NICOLE TANAKA MPOFU

33 Dries Niemandt Avenue
Norkem Park, Kempton Park, 1618
Mpofunicole8@gmail.com | +27 68 042 4160

22 July 2026

Hiring Manager / Recruitment Team

Re: Occupational Health & Safety Officer / Safety Representative Application

APPLICATION FOR OCCUPATIONAL HEALTH AND SAFETY OFFICER POSITION

Dear Hiring Manager,
I am writing to express my enthusiastic interest in the Occupational Health and Safety Officer position within your organisation. As an accredited Safety Professional holding an NQF Level 5 qualification from Oshemac Training Institute complemented by certifications in Hazard Identification & Risk Assessment (HIRA), Incident Investigation, Legal Liability, and the COID Act, I bring a proactive, detailed, and compliance-driven approach to workplace safety.

Throughout my career at TCJ SHE Consulting and Mmasekgau Trading Projects, I have successfully managed site compliance, conducted rigorous risk assessments, and implemented preventative safety frameworks across high-demand technical environments. My hands-on background spans notable client and infrastructure projects, including:

- **Barloworld Projects**: Oversaw occupational health and safety protocols, ensuring strict alignment with corporate compliance frameworks, machinery safety, and operational hazard mitigations.

- **Tshwane University of Technology (TUT) Projects:** Conducted comprehensive risk assessments, health and safety audits, and continuous worker engagement across educational and institutional facility developments.

- **Road Maintenance & Infrastructure Projects:** Administered active traffic and environmental safety protocols, conducted daily HIRA evaluations, enforced mandatory PPE protocols, and managed risk mitigation strategies for high-risk field teams on public road maintenance operations.

My core strengths lie in conducting engaging daily toolbox talks, leading thorough incident investigations with root-cause analysis, and maintaining audit-ready SHE documentation and compliance files. I am highly effective at bridging communication between operational teams and senior management to ensure that safety regulations enhance operational workflow rather than hinder it.
I am eager to leverage my practical experience, accredited certifications, and strong commitment to zero-harm workplace environments to contribute effectively to your team's ongoing success. Thank you for your time and consideration. I welcome the opportunity to discuss my application further in an interview.

Sincerely,
Nicole Mpofu
Occupational Health & Safety Representative



Nicole Tanaka Mpofu

CONTACT

Mpofunicole8@gmail.com
+27 68 042 4160
33 dries Niemandt Avenue, Norkem park, Kempton park, 1618

EDUCATION

Oshemac Training Institute

- SHEMTRAC (NQF Level 5, 88 credits)
- SHE Representative (NQF Level 3)
- Hazard Identification & Risk Assessment – HIRA (NQF Level 3)
- Incident Investigation (NQF Level 3)
- Legal Liability (NQF Level 4)
- COID Act (NQF Level 2)

SKILLS

-Excellent time management
-Ability to meet strict deadlines
-Strong multitasking and task prioritization capabilities
-Able to adapt quickly to new environments and systems
-Effective in both team settings and independent roles
-Dedicated to upholding safety standards and procedures

PROFESSIONAL SUMMARY

PROFESSIONAL OBJECTIVE

To obtain a challenging Safety Officer position where I can apply my attention to detail, strong problem solving abilities, and solid understanding of workplace compliance to help maintain a safe and effective work environment.

EXPERIENCE

SAFETY OFFICER| TCJ SHE CONSULTING
Randburg | January 2024 – July 2025
Working as a safety officer, I am actively involved in maintaining and promoting workplace health and safety standards. I have gained hands-on work experience In several critical areas of occupational safety, including:

- Conducting toolbox talks daily to engage staff on safety topics, encourage compliance, and improve awareness of workplace hazards.
- Investigating incidents and near misses by gathering evidence, interviewing involved personnel, and compiling reports with root cause analysis and recommended corrective actions.
- Updating and managing safety files to ensure all legal documentation, training records, and risk assessments were current and audit-ready.
- Monitoring the proper use of personal protective equipment (PPE) and reinforcing safety protocols to reduce injury risks across operational teams.
- Performing regular site inspections and risk assessments, identifying potential hazards, and reporting findings to management for immediate action.

This experience has allowed me to develop strong communication, organisational, and problem-solving skills. while deepening my understanding of compliance standards and proactive risk management in the workplace.

SAFETY REPRESENTATIVE|MMASEKGAU TRADING PROJECTS
EDLEEN | July 2025 – June 2026

- Conducted regular workplace inspections to identify hazards and ensure compliance with occupational health and safety regulations.

I am a motivated and safety-driven individual with accredited training in occupational health and safety. I bring a strong commitment to continuous improvement and compliance, supported by technical certifications and a keen eye for risk mitigation. My professional demeanor, adaptability, and readiness to learn make me a strong candidate's for an entry-level role in safety and compliance.

- Facilitated safety meetings and training sessions to promote awareness and best practices among staff.
- Investigated incidents and near-misses, prepared detailed reports, and recommended corrective actions to prevent recurrence.
- Collaborated with management and employees to implement risk assessments and safety improvement plans.
- Monitored use of personal protective equipment (PPE) and enforced adherence to safety protocols.
- Maintained accurate records of safety audits, training attendance, and incident reports for compliance purposes.
- Acted as liaison between employees and management on health and safety concerns, ensuring issues were addressed promptly.
- Contributed to a reduction in workplace accidents through proactive hazard identification and safety campaigns.