PHINDILE MTHETHWA

SHE Officer / SHEQ Manager

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phindilemthethwa01@gmail.com Johannesburg, South Africa

Dear Hiring Manager,

I am writing to apply for the Safety Officer position as advertised. I am a SACPCMP registered Occupational Health, Safety and Environmental professional with 9 years' experience in the construction industry, supporting and managing compliance on multimillion-rand projects.

Throughout my career, I have successfully implemented occupational health and safety controls, conducted hazard identification and risk assessments, facilitated safety training, and ensured compliance with the OHS Act and ISO 9001, 14001 and 18001 standards. I have worked closely with site management, contractors and clients to create safe, compliant and productive working environments.

What sets me apart is my ability to engage people at all levels, combine firm compliance enforcement, target driven with a practical approach, and consistently drive improvements in safety performance. I am highly organised, detail-oriented, and committed to fostering a positive safety culture.
I would welcome the opportunity to contribute my skills and experience to your organisation and support the successful delivery of your projects.

Yours sincerely,

Phindile Mthethwa

Phindile Mthethwa

Gauteng, Ekurhuleni | Mobile: 072 935 2424 | Email: phindilemthethwa01@gmail.com

Occupational Health, Safety & Environmental (SHEQ) Professional | SAMTRAC, ISO Standards, HIRA | 9 Years in Construction

Professional Profile

SACPCMP Registered Occupational Health, Safety and Environmental (SHEQ) professional target driven, with 9 years' proven experience managing health and safety compliance on multimillion-rand construction and infrastructure projects. Skilled in hazard identification, risk assessment, fall protection planning, and ISO 9001/14001/18001 standards implementation. Holder of SAMTRAC, HIRA, Legal liability and incident investigation, with a strong track record in reducing incidents, ensuring compliance with the OHS Act, and creating safe, productive worksites. Experienced in working with high-profile clients including Johannesburg Water, UNISA, NRF SASSTA, COEGA, Department of Education, and JOSHCO . Recognized for strong leadership, problem-solving, and the ability to engage teams at all levels.

Core Competencies

- Occupational Health & Safety Compliance
- Hazard Identification and Risk Assessment (HIRA)
- Fall Protection Planning
- ISO 9001, 14001 & 18001 Standards
- Incident Reporting and Investigation
- Construction Safety Management
- Safety Training and Awareness
- Microsoft Office (Word, Excel, PowerPoint)

Professional Experience **Safety Officer | FUBU AFRICA**

March – 30 June 2026

Duties:

- Conduct daily site inspections and enforce compliance with occupational health and safety regulations.

- Develop and implement site-specific safety plans, risk assessments, and method statements (RAMS).
- Facilitate toolbox talks, safety inductions, and training sessions for employees and subcontractors.
- Investigate incidents/accidents and prepare reports with corrective/preventive measures.
- Ensure compliance with ISO 9001, 14001 & 18001 standards during construction projects.
- Collaborate with site managers, engineers, and clients to address safety concerns and implement solutions.

Maintain accurate documentation, including safety audits, risk registers, and compliance reports for 2 phases of the project.

Achievements: Currently working on

- Johannesburg Water, Johannesburg – Water pipe replacement

Successfully managing safety compliance on multiple multimillion-rand projects Phase 1 R5.985.422,29 and Phase 2 R6.320.432,38

Safety Officer | Silidi Projects, Construction

September 2017 – October 2025

Key Duties:

- Conduct daily site inspections and enforce compliance with occupational health and safety regulations. Develop and implement site-specific safety plans, risk assessments, and method statements (RAMS).
- Facilitate toolbox talks, safety inductions, and training sessions for employees and subcontractors.
- Investigate incidents/accidents and prepare reports with corrective/preventive measures.
- Ensure compliance with ISO 9001, 14001 & 18001 standards during construction projects.
- Collaborate with site managers, engineers, and clients to address safety concerns and implement solutions.
- Maintain accurate documentation, including safety audits, risk registers, and compliance reports.

Achievements:

- Successfully managed safety compliance on multiple multimillion-rand projects (R1.7M – R15M).
- Contributed to projects such as:
- Johannesburg Water, Johannesburg – Water pipe replacement
- Department of Education, Bloemfontein – school renovations, refurbishments and building
- NRF SASSTA, Pretoria – Didacta Building renovations.
- JOSHCO, Johannesburg – waterproofing and electrical upgrades.

- COEGA, UNISA, SENTECH – refurbishments and fencing installations.

Safety Officer | Anolanga Works, Construction

May 2016 – September 2016

Key Duties:

- Monitored site activities to identify potential hazards and unsafe practices.
- Delivered OHS training sessions and promoted a strong safety culture among site staff.
- Conducted hazard identification, risk assessments (HIRA), and recommended control measures.
- Ensured personal protective equipment (PPE) compliance across teams.
- Coordinated emergency drills and maintained incident logs.

Achievements:

- Reduced incident frequency by implementing corrective actions and regular safety briefings.
- Strengthened compliance by aligning site operations with OHS Act requirements.

Education & Certifications

- First Aid Level 2 – Vuwa college, 2025
- Fire Fighting & Emergency Preparedness – Accredited Training Provider, 2025
- Legal liability- Hambanathi Training center 2025
- Incident investigation- Hambanathi Training center 2025
- Fall Protection Planner/Developer – Striving Minds Academy, 2024
- Working at Heights – SHE Group, 2024
- Hazard Identification and Risk Assessment – Funda Institute, 2026
- Safety Officer Training – Vuwa College, 2015
- ISO 9001, 14001 & 18001 – Vuwa College, 2015
- SAMTRAC – Valid Certification
- Call Centre Diploma – Quest Computer Skills, 2011
- Matric / Grade 12 – Mehlareng Combined School, 2004

Languages

English – Fluent

isiZulu – Fluent

References

Rejoyce Mmashilela | Site Manager | Contact: 079 183 2910

Carol Moila | Site manager | Contact: 0818839094

Jane Mandiwana | Assessor | Contact: 082 952 0820