KHOMOTSO BETTY LEGODI - SHEQ OFFICER I QUALITY ASSURANCE I SAFETY ADMINISTRATOR I SAFETY OFFICER I SHE OFFICER I HSE OFFICER

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Personal Details

- Nationality : South Africa
- Driving Licence : Code 10 (C1)
- Languages : English, Sepedi, IsiZulu, Xitsonga

Summary

Results-driven Safety Officer with a background in Water and Sanitation, pursuing a Diploma in Safety Management from Unisa. Proven expertise in implementing and managing ISO 45001:2018 (OH&S), ISO 14001:2015 (EMS), and ISO 9001:2015 (QMS) management systems. Skilled in safety management, risk assessment, compliance, and training, with certifications in SHEMTRAC and other compliance courses. Strong analytical and communication skills, with a proactive approach to safety management."

Skills

- Administrative Skills: Microsoft Office Suite, Record-keeping and data management, Scheduling and coordination, Communication and correspondence of safety meetings
- Safety-Specific Skills: OHS regulations and compliance, Safety policies and procedures development, Incident reporting and investigation, Hazard identification and risk assessment, Safety training and awareness programs, Safety management system (45001), Safety audits and Inspections and presentation skills.
- Soft Skills: Attention to details and organisational skills, Time management and prioritization, Customer service and relations , Teamwork and collaboration, Problem-solving and decision-making, Leadership and team management skills. Analytical and Technical Skills: Data analysis and reporting, Safety software and database management, Spreadsheet and statistics analysis, Document management system.
- Software and System Skills: Safety management software. (SMS, SafetyTek, Passport 360), Incident reporting and tracking software (Risk connect), Microsoft Office Suite, Google Workspace.

Experience

- **Vector Logistics** 08/01/2025 - Current
  Food Quality Assurance
  - Ensured Compliance with Food Safety Regulations: Implemented and maintained food safety protocols and procedures to ensure compliance with regulatory requirements, such as HACCP, GFSI, and FDA regulations.
  - Conducted Regular Quality Audits: Performed audits of production processes, facilities, and products to identify areas for improvement and ensure adherence to quality and safety standards.
  - Developed and Implemented Quality Control Procedures: Created and enforced quality control procedures to ensure product quality and safety, including testing and inspection protocols.
  - Collaborated with Cross-Functional Teams: Worked closely with production, operations, and supply chain teams to ensure quality and safety standards were met throughout the manufacturing process.
  - Investigated and Resolved Quality Issues: Investigated quality issues, identified root causes, and implemented corrective actions to prevent future occurrences and improve product quality.
  - Maintained Accurate Records: Kept precise records of quality control measures, testing results, and audit findings to ensure compliance and facilitate continuous improvement.
- **Blue Eagle High School** 05/02/2023 - 30/07/2023
  SHE Rep
  - Ensured a Safe and Healthy Environment: Protected students, teachers, and staff by maintaining a safe and healthy school environment.
  - Conducted Risk Assessments: Identified potential hazards and implemented controls to mitigate risks, ensuring a proactive approach to safety management.
  - Developed and Implemented Safety Policies: Created and enforced safety policies and procedures in compliance with relevant regulations and standards.
  - Promoted Safety Awareness: Collaborated with school administrators, teachers, and staff to promote safety awareness and provide training, fostering a culture of safety.
  - Incident Investigation: Investigated incidents and near-misses, identifying root causes and implementing corrective actions to prevent future occurrences.
  - Record Keeping: Maintained accurate records of safety inspections, incidents, and training programs, ensuring compliance and facilitating continuous improvement.

- **Smollan** 01/06/2018 - 30/08/2018
  Safety Administrator
  - Ensured Regulatory Compliance: Implemented and maintained robust safety protocols and procedures, ensuring adherence to OSH Act, construction industry regulations, and company policies.
  - Conducted Thorough Site Safety Inspections: Performed regular site safety inspections, identifying hazards and ensuring compliance with safety regulations, and implemented corrective actions to mitigate risks.
  - Developed and Delivered Effective Safety Training: Created and delivered comprehensive safety training programs for construction workers, supervisors, and management, promoting a culture of safety and compliance.
  - Investigated and Resolved Safety Incidents: Investigated accidents and incidents, identified root causes, and implemented corrective actions to prevent future occurrences and improve safety performance.
  - Maintained Precise Safety Records: Kept accurate and detailed records of safety inspections, training programs, accidents, and incidents, ensuring compliance and facilitating continuous improvement.
  - Fostered Safety Collaboration: Worked closely with project managers, superintendents, and construction workers to integrate safety protocols into daily operations, ensuring a safe working environment.

Education

- **University of South Africa**
  Diploma in Safety Management In progress
  NQF level 6
- **Funda Institute**
  Shemtrac 2023
  NQF level 5
- **University of Limpopo**
  Bachelor in Water and Sanitation 2015
  NQF level 7
- **Kgakoa High School**
  National Senior Certificate 2012
  Grade 12

Certification And Training

- Incident Investigation Certificate
  HIRA Certificate
  Legal Liability Certificate
  Working at heights
  Basic Firefighter Certificate

Projects

- **Scientific Technician Department of Public Works (Water Care Intern) 01/04/2017- 31/03/2018**
  - Conducted Laboratory Tests and Analysis: Assisted in conducting precise laboratory tests and analysis on water and wastewater samples, ensuring accurate and reliable results that informed decision-making.
  - Collected and Prepared Samples: Collected and prepared samples for testing, adhering to standard operating procedures and safety protocols to ensure sample integrity.
  - Maintained Laboratory Equipment: Assisted in maintaining laboratory equipment, including calibration, troubleshooting, and performing routine maintenance tasks to ensure optimal equipment performance.
  - Recorded and Analyzed Data: Recorded and analyzed data from laboratory tests, identifying trends, anomalies, and areas for improvement, and reported findings to senior technicians or supervisors.
  - Assisted in Quality Control: Contributed to quality control activities, including reviewing and verifying test results, and ensuring compliance with laboratory standards, regulations, and best practices.
  - Supported Research and Development: Assisted in research and development activities, including experimental design, data collection, and data analysis, to drive innovation and improvement.

Reference

- **Bridget Mofekeng - Vector Logistics**
  Sales Manager
  0716750460
- **Lerato Mashiloane - Blue Eagle School**
  Head of Department
  0783209285