

GRACE MABONNE LESEDI RAPHIRI

Safety Officer

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- ☐ South Africa

PROFESSIONAL SUMMARY

Detail-oriented **Safety Officer** with experience in healthcare and public sector environments. Skilled in workplace safety inspections, hazard identification, risk assessment, incident reporting, and compliance with **Occupational Health and Safety (OHS)** regulations. Proven ability to support safety audits, conduct training, and promote a strong safety culture. Strong administrative and reporting skills with a solid background in data accuracy and documentation.

CORE SKILLS

- Hazard Identification & Risk Assessment (HIRA)
- Safety Audits & Inspections
- Incident Reporting & Investigation
- OSHA Compliance
- Health & Safety Regulations
- Fire Safety & Emergency Preparedness
- Evacuation Drills & Disaster Response
- Safety Training & Awareness
- Risk Control Measures
- Compliance Monitoring
- Report Writing & Documentation
- Record Keeping & Data Accuracy

PROFESSIONAL EXPERIENCE

Safety Assistant

Dr George Mukhari Academic Hospital – Ga-Rankuwa

January 2017 – March 2018

- Conducted regular workplace safety inspections to identify hazards and assess risks.
- Assisted in implementing occupational health and safety policies and procedures.

- Ensured compliance with local, national, and healthcare safety regulations.
- Supported safety audits and compliance inspections.
- Prepared incident reports, safety documentation, and compliance records.
- Assisted with fire safety programs, evacuation drills, and disaster response planning.
- Promoted safety awareness among staff and supported safety training initiatives.
- Acted as backup to the Officer-in-Charge in safety operations and compliance activities.

Data Entry Clerk

Tshwane District Health Services – Soshanguve CHC

July 2019 – December 2024

- Captured, verified, and maintained accurate records in databases and spreadsheets.
- Ensured data integrity and compliance with organisational record-keeping standards.
- Reviewed and corrected data errors to improve reporting accuracy.
- Maintained confidential documents and organised filing systems.
- Supported audit readiness through accurate documentation and record management.
- Prioritised tasks to meet deadlines while maintaining attention to detail.

EDUCATION

Diploma: Safety Management *(Completed October 2025)*

University of South Africa (UNISA), Pretoria

National Certificate: Occupational Health, Safety & Environment *(Completed December 2016)*

Institute of Sustainable and Risk Management, Pretoria

CERTIFICATIONS & KNOWLEDGE AREAS

- Occupational Health & Safety Principles
- Workplace Hazard Control
- Safety Compliance & Monitoring
- Healthcare Safety Standards