

## Letter of intent: after my edits

To whom it may concern:

I would like to enroll in the Executive Master of Business Administration (EMBA), Health and Safety Leadership program at the University of Fredericton, Sandermoen School of Business.

My name is XXXXXX, and I have more than 25 years' experience working in the field of Health Safety and Environment (HS&E). I have provided leadership, supervision, and hands-on support to HS&E management teams applying well-known concepts in HS&E. While working with well-known multinational companies locally and internationally, I have learned about local and international regulations / standards.

My work experience includes the following:

- Reported to the management team for seismic, drilling, well completion, production, and well construction projects
- Provided HS&E support in the construction industry and oil & gas industry, including supporting the operation of facilities and pipelines
- Created Process Safety studies (PHA) for small and large facilities
- Managed small teams of safety professionals, providing guidance to ensure established safety standards were adhered to
- Participated in budgetary planning for HS&E teams, and later administered the budget, following defined procedures
- Alternated between safety manager and company representative due to my diverse skill set
- Managed on-site contractors and safety representatives
- Identified risks and recommended controls according to defined processes and best practices
- Identified hazards and defined the risk register and correct control hierarchy
- Presented efficient strategies for corrective actions
- Analyzed statistics in order to provide line management with the filtered data for control decisions
- Interacted with project managers during all phases of project planning, providing HS&E expertise including PHA – HazOps

As a Canadian Registered Safety Professional (CRSP), it has been my responsibility to provide advice to managers and employees on the current Provincial and Federal regulations and codes.

I believe the EMBA program will provide an excellent opportunity to learn more about management leadership in the HS&E field. With this knowledge, I will be able to educate other managers, and improve the overall safety in the industries where I work. I would also like to encourage junior employees to become dedicated HS&E professionals for the benefit of Canada as a nation.

Please confirm if my application is accepted for the EMBA program.

Sincerely,

<signature>

## Letter of intent: original content (before my edits)

This letter is written with the intention of informing the University of Fredericton, Sandermoen School of Business, about my formal intention to participate in the program Executive Master of Business Administration Health and Safety Leadership.

My name is XXXXXX, I have more than 25 years' experience developing working in the field of Health Safety and Environment (HS&E). I have provided leadership, supervision and hands on support to the EH&S management teams applying well known concepts of EH&S Management Systems. While working with well know multinational companies locally and internationally, I have learned about local and international regulations/standards. Through my working experience I have developed sound experience working with the management team for Seismic, Drilling, Well Completion, Production, and Well Construction projects. Most of my EH&S experience was achieved by working in the construction process and later operation of large oil and gas projects up to 500 thousand barrels/day. It has been my responsibility to provide HSE support to the management team on the construction process and operation of facilities and pipelines. I have excellent experience working with multidisciplinary teams performing different Process Safety studies (PHA) for small and large facilities.

In my work experience I have had the opportunity to manage small teams of Safety professionals providing guidance and coordinating activities to ensure adherence to the established safety standards. I have participated on budgetary planning for the HSE teams and later administration of it following the procedures defined by the companies I have work for. I need to mention that due to sizes of the companies I have worked for, not always I have been part of the management team; however, due to the characteristics of my role I frequently alternate as safety manager or company representative due to my experience and personality having to manage onsite contractors and safety Representatives.

In my work activity it has been my responsibility to identify risks and recommend controls according to the process defined in the Management system and best practices; thought my experience in the industry and based on the specific project planning portion I have been able to provide input to identify hazard and define the risk register and correct control hierarchy. I am trained to identify specific safety threads and present the most efficient strategies for corrective actions. After years of experience working with statistical information I learn to provide to the line management appropriate data interpretation and recommendation and controls. In my current job it has been my responsibility to interact with project management teams during all phase of project planning to provide EH&S subject matter expertise including PHA – HazOps.

As a Canadian Registered Safety Professional (CRSP), it has been my responsibility to provide advice to managers and employees on the current Provincial and Federal regulations and codes. It has been my responsibility to maintain timely and accurate workgroup incident statistics to identify areas for improvements, performed audit and worksite inspections for business unit(s)

I see the EMBA program as an excellent opportunity to contribute with an even more professional approach to the proper development and implementation of Health and Safety programs within the organizations I am working with. I have learned through the time I have worked with small or larger companies that the HSE management is not methodically applied and the appointed management personnel is not properly trained on understanding the implications of their desertions or have not received the appropriate management training generating consequences on the main goal which is the serious reduction of the Incident rates and its consequences. My expectation with this EMBA is to achieve a greater understanding of the appropriate management leadership techniques and how to implement them in a bigger picture within the company I am working for.

I am bringing to the table a good wealth of experience in meddle management as well as good HSE knowledge gathered on the day to day reality. I am certain that I will contribute on the training portion on the specifics of my carrier and after

completing the training I will be a good contribution for the improvement and increasing the professionalism of the people dedicated to HSE profession in Canada

Sincerely,

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