3.0</td>
<td>A</td>
<td>Spring 2024</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**GPA: 6.83**

**Total Credits: 18.0**

**Total GPA: 7.49**

**Term Total GPA: 3.5**

**Term Total Credits: 5.0**

**Office of the Registrar - Ann Arbor, MI 48109-1321**

**Issued To Student:**

**Student Name:**

**Date Issued:**

**Academic Transcript of:**

**University of Michigan**
The following is a part of a college's transcript guide.

**Academic Record**

Credits

- 4.0 average
- 2.0 average
- 1.7 average
- 1.0 average

**Transcripts**

- A average
- B average
- C average
- D average
- F average

**Courses Offered**

- Pre-calculus
- Calculus
- Linear Algebra

**Credit Requirements**

- 45 credits required for graduation
- 30 credits required for general education

**Graduation Requirements**

- Completion of all coursework
- Satisfaction of all prerequisites

**Transfer Credits**

- Transfer credits are evaluated based on the GPA of the courses.

**Definition of an Official Transcript**

An official transcript is one that is issued directly from the issuing institution.
CERTIFICATE OF MEMBERSHIP

The Board of Directors is pleased to certify that

Ms. Jennifer Smith

254899696-65

has been accepted as a Member of the Conference, an organization dedicated to worker health and safety through the exchange of ideas and experiences that facilitate the promotion of standards, recommendations, and techniques in occupational and environmental hygiene.

American Conference of Governmental Industrial Hygienists - 2009
Awarded to

Jennifer Smith

This certifies that the recipient has completed a 2-day workshop course on Occupational Ergonomics including training on the Ergo Job Analyzer eTools software

May 7-8, 2012
Dallas, TX

Richard Pijetta, CIH
Manager, Occupational Health and Ergonomics
Certificate of Completion

This certifies that

Jennifer Smith

has successfully met the requirements of

Lean Six Sigma Green Belt Training

August 10, 2012

Donald Mauldin
Instructor
Certificate of Achievement

This to certify that

Jennifer Smith

has successfully completed

Industrial Ventilation Training

Las Vegas, NV  May 14-15, 2014

Location  Date

Ray Smith
Course Manager