Khanyisa Novela

46521 Tshepo Street Ext 4 Doornkop Soweto 1863
khanyisanovela@gmail.com | 0670151343

A safety-focused professional with hands-on experience in workplace inspections, risk assessment, and safety training, supported by NOSA certifications in SAMTRAC. Dedicated to ensuring a safe work environment through proactive hazard prevention and strong analytical skills, seeking to enhance safety outcomes within a dynamic organization.

Professional Experience

Pagama civils **04/24 - 03/25**
Health and safety intern

Building of generator stands

- Conduct safety inductions, inspections, and trainings for staff.
- Identify hazards, prepare reports, and ensure PPE compliance.
- Monitor incidents and compile safety statistics.
- Assist with risk assessments and support safety training.
- Develop and update training materials.
- Maintain safety records and documentation.

Finbond mutual bank **08/18 - 11/18**
Branch consultant

- provide administrative assistance
- Provide sales promotion
- check credit scores

Mayibuye primary school **01/12 - 04/21**
Educational assistant

- Help managing the classroom
- help struggling learner's
- Oversee learner's during breaks and after school
- Monitoring students progress

Horizon view primary school **02/22 - 06/22**
Educational assistant

- Help managing the classroom
- help struggling learner's
- Oversee learner's during breaks and after school
- Monitoring students progress

Education

Topaz secondary school
Grade 12

Unisa
Higher certificate in economic and management science

Nosa
Introduction to SAMTRAC

Nosa
SAMTRAC

Unisa
Bachelor of education(foundation phase)

Key Skills

- Proficient in OHS Act compliance
- Skilled in hazard assessment and risk identification
- Experienced in health and safety system development
- Proficient in policy and procedure implementation
- Strong leadership, communication, and decision-making abilities
- Effective problem-solving and punctuality

Licence

- Have C1 which enables me to drive light vehicles

References

Busisiwe Malinga - Principal, Mayibuye primary school
0825573892 | mayibuyeps@gmail.com

Xiviko Devotion - Safety Manager , Pagama civils
0782670629