



Lizelle Engelbrecht

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have finished and received my NEBOSH International Diploma in Safety Management and am currently a NEBOSH Alumni and Saioh Member. In addition, I received my Unisa certification for workplace safety management. I am looking for a position as a representative / consultant / officer in safety management, environmental management, or occupational management to help internal and external persons with safety management while also exhibiting my skills. I am a well-organized, dependable, detail-oriented team worker that is eager to take on new tasks and responsibilities in order to meet corporate objectives. Proven ability to manage several objectives and tasks at the same time with excellent accuracy, communication skills, planning and email management abilities, proactive approach, and a natural problem solver.

Preferred occupation	Health and Safety OHS Other jobs
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Preferred work location	Potchefstroom North West
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Contacts and general information about me

Day of birth	1988-02-07 (37 years old)
Gender	Female
Residential location	Potchefstroom North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period

nuo 2024.02 iki dabar

Company name

Labournet

You were working at:

Other jobs

Occupation

OHS Consulat

What you did at this job position?

• OHS Inspections and services □ Conduct OHS Gap audits □ Identify gaps in OHS compliance □ Draft recommendations from Gap audit □ Quote on OHS specifications □ Identify training needs □ Identify OHS short comings □ Draft OHS safety Files □ Conduct inspections □ Ensure and arrange Accredited training for: OHS Act HIRA COIDA First Aiders Fire Fighters Incident investigators Risk Assessors She Representatives □ Draft a scope of work □ Draft a H&S Management plan □ Ensure client has all the relevant Certificates of competence at hand □ Ensure client always has a valid updated Letter of Good standing □ Provide the client with a H&S Policy and 9 other OHS policies □ Schedule Training and induction sessions □ Provide an overview of mandatory signage required □ Provide an appointment schedule and from that draft all legal appointments as per required legislation, discuss with staff and assist in training. □ Provide the client with a safety organogram and ensure appointments has relevant competencies □ Draft a Risk Assessment and safe working procedures □ Plan for emergency preparedness and draft an emergency response plan □ Conduct mock evacuation bi-annually □ Assist in Investigation of accidents and incidents and provide training on investigating accidents and incidents □ Assist in Hazardous chemical substance management and training on SDS's □ Provide relevant Inspections list and training thereof □ Assist with contractor management (External people on site doing maintenance work i.e. plumbing and ceiling) □ Provide and conduct monthly toolbox talks □ Conduct committee meetings (if applicable) □ Equipment inspections etc. □ Attend all DOL inspections and achieved compliance on 95% of activities. • Service Value Report □ Ensure Service Value target is met □ Maintain service value commensurate to client retainer base over a rolling 3 month period. □ 100% Service value over rolling 3 months. □ 100% Project Plans on track □ 100% Client Reports are not older than 2 months. □ Ensure that the Project Plans are being implemented. □ Closing of appointments within 48 hours. □ All relevant client documents uploaded on CMS. □ Monitoring of time spend vs retainer. □ Ensure to maintain service value commensurate to client retainer base over a rolling 3 month period. • Quality Control □ 100% Quality for the month according to Client Audit Sheets during Situational Leadership Meetings □ Where a Client Audit Report is used, it must be uploaded on to SharePoint /Google Drive. • Business Development □ Cross-silo/referrals/new deals • Core purpose: The OHS Consultant is primarily responsible to increase the market share of LabourNet in Occupational Health & Safety services and to provide clients with a professional service. • Core metrics: □ Self-Development □ Project Plan adherence □ Client Retention □ Quality control • Personality: □ Problem Solving: is one of the habits we need to deal with difficulties in the most effective way. Problem Solving is the ability to work with a problem in such a way that you understand the concepts, how they hang together, what must be resolved and how to resolve it. Problem solving can thus be seen as the ability to understand a problem and to resolve it. Practicing this ability successfully, always puts people amongst the front runners in life. □ Self- motivation: the ability to motivate themselves, some are dependent on external motivators to

stay positive and motivated. A person who is self-motivated finds it easy to deal with life. It is a person who takes control of being positive and enthusiastic towards his/her. □ Discipline: is the ability to work in a highly disciplined working environment where adherence to structure and timeframes are imperative. A person who scores high on discipline as an attribute is someone who can easily follow procedures and adhere to rules and regulations. A lot of times we are required to not only in the workplace, but also in our private lives, adhere to certain rules and regulations. □ Responsiveness: The habit of acting immediately and quickly is important for success in this job. □ Routine: A well-defined habit towards structure and repetition, sometimes even mundane activities is required. Strong behavior in harmony with an environment of repetition and patterns of sameness needs to be present. • Competencies required: □ Attention to detail □ Managing Complexity □ Planning and Organising □ Project Management □ Relationship-building skills □ Document Tracking Skills □ Verbal and Written communication skills

Working period	nuo 2023.08 iki 2024.01
Company name	NWU University (Contract)
You were working at:	Other jobs
Occupation	Safety consultant on Construction projects
What you did at this job position?	<ul style="list-style-type: none"> • OHS Inspections □ Drafted / created building inspection lists. □ Drafted and managed assessment planning by interns □ Managed 3 x NWU Campuses (Mahikeng, Potchefstroom & Vaal) building inspections on fire safety and evacuation and overall building structure. □ Inspections done by interns captured on spread sheet created from site floor plans to log tickets to have deviations rectified. □ Log service tickets to rectify non-conformances found. □ Poster and policies updated as per university specifications. • Meetings □ Assisted senior administrator in minutes of SHE meetings conducted as well as in notes drafted for sit down meetings. • Construction OHS □ Modified a construction report. □ Assist construction safety specialists in managing and reporting on projects. □ Revised and corrected safety specialists' reports □ Audited safety specialists' construction reports □ Reported on deviations found and corrected errors. □ Managed 3 x NWU Campuses (Mahikeng, Potchefstroom & Vaal) on construction safety reporting and auditing. □ Assisted safety specialists with report uploads.

Working period	nuo 2019.07 iki 2023.04
Company name	Life Healthcare
You were working at:	Secretaries
Occupation	Hospital Secretary
What you did at this job position?	<ul style="list-style-type: none"> • Agency e-billing □ Compiling and capturing of agency employees, assisting in submitting registrations to agencies □ Running HRK005 report for the nit managers and assisting in spotting errors to be corrected □ Running Nursing Utility application and correcting manager errors □ Submitting manual orders for agency employees □ Investigating unpaid dates • General duties □ Ensuring Doctor portal is updated with current HPCSA registration and Malpractice insurances. □ Assist in submissions and compilation of Business planning and strategic planning. □ Drafting travel letters to all stakeholders in the business □ Arrange surveillance and Legal posters as per DOH and DOL □ Order stationary and ensure no out of stock items. □ Manage calendar boking for Management team, Quality Manager, Hospital Manager, Nursing Manager, Finance Manager, Marketing Manager and 3 different boardrooms. □ Preparing Boardroom for meetings □ Arrange catering and cleaning for facilities. □ Complaint management for all stakeholders □ Training arrangements to all staff □ Invoice follow up and submissions. □ Month end submissions and regional office report submissions □ Quality assistance to the quality manager □ Assisting systems controllers in general IT queries • Professional experience □ The only candidate that self-taught on SAP and on Agency ebilling and ensuring high standards in the workplace to all facilities and departments in the surrounding hospitals and head office. □ Assist: Hospital Manager, Customer relations administrator, Finance Manager, Nursing Manager, Marketing Manager, HR Manager, Nursing Standards Manager, Quality Manager, Patient Services Manager, IPS, Pharmacy Manager and Maintenance and Services manager as well and units and Unit Managers □ Acting in the role of Quality Admin Support as well as Hospital Secretary □ Still assist in all the functions of a Quality Admin support as well as all the duties of a hospital secretary

Working period	nuo 2015.10 iki 2019.07
Company name	Life Healthcare
You were working at:	Other jobs
Occupation	SHEQ Statistics Analyst
What you did at this job position?	<ul style="list-style-type: none"> • Hospital Scorecard □ Assisted the Quality manager to extract previous years Info Quest reports, statistics and automated hospital scorecard in preparation for yearly strategic planning with management. □ Extracted automated hospital scorecard monthly for the Quality manager. □ Circulated the updated automated hospital scorecard monthly to all HOD's, once approved by the Quality manager. • Info Quest management □ Assisted the Quality manager in following up on all queries units / departments with regards to Info Quest and any other relevant reporting queries □ Assisted with capturing of alerts on the Info Quest system. □ Ensure captured alerts were sent to the HOD's / UMs to action. □ Assisted HOD / UM with customizing the generic alert summary sheet. □ Assisted with training of ward secretaries and staff to capture alerts at unit level. □ Assisted Quality manager to obtain and consolidate all labor hours from all departments at month end. □ Captured the correct labor hours on the monthly hospital stats form. □ Ensured that all data was captured by the 4th working day of each month. □ Extracted the relevant Info Quest reports and graphs on a monthly / quarterly basis and ensured accuracy. □ Assisted Quality Manager in collating documentation related to incident investigation. □ Extracted severity report from Info Quest on the 1st working day of each month and made available for the Quality manager. • Legal SHE meetings (Legal Requirement) Appointments: □ Assisted the Quality manager during the hospital specific audits (gathered information, compile reports and action plans) □ Attended health and safety meetings. □ Ensures meeting venues are booked. □ Compiled and circulated health and safety representative meeting agendas prior to the meeting □ Compiled minutes during health and safety meeting and circulated within 2 weeks after meeting □ Ensured new or revised health and safety checklists were provided to the units and departments annually. □ Assisted Quality manager with all legal appointments and ensured updated records were kept. • Emergency planning and disaster management □ Assisted the Quality manager with reviewing the hospital emergency and disaster plan annually or as required. □ Assisted QM to distribute updated emergency plan and cards where necessary. □ Assisted to schedule and evacuation exercises. □ Participated in hospital evacuation exercise annually. □ Assisted QM with coordination and arrangement of external and internal emergency services for the evacuation. • As Appointed document controller □ Assisted HOD's and all line managers with understanding and compliance to the document control process as per work procedure. □ Implemented electronic document control procedure under guidance of the QM. □ monitored the document control process in the hospital and addressed any deviations at hospital level. □ Conducted regular spot checks on document control practices and unit level and issued alerts where deviations were found. □ Updated, revised and distributed documents as necessary under the direction of the authorized line manager or QM. □ Communicated to all Unit managers/ HOD's when new documents had been published. □ Obtained electronic approvals for all new and revised documents from relevant approvers. □ Ensured that all documents were authorized and of acceptable quality. □

Ensured relevant quality documents have been controlled. □
 Ensured latest versions were in use. □ Formatted new documents as per work procedures. □ Ensured that Q Directives and Q Learnings from center were circulated to relevant units/departments for discussions and training. □
 Ensured electronic obsolete and previous revision document file was available as proof of change control. □ Ensured that the electronic master document register was kept and updated. □ Implemented a process to manage the list of authorized document holders. □ Implemented a receipt of documents process for hard copy documents e.g., MIMS. □
 Ensured electronic print masters of revised documents were retrieved from the printers where applicable. □ Assisted Units/Departments with their list of external documents and conducted checks bi-annually to ensure lists are updated. □
 Assisted QM with training of HOD's and staff in the document control process. • Internal and External Quality Audits: □
 Assisted with arrangements and preparation for and during Internal quality audits e.g. □ Management self-audit and verification audits □ Assisted with arrangements and preparation for and during external audits (as required) □
 Assisted QM to maintain records and documentation required for Internal and external quality audits. □ Assisted QM to ensure that the latest version of the Internal Quality Audit tool on the Gateway had been sent to the HOD's. □ Assisted the QM with monitoring of close out of findings on Info Quest •
 Occupational Health and Safety Management (COIDA) □
 Consolidate all documents required for IOD's and follow up with related queries: □ Employers report □ 1st Medical/Progress/Final Reports □ Certified copy of Identity document □ Medical certificates □ Ensure reports are sent through to the Compensation Office once completed. □ Ensure all section 24 reportable incidents were sent through to Department of Labor • General Administrative duties □ Placed stationary orders as necessary for Quality e.g., ordering of Quality related specialized stationery from the approved vendors as required. □ Handled all Quality/Health & Safety queries courteously and professionally. □ Ensured all Quality related information was cascaded to QM. □ Assist Hospital Secretary to complete duties. • Quality and Legal Compliance Training □ Assisted QM in preparation for Quality training-room set up and attendance. □ Ordered Quality Training manuals as required. □ Ensured attendance records were kept and provided to persons for capturing on WSP. □ Assisted QM with relevant admin support for Quality and Safety section of the Induction Training e.g., printing of materials. □ Assisted QM in the planning and scheduling of legal compliance training which included: 1. Health and Safety Representative Training 2. Incident Investigation training 3. Risk Assessment training 4. EMS training 5. HCS training 6. Ordered Health and Safety induction booklets for induction training. □ Assisted QM with the preparation for quality campaigns and projects. •
 Environmental Management System (EMS) □ Assisted QM with administrative process related to EMS e.g., updated Aspects and Impacts register. □ Assisted QM with environmental projects e.g., recycling of waste. □ Distributed Quality and Environmental communication to all HOD's □ HCRW □ Filed waste manifest documents and ensure collection and destruction documentation was consolidated. □ Ensured waste destruction certificates and other relevant data was provided to Hospital by the service provider. □ Followed up on and reported any documentation that was incomplete or had not been received from HCRW supplier. □ Assisted QM with the preparation for training and roll out of patient experience

project. • Personal projects and extra duties performed. □ Cleared out Hospital Hanger. □ Ensured Archives are arranged according to year and destruction dates. □ Arranged a purge with shreddit and saved on the environment. □ Assisted Pharmacy with Theatre Stock control. □ Assisted clean-up of ICU UM archives. □ Assisted in training of Life Laundry Health and Safety Representatives. □ Ensure Standards of work. □ Ensure agencies hours are sent to relevant agencies and all enquiries followed up and corrected. □ Assist NM to ensure Agencies targets are reached. □ Assist Other QM in resolving matters within the hospital. □ Assisted other Admin support and provided training in Document control and well as COIDA. □ Assist the HM with the new Life Keystone project. □ Assisted the Nurse Manager to go live the Agency utilities. □ Appointed as a Facilitator for the iConnect workshop. □ Started on a IDP for a Quality Manager • Professional experience □ I have worked under the guidance of my previous Line Manager Marietjie Green (QM), now Carin Ferreira (QM). □ I have filled the position of acting QM for 9 Months where I ensure Quality work and Ethics in all units and departments. □ I have taken on other duties and assisted with more effective ways to assist the QM in EMS and legal requirements. I have assisted other QMs from other Hospitals and guided Other Admin support to reach targets according to Centre. □ I have assisted the Nursing manager in the agency staff accomplishments, assisted new Unit managers to receive full access in the new roll on the Gateway and systems. □ Assisted the hospital Systems Controller with computer systems when unavailable due to unforeseen circumstances. □ In the absence I also assist with the position of the Hospital Secretary. □ Managed to provide the department of labor reports of accidents and solve problems the staff has according to their injuries. □ I have built a good relationship and trust under the employees, and I go the extra mile to assist where possible. □ If I am unsure, I never hesitate to assistance from a higher power and gain knowledge.

Education

Educational period	nuo 2021.01 iki 2024.10
Degree	Diploma
Educational institution	SHEilds
Educational qualification	NEBOSH Level 6 International Diploma for Occupational Health and Safety Management Professionals
I could work	Occupational Health and Safety Management
Educational period	nuo 2019.06 iki 2020.06
Degree	Certificate
Educational institution	Unisa
Educational qualification	Safety Management in the workplace
I could work	Safety Management

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent

English

fluent

fluent

fluent

Computer knowledge

MS Word - advanced

MS Excel - advanced

MS PowerPoint - advanced

AutoCAD 2009 - good

Pastel Evolution - good

Imeds - advanced

Impilo - advanced

SAP - advanced

Nursing Utility - advanced

Outlook - advanced

Teams - advanced

Sharepoint - advanced

Conferences, seminars

- ☐ COIDA
- ☐ SHEilds Risk Assessment Awareness
- ☐ Train the Trainer (Facilitated adult Learning)
- ☐ Microsoft Excel Basic
- ☐ Microsoft Excel Intermediate
- ☐ Microsoft Excel Advance

☐ Fire Fighting **Recommendations**

- ☐ Health and Safety Representative
Contact person Carey MacColl
- ☐ Hospital Occupational Health and Safety & Gas Hazard awareness
Occupation Hospital Manager
- ☐ HIRA
Company Life healthcare
- ☐ Accident and Incident investigator
Telephone number 011 875 1330
- ☐ Introduction to labor Law - BCEA
Email address Carey.MacColl@lifehealthcare.co.za
- ☐ Legal Liability (OHS Act and Regulations)

☐ Contact person Work Issuer Margaret van Rooyen

☐ Occupation Nurse Manager

☐ Safety Management in the Workplace Life healthcare

Telephone number 011 470 7777

Email address Margaret.vanRooyen@Lifehealthcare.co.za

Contact person Wilna Esterhuizen

Occupation OHS Administrator

Company NWU University

Telephone number 018 299 4844

Email address Wilna.Esterhuizen@nwu.ac.za

Additional information

Your hobbies Mountain biking
Fishing
Braai
Camping
Research on Past Accidents
Playing game to improve memory
Crime and Investigation stories
Netball

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2006-06-00 (19 years)

Salary you wish 25000 R per month

How much do you earn now 17800 R per month