|  |
| --- |
| Greg Whiteley |
|  |
| 5 Spindrift Avenue  Coolum Beach Qld 4573 0451518862 gctn@aapt.net.au |

|  |  |
| --- | --- |
|  | Objectives  To gain employment in the Work Health Safety industry as an entry level advisor or in a training role.  Education  OTEN Tafe Western Sydney campus  Currently studying  Diploma of Workplace Health and Safety  Inspire Education  2013  Certificate 4 In Training and Assessment  Canobolas Rural technology High School  1995  Higher School certificate  experience  Pest control technician Termite Qualified, Amalgamated pest control  **August 2004 – ongoing**  Pest management duties  • Follow all instructions relating to performance of pest management duties in an appropriate, safe manner, as per relevant treatment policies and procedures and Safe Work Method Statements  • Comply with all policies, processes and procedures at all times  • Ask for assistance from Supervisor/manager if faced with a difficult treatment situation (e.g. a second service call)  • Strictly adhere to the Amalgamated Pest Control Pty Ltd Approved Chemical and Products List  Administrative Duties  • Confirm payment method with clients prior to the commencement of service  • Make certain that all “pay-ins” received balance on a weekly basis  • Ensure any credit card payments are authorised prior to leaving the client’s site  • Ensure all documentation relevant to the work performed is completed on the job and is returned to the office as soon as practicable. This includes:  O Pesticide Application Record (E.P.A. Form)  O All invoice and receipts for work done, unless otherwise arranged at time of booking  O Any Timber Pest Inspection Reports, including Site Visit Reports, Site Plans, Certificates of Installation, etc  Health and Safety and Environmental Care  • Comply with all health and safety instructions, policies and procedures provided by Amalgamated Pest Control Pty Ltd  • Follow all on site safety requirements as specified by clients (including site specific inductions)  • Report all known and observed hazards to your immediate supervisor or manager  • Report incidents and injuries in line with Amalgamated Pest Control’s Health and Safety policies and procedures  • Wear and maintain approved PPE where specified by a relevant label requirements, Safe Work Method Statement or supervisor  • Ensure all chemicals are stored and used in correct manner, as per company and label requirements.  • Report all chemical spills or other potential environmental incidents (contamination)  • Dispose of all containers in a responsible manner, complying with any label and local waste disposal requirements.  • Recycle where possible  Equipment and Personal Presentation  • Vehicle and equipment to be maintained in good condition with a high level of presentation (allowing for fair wear and tear)  • Present vehicle and equipment for inspection as and when required  • Adhere to company policy on uniforms at all times while carrying pest management work  Compulsory attendance at training meetings and company conferences  Follow all reasonable instructions from supervisors and managers.  Undergo further training as required by management from time-to-time  Any other duties as directed by management.  **Soldier Australian Army**  **March 1996 to March 2004**    Active service in East Timor  **Grocery Assistant, Woolworths Pty Ltd.**  **October 1995 – March1996**  Stacking shelves, customer enquiries, unload deliveries, stocktake, cash handling  skills   * Chemical Handling * Customer interaction face to face and via telephone * Problem solving skills * Intermediate computer skills including MS Office * Cash handling * Follow HSE policies and procedure * Use of appropriate PPE * Training and Assessment * C class license * Willingness to learn new things and adapt quickly |
|  |  |