CHUENE MALETE

PROFESSIONAL SUMMARY

Chuene Malete is an **aspiring Occupational Health Manager or Chief Safety Officer.** She holds a **Bachelor of Arts in Disaster and Safety Management** from the Lyceum College. With more than five years of experience in roles such as **Health and Safety Officer, SHE Intern, and Health and Safety Volunteer**, she combines hands-on expertise with a solid academic background to contribute effectively to the **Health and Safety Management field**. Chuene has built a strong base of practical skills and theoretical knowledge, and her drive for excellence is reflected in her ongoing commitment to professional development. Self-motivated and goal-oriented, she is passionate about using her experience to uplift others and share valuable insights

PERSONAL DETAILS

Contact	:	067 957 0187
E-mail address	:	shamama.main@gmail.com
Location	:	Kempton Park, Gauteng
Nationality	:	South African
EE	:	Black Female
Licence	:	Code 10- C1

CORE COMPETENCIES

- Strong knowledge of OHS legislation and compliance (e.g., OHS Act, ISO 45001, NEBOSH standards).
- Expertise in risk assessment and hazard identification, with the ability to implement effective control measures.
- Skilled in safety auditing, inspections, and reporting**,** ensuring continuous adherence to safety protocols.
- Proficient in developing and implementing health and safety policies, procedures, and management systems.
- Experienced in incident investigation and root cause analysis, with a focus on prevention and corrective actions.
- Effective in designing and delivering safety training and awareness programs across all organizational levels.
- Strong leadership and team management abilities, with experience supervising safety teams and safety reps.
- Excellent communication and interpersonal skills, able to influence and engage diverse stakeholders.
- Competent in emergency preparedness planning and conducting drills to improve readiness.
- Analytical and detail-oriented, with strong reporting, documentation, and performance tracking capabilities.
- Ability to foster a positive safety culture through collaboration, education, and continuous improvement.
- Technically proficient in safety software and tools, including MS Office, incident tracking systems, and audit platforms.

EXPERIENCE

[Health and Safety Officer] **[Klipfontein Sands, Mining]**
[April 2023– Present]

Duties Include:

- Leading safety performance initiatives and behaviour-based safety programs on site.
- Coordinating and delivering effective SHE, training sessions and employee inductions.
- Conducting comprehensive risk assessments and audits to identify and mitigate potential hazards.
- Implementing and reviewing SHE policies, procedures, and Codes of Practice to ensure compliance.
- Facilitating monthly, SHE committee meetings to assess safety performance and implement improvements.
- Monitoring contractor compliance and safety standards during site operations Inspecting blasting activities and ensuring compliance with all relevant safety regulations.
- Conducting thorough daily inspections and implementing corrective actions based on identified safety issues.
- Advising management on best practices for health and safety and strategic SHE improvements.
- Drafting and revising site-specific SHE policies and procedures to enhance compliance and safety standards.
- Conducting thorough incident investigations and compiling reports to recommend safety enhancements and prevent future occurrences.
- Managing and coordinating the safety training and induction programs for all new contractors and employees to ensure compliance with SHE protocols.
- Compiling detailed SHE monthly and DMRE reports to evaluate safety performance and compliance standards.
- Conducting thorough internal audits and weekly area inspections to ensure adherence to safety regulations and improve site safety culture.
- Surface Risk Lifting Equipment - Mobile Cranes Overhead Cranes.
- Facilitating the onboarding and training of new contractors to ensure understanding and compliance with site-specific SHE protocols.
- Implementing BBS strategies to enhance personal accountability for safety on-site.
- Leading audits of safety programs to ensure compliance with internal and external regulatory standards.
- Facilitating emergency response drills and ensuring all personnel are familiar with evacuation procedures.
- Coordinating with external regulatory bodies for compliance audits and ensuring all safety practices meet local and national standards.

[SHE Intern] **[Unilever, Consumer Products- FMCG]**
[April 2021– March 2023]
Duties Include:

- Ordering and issuing PPE.
- Assisting in the development and implementation of health and safety management systems to improve site safety culture.
- Collaborating with team members to promote safety awareness and best practices among employees and contractors.
- Supporting in conducting site safety audits and inspections, providing recommendations for corrective actions.
- Participating in the preparation and presentation of safety training materials, enhancing employee engagement in SHE initiatives.
- Documenting and tracking safety training attendance and compliance to ensure regulatory requirements are met.
- Engaging with various stakeholders to gather feedback and insights for the continuous improvement of safety protocols.
- Assisting in the implementation of the cost-saving waste management project focused on anti-foaming techniques to optimize environmental safety.
- Conducting comprehensive task-based risk assessments specific to production lines, ensuring adherence to OSHA and NEMA standards.
- Facilitating the coordination of fire drills and developing emergency response procedures to enhance site safety preparedness.
- Developed and implemented engaging training modules for SHE compliance, enhancing workforce knowledge and safety practices on site.
- Performed detailed audits of contractor safety practices and documentation, ensuring adherence to established safety standards and protocols.
- Collaborated with cross-functional teams to identify safety hazards and implement corrective measures during incident investigations.
- Conducting thorough incident investigations and preparing comprehensive reports to suggest long term safety improvements.
- Leading initiatives to ensure contractor compliance with health and safety regulations during high-risk operations.
- Developing and implementing effective communication strategies to enhance safety culture and employee engagement in SHE practices.
- Implemented a comprehensive SHE, training program that improved safety awareness and compliance among employees and contractors on site.
- Conducting weekly site safety inspections and reporting findings to improve overall compliance and safety awareness.
- Managing safety-related documentation and records to ensure accurate tracking of compliance with SHE regulations.
- Assisting in the development and facilitation of safety awareness campaigns to foster a proactive safety culture among all personnel on site.

[Health and Safety Volunteer] **[Mamelodi Quarries, Mining]**
[January 2020– January 2021]
Duties Include:

- Doing Daily inspections, report findings and advice on the implementation of corrective actions.
- Conducting PTOs.
- Conducting SHE inductions.
- Inspecting Blasting activities.

EDUCATION

Institution	**:**	Lyceum College
Qualification	**:**	**Bachelor of Art in Disaster and Safety Management**
Status	**:**	**Completed**

CERTIFICATIONS

- **Occupational Health and Safety act legal Liability**
- **Incident Investigation L3**
- **SAMTRAC**
- **First aid L1**
- **Risk Assessment**

ACHIEVEMENTS

- Developed and executed a comprehensive safety program that led to a significant reduction in workplace incidents
- Led successful inspections with positive reviews from DMPR Inspectors and Auditors
- Implemented changes based on investigation findings that prevented recurrence of similar incidents

GOALS

- To become an Occupational Health Manager or Chief Safety Officer, leading efforts to ensure compliance with health and safety regulations in the workplace.
- To continuously enhance my knowledge through advanced training and certifications in Safety Management and Occupational Health.
- To contribute strategically to organizational goals by integrating safety management systems into overall business operations.

VOLUNTEER WORK

- Participated in the public awareness campaign addressing challenges of GBVF in the community

REFERENCES

- Available upon request