

Objective

A dedicated and passionate individual who possesses a Bachelor's degree in Environmental Health (NQF level 8). Seeking to enhance my knowledge and capabilities by working in a dynamic organisation that prides itself in giving substantial responsibility and growth to new talent.

Personal Details

- Date of Birth : 01/03/1999
- Nationality : South African
- Gender : Female
- Driving Licence : Code 10 (C1)
- Criminal offence : None
- Ethnicity : African

Educational Qualifications

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| • Tshwane University of Technology
Bachelor of Environmental Health | 2017-2021 |
| • NOSA College
SAMTRAC | 2023 |
| • SABS
ISO 45001:2018 Understanding and Implementing of OH&S Management system | 2023 |
| • Entecom
ISO22000 Overview | 2024 |
| • Entecom
FSSC 22000 vs 6 Implementing | 2024 |
| • Entecom
HACCP 12 Stages | 2024 |
| • NOSA College
Hazard Identification and Risk Assessment (HIRA) | 2022 |
| • NOSA College
Legal Liability Training | 2022 |
| • STRAT Training
First Aid level 1&2 | 2023 |
| • Tshwane University of Technology
Peace officer | 2021 |
| • Northern Academy Secondary School
Grade 12 | 2016 |

Work Experience

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| • Fedics, BMW Rosslyn.
SHEQ Coordinator
Health and Safety Management <ul style="list-style-type: none">◦ Ensuring compliance with local, state and federal Health and Safety Regulations.◦ Conducting regular safety inspections or audits to identify and mitigate risks.◦ Assisting the SHEQ manager to investigate and report on incidents on accidents and near-misses.◦ Providing training and guidance to staff on Health and Safety practices. | 17/07/2025 - Current position |
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- Maintaining records of safety inspections, audits and training sessions.

Food Safety and Quality Management

- Maintaining and monitoring the Food Safety Management System by ensuring compliance to ISO 22000 and adherence to BMW Food safety framework.
- Conducting regular food safety audits and inspections to ensure compliance
- Training staff on food safety protocols, best practices and document completion.
- Investigating and addressing food safety complaints and incidents.
- Maintaining documentation and records related to food safety compliance.

Environmental Management

- Monitoring waste disposal.
- Ensuring compliance with Environmental regulations, standards and client requirements.

• **Assurecloud, Cape Town.**

06/01/2025 - 30/06/2025

Food safety auditor

- Conducting periodic food safety audits to determine if the client's organization is compliant with R638 from the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972, SANS10049 and Occupational Health and Safety Act 85 of 1993, for the purpose of verifying the organization's food safety management system (FSMS) is according to client specifications.

• **Servest Catering, Musina.**

11/12/2023 - 31/10/2024

SHEQ Officer

- Ensure up to date H&S policies and procedures are in place and meet all relevant legislative requirements
- Ensure adequate records are maintained in accordance with legislative requirements, policies.
- Conduct regular site audits at all outlets responsible for.
- Audits and Inspections to be carried out as agreed with relevant disciplinary consequences when required.
- Ensure overall 85% External audit laboratories compliance by outlets responsible for.
- Ensure proper follow up and action plans being put in place on all internal and external SHEQ audits.
- Conduct regular meetings regarding, SHE matters with OPS team.
- Monthly report to be submitted to line manager.
- Conduct training needs analysis and monitor training requirements.
- Conduct food safety, workplace safety and other training relevant to the SHEQ scope.
- Follow up on all safety training and give further training as deemed necessary.
- Ensure all employees are aware of their legal responsibilities.

• **Magalies Water, Brits & Rustenburg.**

10/07/2023 - 08/12/2023

SHE Intern

- Ensuring SHE legal compliance within the scientific service facility and water plants.
- Drafting SHE related policies and procedures.
- Legal appointments of SHE reps, first aiders and firefighters.
- Conducting SHE committee meetings.
- Conducting SHE trainings and awareness.
- Conducting hazard identification and risk assessment and compiling environmental aspects and impact registers.
- Conducting SHE inspections, hygiene surveys and internal audit.
- Investigating incidents.
- Emergency preparedness (emergency drills, plans and equipment).
- Monitor and ensure contractor compliance in terms of SHE requirements, facilities management and security.
- Monitoring and maintaining compliance to the management system (ISO 14001 & 45001).

• **Limpopo Department of Health, Letaba Regional Hospital.**

05/04/2021 - 31/03/2022

Environmental Health Practitioner, Community Service.

- Conduct health surveillance of premises within the scope of practice of an Environmental Health Practitioner.
- Conduct Health and Hygiene inspections at the facility.
- Inspection of hazardous substance premises.
- Managing, monitoring and ensuring proper handling of general waste and health care risk waste and providing training there of.
- Collection of water samples and analyzing results.
- Collection of food samples, regular inspection of food premises and training of staff on food hygiene
- Organize pest control program and mitigation measures to eliminate pests in the facility.
- Form part of the outbreak response team, investigate outbreaks and liaise with relevant stakeholders including Covid-19.
- Monitor Environmental health indicators and provide reports to management.
- Monitor and support the implementation of Environmental Health related policies, strategies, and guidelines.
- Liaise with other stakeholders on Environmental Health related issues, support Implementation of the National EH norms and standards.
- Conduct Environmental Health Impact Assessment within the facility.

- Conduct awareness campaigns in accordance With the Environmental Health calendar.

Knowledge And Competencies

- - Occupational Health and Safety act 85 of 1993.
 - Disaster Management act 57 of 2002.
 - National Environmental Management act 107 of 1998.
 - National Environmental Management Waste act 59 of 2008.
 - National Environmental Management act, Air quality act 39 of 2000.
 - Foodstuffs, Cosmetics and Disinfectants act 54 of 1972.
 - Meat safety act 40 of 2000.
 - Occupational Health and Safety Management system ISO45001:2018
 - Environmental Management systems ISO1400:2015.
 - Food Management system ISO2200:2018.
 - National Health Act 61 of 2003.
 - Compensation for Occupational Injuries and Diseases Act 130 of 1993.
 - Batho Pele Principles
 - Application of the HACCP system.
 - Ability to conduct Risk Assessment.
 - Ability to conduct Illumination, Thermal and Noise survey.
 - Ability to use Sound level meter, lux meter, WBGT meter, noise dosimeter and different dust sampling heads.

Skills

- Computer literate (excel, word, power point, G-Suite)
- Problem solving and interpersonal skills
- Time Management
- Report writing
- Attention to detail
- Innovative and self-starter
- Working under pressure
- Verbal and written off communication skills
- Training skills
- Ability to work independently and in a team

Languages

- English
- Northern Sotho
- Isizulu
- Xitsonga

References

- **Katlego Moeng - Fedics, BMW Rosslyn**
SHEQ Manager
072 965 4898
- **Nokuphumla Madini - Assurecloud, Cape Town**
Lead Food Safety Auditor
078 482 1036
- **Simbarashe Rwodzi - Servest Catering, Musina**
Food Safety Manager/ISO 22000
073 604 3423