KGOTSO TSWALEDI MAILA

Health & Safety Officer | SHE Representative | SAMTRAC Certified

Ekurhuleni, Gauteng, South Africa | +27 79 128 0397 | mailakgotso7@gmail.com | DOB: 1998/06/14 | Driver's License: Code C1

PROFESSIONAL SUMMARY

SAMTRAC-certified Safety Officer with 3+ years of experience in high-risk aviation ground handling operations. Appointed SHE Representative in January 2026 with hands-on expertise in Occupational Health and Safety (OHS) compliance, Hazard Identification and Risk Assessment (HIRA), incident investigation, and safety management systems. Proven ability to enforce safety regulations, conduct workplace inspections, and foster a proactive safety culture. Seeking a Safety Officer role in mining, construction, manufacturing, logistics, or aviation.

CORE COMPETENCIES

Occupational Health & Safety (OHS) Compliance • Hazard Identification & Risk Assessment (HIRA) • Incident Investigation & Root Cause Analysis

Safety Management Systems (SMS) • Workplace Inspections & Safety Audits • PPE Compliance & Enforcement

Toolbox Talks & Safety Training • Emergency Response & First Aid • Fire Prevention & Evacuation Procedures

Aviation, Mining & Construction Safety • Incident Reporting & Documentation • Microsoft Office (Word, Excel, Outlook)

CERTIFICATIONS & APPOINTMENTS

- SAMTRAC (Safety Management Training Course) – Certified August 2025
- SHE Representative – Appointed January 2026, Cemair Airlines

WORK EXPERIENCE

Baggage Handler & SHE Representative

April 2023 – Present

Cemair Airlines – OR Tambo International Airport, Johannesburg

Safety Responsibilities (SHE Representative, January 2026 – Present)

- Conduct Hazard Identification and Risk Assessments (HIRA) to identify and minimize workplace risks
- Perform regular workplace inspections and safety audits to ensure full OHS compliance
- Investigate incidents, injuries, and near-misses, including detailed root cause analysis and corrective actions
- Enforce compliance with OHS regulations and aviation safety standards across ramp operations
- Monitor and enforce PPE usage and safe work practices among ground handling crews
- Lead toolbox talks and safety awareness training sessions for operational staff
- Implement corrective and preventative actions (CAPA) to improve overall safety performance
- Support the implementation and maintenance of the Safety Management System (SMS)

Operational Responsibilities

- Safely load and offload baggage in compliance with aviation safety procedures and weight limits
- Support aircraft turnaround operations within strict airline timelines
- Handle dangerous goods (DG) in accordance with IATA regulations and safety standards
- Maintain a safe and hazard-free ramp working environment at all times

Baggage Handler (Contract) December 2022 – March 2023

NAS Colossal Aviation – OR Tambo International Airport, Johannesburg

- Loaded and offloaded baggage from aircraft in compliance with safety and weight regulations
- Handled dangerous goods in accordance with relevant safety regulations
- Operated ground support equipment including conveyor belts, baggage trolleys, and belt loaders
- Verified baggage tags and manifests to ensure accurate sorting and transfer
- Handled fragile and oversized cargo with care, following established procedures
- Adhered strictly to ramp safety procedures and aviation ground handling regulations

EDUCATION

National Senior Certificate (Matric) 2016

Mphele Secondary School

Diploma in Accountancy (Incomplete) 2019 – 2022

University of Johannesburg

ADDITIONAL INFORMATION

- Thorough knowledge of South African OHS Act and aviation safety regulations
- Experienced working in high-risk environments including active airport ramp areas
- Available for shift work, overtime, and remote site assignments
- Strong teamwork, communication, and problem-solving skills

REFERENCES

Nrateng Mashiloane
Safety Officer | Cemair Airlines
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Charles November
Team Leader | Cemair Airlines
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