DINEO RANGATA

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PROFESSIONAL SUMMARY

Results-driven Safety Officer with experience in health and safety administration, risk management, hazard identification, and regulatory compliance. Trained in SAMTRAC, HIRA, Incident Investigation, Legal Liability, and emergency response procedures. Capable of conducting site inspections, maintaining safety records, facilitating toolbox talks, and supporting the implementation of effective health and safety systems.

SKILLS

- Occupational Health and Safety Management
- Hazard Identification and Risk Assessment (HIRA)
- Incident Investigation
- Safety Inspections and Audits
- Legal Compliance
- Health and Safety File Management
- Toolbox Talks and Safety Training
- Emergency Preparedness
- First Aid and Basic Firefighting
- Microsoft Office
- Communication and Teamwork

WORK EXPERIENCE

Safety Officer – Hard Target Trading No. 5
May 2023 – Present

- Conduct daily workplace inspections to identify hazards and unsafe conditions.
- Perform Hazard Identification and Risk Assessments (HIRA).
- Ensure compliance with Occupational Health and Safety regulations and site-specific requirements.
- Conduct toolbox talks, safety inductions, and awareness campaigns.
- Investigate incidents, accidents, and near misses and compile reports.
- Maintain health and safety files, registers, permits, and legal documentation.
- Monitor contractor and employee compliance with safety procedures.
- Coordinate emergency preparedness activities, including fire prevention and evacuation procedures.
- Inspect and monitor the correct use of Personal Protective Equipment (PPE).
- Participate in safety audits and implement corrective and preventive actions.

- Assist with COIDA documentation and incident reporting.
- Monitor high-risk activities, including working at heights and confined space entry.
- Promote a positive safety culture throughout the workplace.
- Compile weekly and monthly health and safety reports for management.

EDUCATION

Grade 12 (Matric) – Prestige College (2020)

CERTIFICATES

- SAMTRAC
- First Aid Level 1
- Hazard Identification and Risk Assessment (HIRA)
- Incident Investigation
- Legal Liability
- COIDA
- SHE Representative
- Confined Space Entry
- Working at Heights
- Basic Firefighting
- Fall Protection Planner

REFERENCES

Available upon request.