



Patricia WESSELS (Marckx)

School education

- Waterkloof Primary School 1977 - 1984, Pretoria
- Pretoria High School for Girls 1985 - 1989, Pretoria
 - English (first language)
 - Afrikaans (second language)
 - Biology
 - Geography
 - Home economics
 - Art

Tertiary Education

- 1990 – 1993 - Student at SG Lourens Nursing College
Qualified as a professional nurse in the following fields:
 - General Nursing Science
 - Community Health Nursing
 - Psychiatric Nursing
 - Midwifery
- 1998 - Student at the Rand Afrikaans University
Specialised in: Medical and Surgical Critical Care Nursing

External Awards

Awarded the best evacuation plan for school in 2011 by the City of Tshwane

Work experience

Tshwane District Hospital (Then known as: HF Verwoerd Hospital)

- 1990 – 1993 - Student Nurse
- Left due to end of training

Tshwane District Hospital – Maternity

- 1994 – 1995 – Midwife
- Left to gain more experience in other fields.

Tshwane District Hospital

- 1995 – 1997 - Registered Nurse
- Left to specialise in the private sector.

Unitas Hospital

- 1997 – 2001 - Registered Nurse to Shift Leader of the ICU.
- Left to have a more stable working environment for my two young children.

Cornwall Hill College

- 2002 – 2014 - Health Coordinator – on Executive Committee since 2009
- Left to work privately for people who have requested my experience.

Top Compliance (Pty) Ltd

- April 2014 – Current - Occupational Health and Safety Consultancy, auditing and Training

My values:

- Appreciation
- Dedication
- Integrity
- Professionalism
- Reliability
- Respect
- Transparency

Keys to my Success:

- Never lose sight of the vision.
- Passion for Client satisfaction.
- Determined to succeed.
- Always have professional and prepared service.
- Realise that the world keeps changing, so adapt to the current situation.
- Work with confidence and determination.
- Appointing the correct person to do the right job.

Contact details:

Cell: 082 442 8521

Residence: Waterkloof Ridge, Pretoria

Email: p.wessels@topcompliance.co.za

Website: www.topcompliance.co.za

LinkedIn:

<https://www.linkedin.com/in/patwessels/>

Facebook:

<https://www.facebook.com/TopCompliance>

Duties of current position

- Occupational Health and Safety (OHS) consulting too small to medium enterprises and schools.
- Auditing in terms of the Occupational Health and Safety Act, Nr 85 of 1993.
- Implementation of the clients OHS management systems.
- Maintaining of the clients OHS management system. This in turn saves money in terms of insurance and litigation.
- Bi-monthly newsletters informing clients of changes in applicable legislation and health and safety matters.
- Accredited training of client's staff regarding – first aid, basic firefighting, OHS legal liability, Safety representative training, OHS act and management, food safety, ladder safety, risk assessment training and regulation for hazardous biological agents.

Member of the following organisations

- SANC - South African Nursing Association (General, Psychiatric, Midwife, Community health and Critical care)
- SAIOSH – Graduate and Corporate member of South African Institute of Occupational Safety and Health
- Department of Employment and Labour – Full Accreditation first aid provider
- HWSETA – Health and Welfare SETA – Assessor, Moderator and Training Provider
- SACE – Accredited Training Provider

Volunteering

- Member of the SA Red Cross
- Lifeline councillor
- New year's medical support in Hillbrow

Skills development and training

South African Red Cross Society (1987 – 1995)	SA Red Cross Society
General and Advanced First Aid Training	SA Red Cross Society
Computer programming: GW Basic	Private instructor
Computer graphics course (CorelDraw).	Private instructor
General and Advanced First Aid Training	SA Red Cross Society
Building Course at Unitas Hospital	Netcare
Pre-package course to the Critical Care Course	Netcare
Member of the pressure part care team at Unitas Hospital	Netcare
Formal Health Care Provider CPR instructor	Resuscitation Council of SA
First Aid Instructor	SA Red Cross Society
Counselling Course	Lifeline
Personal Growth and Counselling Course	Lifeline
ACLS - Advanced Cardiac Life Support	Resuscitation Council of SA
International Resuscitation and Emergency Cardiovascular Care Symposium.	Resuscitation Council of SA
The Occupational Health and Safety Act and the Responsibilities of Management	Labour Guide
Civil Aviation Act, Part 138 Training – flight rescue	Guardian Air
Workplace Drug Testing	University of Pretoria

Occupational Injuries and Diseases in the Workplace	Labour Guide
Occupational Health and Safety Representatives Workshop	Scott Safe
Fire fighting for first responders	Scott Safe
Workplace Drug testing	University of Pretoria
ASHEPP	NOSA
Intro to safety management training	NOSA
Safety management training	NOSA
Incident / accident investigation	Labour Guide
Construction legislation	Labour Guide
ETDP SETA Assessor	ENJO Consultancy CC
ETDP SETA Moderator	ENJO Consultancy CC
Intro to ISO 14001 and OHSAS 18001	NOSA
Internal Auditor OHSAS 18001	NQA Africa
Internal Auditor ISO 14001	NQA Africa
International NEBOSH Certificate	Phoenix health and safety
Ergonomics risk auditor	Ergomax
Project management - US 243812	All Risk management
Lead auditor – FSSC 22000 – International Standard for a Food Safety Management system	SGS Academy
Lead auditor – ISO 45001 - International Standard for an Occupational Health and Safety Management System	SGS Academy
Occupational health and safety – Cum Laude	University of Cape Town
NEBOSH Diploma	SHEilds

Duties of the position held as a health coordinator

Treatment of daily injuries and illnesses:

- Treat minor injuries and illnesses such as grazes and cuts through to the management of major incidents such as seizures, fractures, asthma attacks, choking, and diabetic complication to internal haemorrhage.
- Sports related injuries are also managed and monitored throughout the rehabilitation phase.
- Counselling for minor problems. Problems requiring more intensive therapy are referred to the appropriate professional.
- Did the whole schools mass immunisation for Measles.
- Arrange the annual flu vaccine drive for learners, staff and parents who are interested.
- Monitoring of social problems and liaise with educators and other professionals.
- Medical advice on an ongoing basis to learners, staff and parents and referral to the necessary professional or medical specialist where necessary.

Management of the schools OHS management system:

- OHS committee member - 12 years
- Incident investigator

- Review and update OHS and security policies and procedures
- Weekly meeting with Director to report any OHS, Security or staff health, client/pupil health matters.
- Internal Audits
- Implementation and maintenance of OHS management system
- Food hygiene and audits R962
- Writing of Safe Work Procedures
- Training of staff within my scope
- Assist with external audits
- Arrange training of all staff in terms of OHS requirements
- Yearly induction training of all staff, contractors and sub-contractors
- Prepare agendas, plan and prepare for quarterly OHS committee meetings
- Arrange for medical evaluations as required for certain staff
- Manage all IOD, near misses, environmental impacts and aspects

Monitoring of staff health:

All staff are encouraged to have a staff medical examination every two years. The following tests are done at no costs to the staff member:

- Full medical history
 - Basic physical examination
 - Special tests:
 - Cardiac: 12 lead ECG and V4 right, blood pressure and pulse.
 - Respiratory: Peak flow and peripheral oxygen saturation.
 - Blood: Cholesterol, triglycerides and glucose.
 - Urine: Nitrite, Urobilinogen, Bilirubin, Protein, Glucose, Leucocytes, Blood, pH, Specific Gravity and ketones.
 - General: Weight, height, BMI and basic eye screen.
- Any problems identified are then referred to the staff member's medical practitioner for further evaluation. Staff members on medication for the treatment of asthma, diabetes, high blood pressure etc. are closely monitored by the health coordinator and reports are submitted to the treating practitioner on request of the patient.
- All the boarders also have a basic medical examination done when they enter the boarding residence and then have every term a follow-up of problems identified, and their weight monitored.

Teaching:

Learners' 1st aid:

Coordinated three 1st aid courses a year. In the 1st term we have the learner's grade 7 - 12 who are interested doing level one 1st aid. After they have completed ten hours of duty and shown the necessary interest, they can proceed to do the levels 2 and 3 of the 1st aid courses. The learners do 1st aid duties at various sport functions. The learners work in teams with a level 3 learner as the team leader. During the duty each learner gets a specific duty such as: team leader, check all documentation, 2-way communication with other teams, help and train new 1st aiders and runners. Before and after the duty the learners are debriefed, and the team leaders give feedback of all the people they treated. The learners' hours of duty are logged for awards, from merit awards through to honours awards.

Staff 1st aid:

We send 10 of our academic staff every year to do the level 1 of the 1st aid course. All our boarding residence staff are trained up to level 3 of 1st aid.

Assist educators sometimes to talk to learners about:

- What is blood pressure and what does it tell us.
- Questions and answers on HIV and AIDS.
- The importance of a healthy lifestyle.

Emergency and disaster planning and preparedness:

- With the help and guidance of the local disaster management, the deputy director of emergency medical services and the fire inspector, we have fine-tuned our disaster and emergency plan. A four-tone alarm can be activated by remote by certain designated staff for the following procedures:
 - Evacuate, Get cover, Lightning and All clear.
 - Lightning warning procedure:
I maintained the South African Weather Service automated system and train staff regarding the portal and the notification system.
- Illness prevention and planning for mass illness and disease out-breaks.
- Inform staff on a yearly basis regarding the College emergency and disaster plan in accordance with the Occupational Health and Safety Act.

Hygiene of food facilities:

- All the food preparation areas are inspected on a term basis and when deemed necessary. The inspections are done, based on the relevant health regulations: *Regulations Governing the General Hygiene Requirements for Food Premises and the Transport of Food. Published under Government Notice R.638*. Legislation has since been updated.
- General Hygiene: all toilets and change room facilities are checked thoroughly every term or as necessary.
- Training of staff.
- Implementation of in-service training program.

Statutory duties:

- Perform drug testing as stipulated in our *Substance abuse policy* and the relevant legislation. Taking samples and sending them to medical laboratories for analysis, depending on the merit of the case.
- Serving on the Occupational Health and Safety committee and giving advice in areas of speciality.
- Detecting and reporting environmental and occupational hazards, which are observed or noticed, to promote a healthy and safe working and learning environment.
- Serve on the College Executive committee and give weekly updates of all health and safety related issues.
- Report all injuries on duty to the Compensation Commissioner and complete all required documentation and keep record of all reported cases.

Policies and procedures:

- These are written to aid and guide staff and learners.
- Induction training of new staff
- Documentation found in every classroom are:
 - All updated emergency and disaster documentation
 - Disaster procedure algorithm
 - Evacuation route
 - Evacuation plan
 - Individual class status form
 - Grade status form
 - Bee sting procedure

- Allergy procedure
- Some policies and procedures:
 - 1st aid awards policy
 - 1st aid kits policy
 - Accident procedure
 - Bodily fluid spills policy
 - Bully policy
 - Bus safety policy
 - Bus accident policy
 - Chain of custody
 - Child abuse policy
 - Communicable disease policy
 - Daily hygiene check policy for staff working with food.
 - Drug testing procedure
 - Hijack policy
 - HIV and AIDS policy
 - Illness and injury outside of school
 - Injury on duty and near miss policy
 - Injury procedure and sports emergency information
 - Lightning procedure
 - Medication administration indemnity for educators while on tours
 - Pandemic / epidemic contingency policy
 - Personal protective equipment and clothing policy
 - Policy for arranging medical back-up
 - Policy for handling food off property
 - Policy for ill or injured boarding residence
 - Policy for the official use of the company vehicles
 - Policy regarding the use of supplements
 - Pool policy
 - Pool safety policy
 - Refuse of medical treatment or transportation
 - Responsibilities of 1st aiders
 - Sports injury procedure
 - Staff consent for urine drug testing
 - Substance abuse policy
 - Transport safety policy

Administration:

- Responsible for the ordering, storing and issuing of medication.
- Storing of staff and learners own private medication.
- Keep statistics of all ailments treated and submit a report to the Executive Headmaster on a monthly basis.
- Working with the understanding and knowledge of the following legislation:
 - Occupational Health and Safety Act (Act 85 of 1993) and all Regulations
 - Compensation for Occupational Injuries and Disease Act, 1993 (Act 130 of 1993)
 - Nursing Act of 1978 (Act 50 of 1978)
 - Medicine and Related Substance Control Act (Act 101 No 12 of 1965)
 - Child Care Act 1999
 - Human Tissue Act (Act 65 of 1983)

- Regulations Governing the General Hygiene Requirements for Food Premises and the Transport of Food. (R.638)
- South African Schools Act 84 of 1996
- Consumer Protection Act 68 of 2008

Community service:

- Health education on an ongoing basis.
- 1st aid training, basic firefighting, working on heights and Scaffold courses.
- Coordinate a blood donation drive with the South African Blood Transfusion Services once a term.