THANYANI GLORIA WINTER

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Objective

Energetic and safety conscious individual with experience in Health & Safety administration and liaising with teams.
Seeking a Safety Officer role to support safety inspections, hazard identification, training, and compliance in a high volume operational environment.
Reliable, prompt, and committed to upholding safety standards, record keeping, and fostering a culture of safety for all employees.

Personal details

Name:	:Thanyani Gloria Winter
Date of birth:	:13/05/2000
Gender	:Female
Nationality	:South African
Language	: Venda
Drivers license.	:Code 10

Skills

- OHSA Act 85 of 1993 knowledge and compliance
- Risk Assessment and Hazard Identification
- Safety Inspections and Compliance Audits
- Incident Investigation, Reporting & Root Cause Analysis
- Toolbox Talks and Safety Induction Training

- PPE Management and Enforcement
- Emergency Preparedness and Evacuation Procedures
- Fire Safety and First Aid awareness
- Accident/Near-Miss Record keeping
- Data Capturing and Documentation
- MS Office - Excel, Word, PowerPoint for safety reports
- Record Keeping and Filing of Safety Documents
- Liaising with Employees, Supervisors and Management
- Workplace Housekeeping and Safety Signage

Work Experience

MBEU PROPERTY GROUP

Position:Office Administrator

Period:2 years

June 2023-June 2025

DUTIES:

- File Management:Assisting with organising and maintaining confidential digital and physical filing systems. .
- Correspondence: Drafting professional emails, formal letters, and internal team memos.
- Data Entry: Assisting Inputting business information into databases quickly and accurately.
- Diary Coordination: Managing calendars, scheduling meetings, and resolving booking conflicts.

- Deadline Tracking: Monitoring daily schedules and timelines to ensure no targets are missed.
- Meeting Support: Preparing agendas, gathering paperwork, and taking accurate meeting minutes.
- Travel Logistics: Booking transport, accommodation, and itineraries for team members.
- Reception Duties: Greeting visitors professionally as the first point of contact.
- Call Screening: Answering telephone inquiries and routing calls to the correct person.
- Mail Handling: Sorting and distributing daily post, couriers, and urgent packages.
- Financial Admin: Processing invoices, tracking expenses, and assisting with basic billing.
- Compliance Checks: Verifying client identity documents and forms for regulatory safety.
- Inventory Control: Ordering office stationery and tracking supply levels.

AFRICAN SPIRIT

Position: Health and Safety Intern

August 2025-June 2026

DUTIES:

- Site Inspections: Conducting daily walkthroughs of the construction site to identify hazards and unsafe conditions.
- Risk Assessments: Assisting in identifying risks and implementing safe systems of work for civil activities (e.g., excavations, working at heights).
- Incident Investigation: Helping log workplace accidents, near-misses, or property damage, and determining the root causes.
- Toolbox Talks: organising and delivering short, daily safety meetings to construction crews before work begins. • PPE Compliance: Checking that all workers and site visitors wear the correct Personal Protective Equipment (hard hats, boots, vests).
- Safety Documentation: Maintaining the site health and safety file
- Induction Training: Conducting safety briefings for new workers, subcontractors, and visitors entering the civil site.
- Emergency Preparedness: Inspecting fire extinguishers, first aid kits, and assembly points to ensure emergency readiness.
- Permit Verifications: Checking that high-risk tasks have valid permits (e.g., hot work, confined space entry, deep excavation permits).
- Legal Compliance: Ensuring site activities comply with national occupational health and safety acts and environmental regulations.

- Equipment Checks: Inspecting civil plant machinery, scaffolding, and hand tools to verify they are safe for use. • Waste Management: Monitoring the site to ensure construction waste and hazardous chemicals are disposed of safely.
- Safety Meetings: Taking minutes and preparing reports for monthly health, safety, and environment committee meetings.
- Audit Assistance: Helping external safety auditors by gathering necessary safety compliance paperwork and evidence.

Education

COLLEGE

Institution	: NOSA COLLEGE
Higher grade passed.	: SAMTRAC
Year	: 2025
Institution	: FUNDA INSTITUTE
Qualification	: HIRA, Incident Investigation, Working a at heights, Legal liability Basic Fire Fighting
Year	: 2025

MATRIC

Institution	: MAMVUKA SECONDARY SCHOOL	Qualification	: Grade 12
Year passed	: 2017		

REFERENCES

Company:	African spirit
Position:	Social facilitator
Name:	M Ramalamula
Contact:	0762191310

Company: :The Elias Resort

Position: :Manager

Name: :Mr Ramovha

Contact: :0799211581

Company. : MBEU PROPERTIES GROUP

Position : Director

Name : Emmanuel Madele

Contact : 081 311 4876/ madele12@gmail.com

Company : NOSA COLLEGE

Position. : E-learning Coordinator

Name : Rachel Bantom

Contact. :0873303790