NTOMBIFUTHI **SIMELANE**

1A Rigger Road Cresslawn, Kempton Park 1619 · 0719529440
ntoconnie@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the Safety Officer position within your organisation. With over five years of experience in occupational health and safety, I am confident that I possess the knowledge, practical skills, and commitment required to contribute positively to your team.

Throughout my career, I have gained extensive experience in conducting workplace risk assessments, implementing health and safety policies, ensuring compliance with health and safety legislation, investigating incidents, and delivering safety training. Most recently, I worked as an Events Safety Officer at Events Synthesis, where I was responsible for developing safety plans, coordinating emergency response procedures, conducting site inspections, and ensuring compliance with safety regulations during large-scale events. During my time at Events Synthesis, I had the privilege of contributing to major projects, including the ABSA – #ICan Drive with ABSA Provincial Programme, where I successfully supported the planning and implementation of health and safety measures to ensure the wellbeing of attendees, staff, and stakeholders. Prior to this, I served as a Safety Officer at MQN Trading (Pty) Ltd, where I promoted a strong safety culture by carrying out inspections, managing safety documentation, investigating workplace incidents, and ensuring compliance with occupational health and safety standards.

My qualifications include SAMTRAC and Introduction to SAMTRAC certifications from NOSA, which have equipped me with a solid understanding of occupational health and safety principles and best practices. I am passionate about creating safe working environments and believe that proactive risk management plays a vital role in organisational success.

I am a dedicated, reliable, and adaptable professional with excellent communication and interpersonal skills. I enjoy working collaboratively with teams while also taking initiative to identify and resolve safety concerns before they become incidents. My objective is to add value to an organisation that prioritizes employee wellbeing, compliance, and continuous improvement.

I would welcome the opportunity to discuss how my experience and qualifications can contribute to the continued success of your organisation. Thank you for considering my application. I look forward to the opportunity to discuss how I can add value to your team.

Yours faithfully,

Ntombifuthi Simelane

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PROFESSIONAL PROFILE

Dedicated and detail-oriented Safety Officer with 5 years of experience in promoting workplace safety, developing risk management strategies, and ensuring compliance with health and safety regulations. Seeking to leverage expertise in safety inspections, training, and incident investigations to contribute to the success and safety culture of the company.
Committed to maintaining a secure and hazard-free environment for all employees while minimizing risks and enhancing operational efficiency.

CORE COMPETENCIES

- Occupational Health & Safety
- Risk Assessments
- Incident Investigation
- Legal Compliance
- Safety Audits
- Emergency Planning
- Fire Safety
- Toolbox Talks
- Safety Training
- Hazard Identification
- SHE Documentation
- Team Leadership

PROFESSIONAL EXPERIENCE

June 2022 – September 2025

EVENTS SAFETY OFFICER

EVENTS SYNTHESIS

Key duties include (but not limited to):

: Conduct comprehensive risk assessments of the event site to identify potential hazards.

: Ensure that the event complies with local, state, and national safety regulations and standards.

: Develop safety plans to mitigate identified risks, including emergency response protocols.

: Coordinate with local emergency services (police, fire, medical) for event coverage.

: Ensure that all event infrastructure (stages, tents, barriers) is properly constructed and safe for use.

: Oversee crowd control and the behavior of attendees, ensuring that security personnel handle incidents effectively.

: Ensure adequate provisions for sanitation and hygiene, such as clean restrooms, waste disposal, and water stations.

PROJECTS WORKED WITH:

- ABSA – #I Can drive with ABSA – Provincial Program
- ANC – Rally

January 2020 – May 2024

SAFTEY OFFICER

MQN TRADING (PTY) LTD

Key duties include (but not limited to):

: Conducting basic safety inspections & risk assessment on workers, co-workers and the workplace.

: Ensuring Compliance with relevant health & safety Standards.

: Evaluate risks related to equipment, machinery, chemicals, and work processes.

: Develop, implement, and update workplace safety policies and procedures.

: Provide ongoing education and refresher training on various safety topics (e.g., fire safety, first aid, hazard communication).

: Investigate workplace accidents, injuries, and near misses, identifying the root causes and recommending corrective actions.

: Foster a culture of safety within the organization, encouraging employees to report hazards and unsafe behaviors.

: Maintain records of safety-related activities, including training, inspections, incident reports, and corrective actions.

: Prepare safety compliance documentation for inspections by regulatory bodies

January 2019 – January 2020

ADMINISTRATOR

MQN TRADING (PTY) LTD

Key duties include

: Capturing & Reporting information.

: Compiling monthly expenses.

: Providing general office support (quotations, invoices, statements of accounts & maintenance on materials

: Carrying out work done, negotiating contracts with prospective clients.

: Daily pricing schedules for quotes.

November 2007 – October 2018

MACHINE OPERATOR

PRECITURN SA

Key duties include (but not limited to):

: Safely operate machines to produce parts and products according to specifications.

: Adjust machine settings and controls to ensure proper operation and quality.

: Set up machines, including loading materials, adjusting tooling, and configuring settings based on work orders.

: Continuously monitor machine performance during production to detect any malfunctions, irregularities, or inefficiencies.

: Complete production logs and reports, documenting machine settings, production quantities, and any issues encountered during operation.

REFERENCES

Events synthesis
Manager
0609707653

MQN Trading
Manager
Mzamane Silver
0837386368

Preciturn SA
Manager
Sbongile Ngobeni
011 393 3733

EDUCATION

2017
INTRODUCTION TO SAMTRAC (OHS) – CERTIFICATE
NOSA

2017
SAMTRAC (OHS) – CERTIFICATE
NOSA

2007
COMPUTOR & CALL CENTRE - CERTIFICATE
NU WORK TRAINING SOLUTION

2006
OFFICE ADMINISTRATION – CERTIFICATE
HAVATECH LEARNING SKILLS

1998
MATRIC
BOKAMOSO SECONDARY SCHOOL

SKILLS

- Active Listening
- Coachable
- Good written & verbal skills
- Excellent People skills
- Adaptive
- Good communication skills

LANGUAGES

- Isizulu - Native
- English – Fluent
- Sesotho – Fluent