



# Michelle Botha

Occupational Health & Safety Consultant,  
keeping you and yours safe and sound.

## Personal Note

With the ability to grasp the importance of professionalism combined with my excellent communications skills, I am confident that I will contribute to the long-term success of your company.

I have a wealth of knowledge and experience in various industries and I have the ability to manage myself and change within a dynamic and demanding environment.

I would like to thank you for your time spent considering my application for your advertised post, and I hope to hear from you at your earliest convenience.

*Warm regards*

*Michelle*



0662035304



mickey@1looksafety.co.za



English & Afrikaans



Gauteng



linkedin.com/in/mickeybotha

## Career Summary

- 1 Look Safety – Director & Occupational Health and Safety Consultant – Feb 2017 to Current
- JHB & Pezula Scaffolding – Safety Manager – Jul 2013 to Oct 2017
- SI Group SA – EH & Safety Manager – Oct 2010 to May 2012
- Risk No More SHE Management – Owner & Consultant – Oct 2007 to Sep 2010
- FHG Scientific Services – SHE Field Officer – Feb 2007 to Jul 2007
- Chubb Fire & Security Group
  - Regional Fleet Manager – Dec 2005 to Dec 2006
  - Personal Assistant – Jul 2003 to Nov 2005
  - Branch Fleet Manager – Sep 2001 to Jun 2003
  - Senior Reaction Administrator – Feb 1997 to Aug 2001

## Education

### Courses

- Air Quality Analysis
- NOSA - General Health & Safety Training
- Advanced Driving
- NOSA - Accident/Incident Investigator Level 3
- Asbestos Identification, Health Effects & Legislation (NIOH)
- HAZOP (IRCA)
- IEC 61511 Functional Safety (EXIDA)
- Spill Kit Training (Enviroserv)
- Working at Heights (RLR Training)
- Scaffold Inspector Training (RLR Training)
- NOSA – HIRA
- PASMA Instructor (Working at heights essentials / User of towers / Low level platforms – PASMA

### Other

- NSC- Art – Durban Technical College 1995
- Matric – Brandwag High School 1992

### Computer Skills

- Microsoft Office Suite
- Geo-Tab
- Fleet Manager

## Director / Occupational Health & Safety Consultant – 1 Look Safety February 2007 to Current

Having founded 1 Look Safety in 2007, I really took it up full time in 2017, once the company was proving profitable. Until then, I had to multitask with other positions to keep it all afloat.

Occupational, Health & Safety consulting in all industries including – Manufacturing / Hospitality / Automotive / Industrial and many more.

We have approved suppliers who can assist in all your safety needs, from PPE to Safety signage

Hazards Identification Risk Assessments and Control (HIRAC)

Every Safety Management System (SMS) must ensure maximum safety levels. To do this, it is crucial to identify hazards and to evaluate and control risks. 1 Look Safety assists with the following:

- Management and its significance in effective Safety
- calculating risk using risk matrix;
- and delivering a realistic picture of organizational risk, ensuring effective management decisions.
- SHEQ Plan Development and Files

At 1 Look Safety, we assist with the development of the SHEQ Plan and SHE Files and updates, including Contractor specifications.

Audits and Surveys Services:

1 Look Safety upholds auditing principles and all audits are intended to be effective and reliable tools in supporting our clients' management policies and controls, providing information an organization can use to improve its performance. The the objective of an audit is continual improvement and 1 Look Safety values this.

## Skill Set

- Project Planning
- Management
- Environmental Management System
- Project Management
- Occupational Health
- Construction
- Strategic Planning
- Risk Assessment
- Operations Management
- New Business Development
- Business Development
- Consulting
- Business Strategy
- Subcontracting
- Environmental Awareness
- Construction Safety
- Environment, Health, and Safety (EHS)
- Workplace Safety
- Incident Investigation
- Accident Investigation
- Inspection
- Fleet Management

## Director / Occupational Health & Safety Consultant –

### 1 Look Safety - *Continued*

We will assist you with the following:

- Legal compliance audits / Management System audits / Customer satisfaction audits / Operational audits / Supplier audits / Safety Files / Maintenance of safety files / Incident investigations / PPE / First aid and firefighting equipment and services / Evacuation plans and procedures / Safety signage / Biometric controlled staff solutions / Occupational medicals / Spill kits / Assisting your sub-contractors with their safety matters and internal auditing / Method statements

### Safety Manager

JHB & Pezula Scaffolding - July 2013 to October 2017

Procedure Management:

- Responsible to ensure all sites (31) complied with all the different aspects of the OHS Act of 1993 (no 85)

- Responsible to ensure all scaffolds being build complies with the SANS 10085 and the new Construction Regulation 2014.

Project: Clients:

Majuba Railway Project Avenge Grinaker LTA / Innes Chambers Superway / Sedibeng Brewery Avenge Grinaker LTA / MTN Data Centre Avenge Grinaker LTA / Sasol Head Quarters Avenge Grinaker LTA / Fleurhof Calgro M3 / Athol Towers Steffanutti Stocks / 1 Sandton Close Durban Tiling / Blue Hills Mall Iguana Construction / ACSA Duty Free Esor / Giant Stadium Avenge Grinaker LTA / Khi Abeinsa / Kaxu Abeinsa / Centurion Mall Tiber Construction / Nelspruit High Court Group Five / Kiaat Pvt Hospital Group Five / Bokpoort Abeinsa / Germiston Chambers Avenge Grinaker – LTA / Kempton Park City House Avenge Grinaker – LTA Brandwag Bloemfontein Calgro M3 / East Rand Mall NMC Construction / Mall of Africa Fentech / Fochville Mall Iguana Construction / Ekurhuleni West College Trencou Construction  
TWP Bazil Read / Ballito Junction WBHO / SAB Alrode SAB Miller  
Consol sites (3) Consol / ABI Devland ABI

- Responsible to report and also consult with management.

- Responsible for complete site inspections and safety file audits, findings to be reported to management.

- Responsible for visiting all sites and reporting on any non-compliances to management.

- Responsible for actioning findings and recommend corrective actions.

- Responsible for induction training of the SHE System, and implementing of correct PPE, and the ordering thereof.

- Responsible for all scaffold training as prescribed by the OHS Act of 1993 (no 85) and the SANS and for all medical surveillance of employees.

- Oversee the correct and effective writing of permits

- Oversee She Representatives, scaffold erectors, scaffold inspectors and first aiders per site.

## EH & Safety Manager

SI Group – SA (PTY) Ltd

October 2010 to May 2012

Procedure Management:

- Responsible to ensure the site complies with all the aspects of the OHS Act of 1993 (no 85).
- Responsible for drafting essential evacuation plans, procedures and ensure fire drills schedules are in place.
- Responsible to report and also consult with management.
- Responsible to complete inspection and report findings to management with corrective actions.
- Responsible for induction training of the SHE System.
- Responsible for implementing the correct PPE and the ordering of it.
- Responsible for completing and up-dating the PSM system (Process Management System)
- Responsible for completing and controlling the MOC's (Management of Change) accurately.
- Oversee the correct and effective writing of permits, (Hot works / Confined spaces / Elevated works)
- Complete VOC monitoring for hot works.
- Responsible to investigate all and any accident / incidents that may arise on site.
- Responsible for the effective running and functioning of the EH&S committee.
- Oversee such staff as SHE Representatives / First Aiders / Fire Fighters
- Responsible of completion of the following analysis:
  - o Root cause analysis and HAZOP analysis
  - o LOPA analysis for SIL rated equipment.

## Owner & Consultant

Risk No More SHE Management Services CC

October 2007 to September 2010

At Risk No More Projex Safety consultants, I worked across all industries. We were best known for our role in Occupational Health and Safety, (OHS) but have many lesser-known roles as specialist consultants.

We provided extremely high-value services to our clients and were often able to find causes of problems which our clients can't identify, or in some cases did not even know were potential risks.

Our fundamental skills were invaluable in terms of developing and creating good safety practices throughout our client's industries. Our safety consultants coined the term "sick building syndrome" to define workplaces that were fundamentally unhealthy.

We ensured our clients had peace of mind knowing that we provided them with a "safe working environment" for themselves and their clients.

## Skill Set

- Analytical Skills
- Strategy
- Industrial Safety
- Continuous Improvement
- Auditing
- Negotiation
- Customer Service
- Training
- Contractor Liaison
- Working at Heights
- Air Quality Analysis
- General Industry Safety
- Over 20 years of OHS experience.
- Competent in the new Construction Regulation 2014
- Spill kit training
- General Health and Safety
- Scaffold Inspector and Supervisor
- SANS 10085 trained
- HIRA & HASOP
- IEC 61511 Functional Safety
- Asbestos Identification, Health Effects and Legislation
- Peri-up Systems
- PASMA User of Towers

## Owner & Consultant

Risk No More SHE Management Services CC - *Continued*

Projects and Clients we consulted for:

- ABSA Building in Pretoria: Aveng Grinaker-LTA
- Giant Stadium in Shoshanguve: Aveng Grinaker-LTA
  - TWP Building in Melrose Arch: Basil Read
  - Kiaat Private Hospital in Nelspruit: Group Five
  - Innes Chambers in Central JHB: Safeway
  - Athol Towers in Sandton: Stefanutti Stocks
- H&M Store in Sandton City: Aveng Grinaker-LTA
- Majuba Project in Ermelo: Aveng Grinaker-LTA
  - Michael Angelo in Sandton: Stefanutti Stocks
  - Mall of Africa in Midrand: Fentech
  - Ballito Junction in Ballito: WBHO
  - Comubia Mall in Mnt Edgecombe: WBHO
- Sasol Corporate Office in Sandton: Aveng Grinaker-LTA
  - The Epic in Sandton: Dunmar Construction
  - The Odyssey in Sandton: Dunmar Construction
  - SA Breweries in Alrode: SA Breweries
    - Kaxu in Pofadder: Abeinsa
    - Khi Solar in Upington: Abeinsa
- MTN Data Centre in Brakfontein: Aveng Grinaker-LTA
  - East Rand Mall in Boksburg: NMC Construction
- Ekurhuleni West College in Germiston: Trencor Construction
  - Centurion Mall in Centurion: Tiber Construction
- Mall of the South in Germiston: Abbeycon Construction
  - Eco Mall in Springs: Guiricich

## SHE Field Officer

FHG Scientific Services (PTY) Ltd

February 2007 to July 2007

Training & Implementation:

- Responsible for the implementation of ISO 9001 for factories.

Inspections & Compliance:

- Completed HIRA inspections.
- Completed construction site safety inspections, so to ensure that the site adheres to its prescribed safety regulations.
- Responsible for ensuring that excavations were compliant.
- Responsible to ensure that the self-propelled mobile machines are compliant and drivers are licensed.

Sampling:

Conducted gravimetric sampling of mine and factory pollutants.

- Conducted water sampling for the mines.
- Conducted underground ventilation sampling for the mines and reporting results to the Department of Mineral and Environmental Affairs.
- Conducted dust pollutant sampling on crushers and reporting results to the Department of Mineral and Environmental Affairs.



+2763 326 2905 

dane.church@gmail.com 

English /Afrikaans 

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## Career Summary

DC Safety Consultants Pty Ltd- Owner- May 2019- till current

BCS Holdings (Engineering)- Safety Officer- February 2018 – May 2019

Premier Sayina Africa Pty Ltd- SHEQ Officer at Total SA- February 2016 – December 2017

Burma plant hire and mining- Health and Safety Officer- September 2014 – February 2015

Sasol AAA – Solvent Shutdown- Health and Safety Officer- May 2014 – June 2014

Babcock Lethabo power station- Health and Safety Officer- February 2014 – April 2014

Fluor SA- SASOL Wax Expansion project- Health and Safety Officer- January 2013 – February 2014

SteinMuller Natref Plant Refinery Shutdown- Health and Safety Officer- October 2012 to December 2012

# DANÉ CHURCH

Safety Consultant & Assistant

13+ Years HSE OFFICER experience-  
Petrochemical, Construction, Motor  
Industries, Mining, Manufacturing and  
Food Industry

RDS Drilling- DRC (Exploration drilling on copper mine in the Congo)- Health and Safety Officer- October 2011 to June 2012

Kentz (Natref TSS Shutdown- FCC)- Health and Safety Officer- June 2011 to October 2011

Umso Construction (Pty) Ltd (EASTLONDON)- Safety Officer/ Co-ordinator, Traffic Safety Officer- December 2009 – February 2011

Sawren Construction (J.H.B)- Safety Officer (ESKOM – Poseidon Substation)- March 2009 –June 2009

Mammoet S.A (Sasol)- Safety Officer- March 2008 – July 2008

COMAU Body Systems. (S.A)- Construction site SHE. Officer at DAIMLER CHRYSLER (SOUTH AFRICA) W204 BODYSHOP INSTALATION PROJECT- October 2006 – January 2008

DSS Standby Supervision- Sasolburg- Safety Standby- SASOL and NATREF PROJECTS- January 2004- September 2006

## QUALIFICATIONS

Safety Standby Duty Course- NOSA  
First Aid Level 1 and 2, Fire Marshall, Fire Fighting

Introduction to Occupational SHE -NOSA  
Basic Safety Health and Environmental Representative  
Skills, Hazard Identification and Response  
Preliminary Incident Investigation

Basic Safety Health and Environmental Inspections-  
NOSA

Applying Safety Health and Environmental Principles  
and Procedures-NOSA

HIRA – Hazard Identification and Risk Assessment-IRCA

RCAT – Root Cause Analysis Technique (Incident  
Investigation)-IRCA

SAMTRAC- NOSA

ITIS Train the Trainer- NOSA

IMS SHEQ Auditors course – AKA Risk Management  
Specialists

Construction Regulations, Valid Medical Certificate