



فجلس أبــوظـبي للـجـودة والــفـطـابــقــة ABU DHABI QUALITY & CONFORMITY COUNCIL

# ABU DHABI OCCUPATIONAL TERMS

#### PUBLIC HEALTH PEST CONTROL SUPERVISOR



-- DEC 2017 ADOT 89/2017 FIRST EDITION



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### **Amendment Page**

This amendment page is updated and issued with each set of revised and/or new pages of the document to help ensure that each copy of this Abu Dhabi Occupation Term (ADOT) contains a complete record of amendments.

This occupational term is a live document which can be amended when necessary. QCC operates an Occupational Standards Working Group (OSWG) that has prepared this document, and can review stakeholder comments in order to review and amend this document; ultimately resulting in an issuance of an updated version, if necessary.

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1	XXX	Document launched				



### About the Abu Dhabi Quality & Conformity Council

The Abu Dhabi Quality and Conformity Council (QCC) was established by law No. 3 of 2009, issued by His Highness Sheikh Khalifa Bin Zayed Al Nahyan, President of the UAE. QCC is responsible for the development of Abu Dhabi Emirate's Quality Infrastructure, which enables industry and regulators to ensure that products, systems and personnel can be tested and certified to UAE and international standards.

Products and services certified by QCC receive the Abu Dhabi Trustmark. The trust mark is designed to communicate that a product or system conforms to various safety and performance standards that are set by Abu Dhabi regulators.

### Foreword

The QCC pest control occupational terms (public / commercial) working group was initiated in January 2017in order to establish occupational terms for workers in the public/private pest control sector in Abu Dhabi in order to elevate the quality of services provided in the sector and to promote the productivity of personnel

The occupational terms are professional standards that specialist personnel must meet in order to perform the jobs they are assigned to, in order to produce quality outcomes safely and efficiently and to a recognized standard. The Government of Abu Dhabi, under the leadership of His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the UAE and Ruler of Abu Dhabi, and His Highness Sheikh Mohammed bin Zayed Al Nahyan, Crown Prince of Abu Dhabi, Deputy Supreme Commander of the UAE Armed Forces and Chairman of the Abu Dhabi Executive Council, has invested heavily, and at high levels of professionalism and safety, in the infrastructure of Abu Dhabi. Therefore, it is crucial and obligatory to encourage the presence of skilled workmanship to maintain the quality infrastructure value in the Emirate of Abu Dhabi in particular and the United Arab Emirates in general.



### Acknowledgments

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The QCC would like to thank the members of the working group listed below:



### **Occupational Terms**

No.	Field	Details		
1.	Occupation (Standard Unit)	Pest Control Supervisor (residential premises/ commercial establishments)		
2.	Description	This standard specifies the qualifications and skills required to perform pest control operations (supervisor level) and manage customers of residential / commercial establishments in the Emirate of Abu Dhabi, understand the customer complaints for pests, assess premise pests' infestation level, action threshold levels and provide appropriate service and follow-up.		
3.	Unit type	■Knowledge and Skills OR □Application		
		No. Element		
		E1 <i>Identify and report the presence of pests, infestation and damages by inspection/observation</i>		
	Elements	E2 Monitoring with controlling pests' infestation		
4.		E3 <i>Manage location against pests and apply appropriate control</i> <i>measures</i>		
		E4 Supervise to re-instate location on completion of treatment		
		E5 Supervise and implement the appropriate safe operational procedures		
		E6 Apply health and safety measures before, during and after treatment		
5	QF Emirates level	$\Box 1  \Box 2  \Box 3  \blacksquare 4  \Box 5$		
5.	QF Emirales level	$\Box 6  \Box 7  \Box 8  \Box 9  \Box 10$		
		□Policy and strategy QF 9-10		
		□Managing QF 7-8		
6.	Function	□Specifying QF 6-7		
0.		■Controlling QF 6		
		☐Maintaining capabilityQF 4-6		
		□Performing/carry out QF 1-4		

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No.	Field	Details			
7.	Entry information and prerequisites	BSc(Zoology) / (Agriculture) or equivalent qualification + 1 Year experience OR Diploma in public health + 3 years' experience			
8.	Grading		Application unit: Certified SupervisorCompetent/Not Yet Competent		
9.	Industry sector	Public Health F	Pest Control		
10.	Developed by	Government Entities	Abu Dhabi Quality & Conformity Council, Center of Waste Management, Abu Dhabi Department of Economic Development, Abu Dhabi Urban Planning Council, Abu Dhabi Municipality, EAD, OSHAD, Abu Dhabi Chamber, Department of Health Abu Dhabi, ACTVET and National Qualification Authority		
		Private Sector	Approved entities for Certification Training Management		
11.	Endorsement date	27 Nov' 2017			
12.	Frequency of review	Annually			
13.	Version No.	1			
14.	ISCO	ISCO-08 (7544	.)		

### **Terms & Definitions**

Term	Description
Pest Control	A private pest control company licensed and operating to provide pest control services for
Industry	public and private residential premises and commercial establishments
Job role	Job role defines a unique set of functions that together form a unique
	employment opportunity in an organization
Performance	Performance criteria are statements that together specify the standard
Criteria	of performance required when carrying out a task
IPM	Integrated Pest Management
PPE	Personal Protective Equipment

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Pest Control	A job undertaken using IPM approaches and practices to prevent, mitigate, control or
Services	eradicate public health pests, which may cause injury, disease, death or damage to
	properties or humans. This may include, but not be limited to nuisance, injuries, or illness
	caused by mosquitoes, flies, roaches, rodents, bed bugs, ants, ticks, fleas, flying and
	crawling insects, and venomous pests.

### **Performance Criteria**

	1. Identify and report the presence of pests, infestation and damages by
Element	inspection/observation
	You must be able to:
PC 1.1	Implement appropriate working standards and maintain health and safety with
	relevant legislation and codes of practice
PC 1.2	Identify any hazards that are present in the workplace and ensure that suitable
	controls are identified and implemented. Where control measures cannot be
	implemented report the issues to the relevant person.
PC 1.3	Inspect to identify the presence of pests, infestation level, and damages using
	appropriate tools and techniques
PC 1.4	Assess environmental factors supporting pest infestation, structural defects and
	hygiene problems on the site, taking full account of available assessment and data
	including previous history of infestation and treatments
PC 1.5	Prepare summary report on pest infestation and damages, appropriate treatment
	measure proposal considering action thresholds
PC 1.6	Identify the pest control methods to be applied, organize all materials, provide
	correct personal protective equipment (PPE), and ensure staff are aware of the
	correct methods to use PPE, application equipment and tools required to carry out
	activities in accordance with operation procedures.
PC 1.7	Collect information about individuals who may be vulnerable or impacted by the
	proposed treatment and inform the premise owner about the need to send people
	outside before, during and after the treatment, and not to allow re-entering the
2010	premises as advised after the application to ensure health and safety.
PC 1.8	Strictly inform the premise owner to remove all food, water or raw food materials /
	storages from the treatment room/kitchens/dining halls to prevent contamination
	and ensure its compliance
PC 1.9	Ensure safety measures are followed for people, animals, pets, food, drinks and the
DC 1 10	environment
PC 1.10	Inform nearby rooms/flats members about the nature of treatment to be carried out
	for the pests

Element	<b>2</b> . <i>Monitoring and controlling pests' infestation</i> You must be able to:	
PC2.1	Ensure working methods and practices to maintain health and safety are	
	consistent with relevant legislation and codes of practice	



PC 2.2	Confirm the control methods are as per standard operation procedures(SOPs) and
	well understood by the team (pest control technicians)
PC 2.3	Facilitate open communication within the team to ensure full understanding and
	accurate exchange of information
PC 2.4	Select and use the appropriate equipment for handling, mixing and applications
PC 2.5	Supervise that all pesticide materials are used safely and efficiently in accordance
	with manufacturer's instructions and product material safety data sheet(MSDS)
	directions
PC 2.6	Assist the team in applying control methods in order to minimize the risks to non-
	target places, species and the environment
PC 2.8	Facilitate First aid kits are available, as well as the emergency contact number is
	available with the team in case of any acute illness or injury during or after
	treatment

Element	3. Manage location against pests and apply appropriate safety measures
Element	You must be able to:
PC3.1	Conduct all work using safe operating practices in accordance with manufacturers'
	specifications and environmental, legislative, occupational health and safety (OHS)
	and company requirements
PC 3.2	Ensure that effective action on proofing, hygiene and environmental management
	is recommended, specified clearly and agreed
PC 3.3	Identify hazards and control risks at the work site in accordance with the
	legislative, occupational health and safety(OHSAD), public health and safety and company requirements.
PC 3.4	Where the assessment indicates the need for a specialist contractor for prevention,
	make recommendations to the customer, in accordance with organizational policies
	and procedures
PC 3.5	Ensure that materials, tools and equipment (including for access) selected are fit for
	purpose and sufficient for proofing, hygiene and environmental management
	measures being introduced
PC 3.6	Take appropriate safety measures to protect self and others, non-target species,
	plants, water, food and the environment, during the course of treatment, and give
	recommendation for proofing and improving hygiene
PC 3.7	Carry out the placing of deterrent devices by ensuring safety and hygiene
	measures, thoroughly and systematically, in accordance with manufacturer's
	instructions, industry codes of practice and organizational procedures
PC 3.8	Maintain accurate and complete records of site assessments, proofing, hygiene and
	environmental control measures in place, and of periodic site monitoring
PC 3.9	Safety-check equipment and PPE and record any maintenance required in
	accordance with manufacturers' specifications and OHS and company requirements



Element	4. Re-instate location on completion of treatment You must be able to:
PC 4.1	Maintain clear communication with colleagues (including face-to-face, by telephone, as well as in writing)
PC 4.2	Ensure to collect and remove all equipment, pesticides and generated waste in accordance with work orders and environmental, legislative, OHSAD and company requirements
PC 4.3	If necessary, clearly advise customer of the location of materials and equipment left on site for continuing treatment and monitoring purposes and any relevant handling and safety instructions
PC 4.4	Ensure that any follow up action to be undertaken by the customer and others are fully understood, agreed and confirmed in writing, in accordance with organizational procedures
PC 4.5	Eliminate hazards prior to handover in accordance with environmental, legislative, OHSAD, and company requirements
PC 4.6	Ensure to remove and dispose of any waste arising from accidental spillages or contamination in accordance with manufacturers' specifications and environmental, legislative, OHSAD, and company requirements
PC 4.7	Ensure to clean and decontaminate equipment and PPE in accordance with manufacturers' specifications and environmental, OHSAD, and company requirements
PC 4.8	Arrange safety-check equipment and PPE and record any maintenance required in accordance with manufacturers' specifications, OHSAD, and company requirements
PC 4.9	Ensure the disposal of all collected waste in accordance with work orders and manufacturers' specifications and environmental, legislative, OHSAD and company requirements
PC 4.10	Treat exposed skin to remove any contamination in accordance with manufacturers' specifications and OHS and company requirements

Element	5. Supervise and implement the appropriate safe operational procedures
	You must be able to:
PC 5.1	Check handling and mixing equipment and plant for serviceability
PC 5.2	Ensure that all equipment and tools are appropriately calibrated and maintained
	periodically for serviceability, with correct documentation
PC 5.3	Check that all pesticides comply with safety and regulatory requirements as per
	manufacturers Material Safety Data Sheet(MSDS) specifications and safety procedures
	and follow the label directions for appropriate mixture and doses.

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PC 5.4	Make sure of appropriately PPE selected and clothing used or worn by team members for compliance with job, safety and regulatory requirements
PC 5.5	Check the measurements and calibration of the pesticide doses are applied in line with manufacturer's recommendations to manage pest thresholds
PC 5.6	Ensure spillage kits are available, supervise procedures for handling pesticide spills, and manage spillages with the spillage kits to clean and de-contaminate non-target spots.
PC 5.7	Supervise team activities while preparing pesticides and selecting application equipment, applying pesticides, safely in accordance with the work order and environmental legislative, and OHSAD requirements
PC 5.8	Ensure to remove and dispose of any waste arising from accidental spillages or contamination in accordance with manufacturers' specifications and environmental, legislative, OHSAD, and company requirements
PC 5.9	Comply with the UAE Ministry of Climate Change and Environment Decree (30) of 2016, regarding the banned and restricted use of pesticides in the United Arab Emirates.

Element	6. Apply health and safety measures before, during and after treatment You must be able to:
PC 6.1	Comply with the UAE Labor Law and Abu Dhabi Emirate's Occupational Safety and Health System Framework requirements (OSHAD-SF)
PC 6.2	Conduct all work using safe operating practices in accordance with manufacturers' specifications and environmental, legislative, OHSAD and company requirements
	Report any identified breaches in health, safety, and security policies and procedures to the designated person/authority
C 6.3	Coordinate with concerned authorities to achieve the healthy, safe and secure environment incorporating government norms in particular for emergency situations like fire, exposure to hazardous materials etc.
PC 6.4	Install appropriate signage and barriers as required to maximize public health and safety during the treatment operation.
PC 6.5	Report any hazards outside the individual's authority to the relevant person, warn other people who may be affected and control risk at the work site in accordance with legislative, occupational health and safety and company requirements.



PC6.6	Respond to emergency situations using emergency response procedures in accordance with manufacturers' specifications and environmental, legislative,
	OHSAD, and company requirements
PC 6.7	Identify and recommend opportunities for improving health, safety, and security to
	the designated person. Complete all health and safety records.
PC 6.8	Identify the training needs for the team and arrange with the required standards.
PC 6.9	Select and use suitable personal protective equipment ( <i>PPE</i> ) in accordance with manufacturers' specifications, OHSAD and company requirements
PC 6.10	Ensure compliance with the OSHAD CoP 5.0 Occupational Health Screening and Medical Surveillance has specific requirements for health surveillance of pesticide operators using organophosphate pesticides and this should be a requirement that a supervisor has to ensure a pesticide operator has undergone the required health surveillance for cholinesterase test as one of his responsibilities as per OSHAD CoP 5

### **Knowledge and understanding**

#### Treatments for infestation or nuisance

#### Identify and report the presence of pests and use of pesticides

- K1 Working methods which maintain the health and safety of yourself and others
- K2 Health and safety risks in monitoring pests, infestation and controlling
- K3 Workplace policies and procedures relating to the identification and reporting of pests, diseases, damage and disorders
- K4 Your responsibility under health and safety legislation and communication with customer on issues related with use of pesticides and safety measures
- K5 Your responsibility under environmental and conservation legislation
- K6 Reasons for monitoring the premise
- K7 When to carry out pest monitoring, i.e. frequency and regularity
- K8 Common types of pests, infestation and damages
- K9 The problems caused by common pests, infestation and damages to premise

- K10 Relevant physical, mechanical or biological controls within your area of responsibility
- K11 To whom you should report the presence and extent of pests, infestation, damages and biological control.
- K12 Safe handling and effective use of chemicals and hazardous materials and relevant codes of practice
- K13The dangers and emergency treatments associated with the use of chemicals
- K14 Chemical and cultural control methods
- K15 Instructions for assisting with the use of control methods
- K16 Physical, bacteriological and biological control methods for controlling pests
- K17 The safe handling of materials and equipment for use during the control of pests, Infestation and damages
- K18The types of problems which may occur and to whom they should be reported
- K19 Safe and correct methods for disposing of biological and chemical waste legally and environment friendly.
- K20 The purpose and importance of keeping appropriate records relating to use of control methods

#### You need to know and understand:

- K21 Risk and hazards levels of pesticide formulations, their application methods, advantages, disadvantages and the emergency response requirements for eye and skin contact, inhalation and ingestion of toxic substances to staff or public
- K22 Equipment to use for the control and application of chemicals
- K23 Certificates and training required before chemicals can be used
- K24 Trapping regime and methods, including selecting suitable location, number and type, securing, pre-baiting, monitoring, maintaining in working order
- K25 The impact of trapping on non-target species
- K26 How to handle pesticides, tools and equipment
- K27 How to prevent access to treatments by non-target species
- K28 How to apply physical methods of control
- K29 How to modify different environments to reduce pest numbers
- K30 Reasons for treatment failure
- K31 Recording procedures
- K32 How to use PPE correctly
- K33 Frequency of site visits



K34 How to safely handle, store, transport equipment and materials

K35 Methods of dispatch and how to approach or handle trapped animals

K36 How to carry out post inspection checks

K37 How to reinstate installation failures

K38 How to release non-target species

K39 How to handle and use access equipment safely and comply with regulations

K40 When and why to consider adverse weather conditions

#### **Proofing against pests**

#### You need to know and understand:

K41Target and non-target species behavior, sources of food, harborage and likely access points
K42 Proofing devices and their application
K43 Constraints imposed by activities and processes on sites
K44 How to remove food / water sources
K45 Proofing harborage
K46 How to prevent pest access
K47 Environmental control measures, their effectiveness and implementing safe application as per product material safety data sheet(MSDS) description
K48 Building regulations
K49 Control/change habitat

#### Site reinstatement You need to know and understand:

K50 Post treatment procedures

K51Methods of re-instating sites

K52 How to account for returns of materials, tools and equipment

K53 What to do with unused materials

K54 How to advise on cleaning contaminated areas

K55 Where applicable, methods of product storage (pre-processing and finished)

#### Waste disposal

#### You need to know and understand:

K56Risks of contamination

K57 Legal requirements for biological and chemical waste

K58Safe methods of handling &cleaning

K59 Environmental friendly disposal of biological and chemical waste, and safe disposal

of dead rodents in double layer wastes bags to prevent rotting and scavenging birds K60 Safe methods of storing



#### K61Labelling and transporting materials

#### Monitoring sites and communication to customers You need to know and understand:

K62 How to assess risks of pest re-infestation

K63 How to prepare a monitoring plan

K64 How to select and place monitoring devices

K65 Monitoring control methods

K66 Appropriate frequency of checks

K67 Record keeping, reporting procedures and communicating to customers or clients

on safe procedures and giving emergency attending call number for assistance.

K68 Possible reasons for failure of control methods

K69 How to adapt control methods to increase effectiveness

K70 Monitoring methods

## To prepare visit frequency and cost estimates and confirm with customers, the user/individual on the job must know and understand:

- 1. Standard operating procedures of the company/ dealership for inspection, pest treatment, follow-ups and recommendations
- 2. Standard operating procedures for safe effective implementation integrated pest management program
- 3. Committed visit frequency based on pest life cycle and control measures required for service contract terms and conditions
- 4. Documentation requirements for each procedure carried out as part of roles and responsibilities providing necessary services
- 5. Organizational and professional code of ethics and standards of practice
- 6. Safety and health policies and regulations for the premises/establishments (e.g. safe practices while working in food premises/ human, pets and animal presence
- 7. How to draft an estimate of duration of visits and control measures cost
- 8. Documentation required for taking customer agreement on job cards and contract estimates
- 9. How to prepare and close the treatment job card/ other documents/ formats after receiving the complete details of the service details and cost structure
- 10. Typical services and repairs covered under warranty and service contracts
- 11. Terms and conditions (including cost implications) of the needed visits and service contracts offered by the company.
- 12. Safe, correct and environmental friendly disposal of wastes

## To manage customer relationship and quality service, the user/individual on the job must know and understand:

- 13. Standard operating procedures within one's own company
- 14. Standard operating procedures for query and complaint reporting along with their redressal system in the company

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- 15. Framework and guidelines as prescribed by the company for query and complaint redressal
- 16. Customer Relationship Management (CRM) related framework provided by the company
- 17. Documentation requirements for each procedure carried out as part of roles and responsibilities as per the organizational guidelines
- 18. Organizational and professional code of ethics and standards of practice
- 19. Safety and health policies and regulations for the workplace
- 20. The technical specifications of various pests and the different application with manufacturers guidance by material safety data sheet(MSDS) and Label instructions
- 21. Documentation requirements from the customers with respect to performance related feedback on the for respective pest treatment.
- 22. Requirements of the customers and suggest delivery accordingly
- 23. How to capture customer voice/ feed back
- 24. Detailed technical and performance specifications of Integrated Pest Management (IPM)

## To plan and organize work to meet expected outcomes, the user/individual on the job must know and understand:

- 1. The company's policies, procedures and priorities for area of work, role and responsibilities in carrying out that work
- 2. The limits of responsibilities and when to involve others
- 3. Specific work requirements and who these must be agreed with
- 4. The importance of having a hazard free work area and how to do this
- 5. How to prioritize workload according to urgency and importance and the benefits of this
- 6. The company's policies and procedures for dealing with confidential information and the importance of complying with these
- 7. The purpose of keeping others updated with the progress of work
- 8. Who to obtain guidance from and the typical circumstances when this may be required
- 9. The purpose and value of being flexible and adapting work plans
- 10. How to complete tasks accurately by following standard procedures?
- 11. Technical resources needed for work and how to obtain and use these

#### To work effectively as a team, the supervisor on the job must know and understand:

- 12. The company's policies, procedures and priorities for area of work, role and responsibilities in carrying out that work
- 13. The limits of responsibilities and when to involve others
- 14. Specific work requirements and who these must be agreed with
- 15. The importance of having a hazard free work area and how to do this
- 16. How to prioritize workload according to urgency importance and the benefits of this
- 17. The company's policies and procedures for dealing with confidential information and the importance of complying with these
- 18. The purpose of keeping others updated with the progress of work



- 19. Who to obtain guidance from and the typical circumstances when this may be required
- 20. The purpose and value of being flexible and adapting work plans
- 21. How to complete tasks accurately by following standard procedures?
- 22. Technical resources needed for work and how to obtain and use these

## To maintain a health, safe and secure working environment, the user/individual on the job must know and understand:

- 23. Legislative requirements and organisation's procedures for health, safety and security and individual's role and responsibilities in relation to this
- 24. What is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace
- 25. How and when to report hazards
- 26. The limits of responsibility for dealing with hazards and complying with the description of material safety data sheet(MSDS) for pesticide application
- 27. The company's emergency procedures for different emergency situations and the importance of following these
- 28. The importance of maintaining high standards of health, safety and security
- 29. Implications that any non-compliance with health, safety and security may have on individuals and the organisation
- 30. Different types of breaches in health, safety and security and how and when to report these
- 31. Evacuation procedures for workers and visitors
- 32. How to summon medical assistance and the emergency services, where necessary
- 33. How to use the health, safety and accident reporting procedures and the importance of these
- 34. Know how to do safe, correct and environmental friendly disposal of wastes

### **Other Skills**

#### Writing Skills

- > To be competent, the user/individual on the job needs to:
- 1. Record and document the basic details of pest source identification and control procedures followed on various control measures implemented
- 2. Record all pest findings and appropriate treatment carried out by technicians as per the prescribed format recommended by the operation management
- 3. Write in at least one language (Arabic or English)
- 4. Complete written work with attention to detail

#### **Reading Skills**

#### > To be competent, the user/individual on the job needs to:

- 1. Read the basic specification of a pest source, infestation level and application to be carried out for notification of findings.
- 2. Read work orders, specifications etc. related to the job including instructions mentioned on the job card
- 3. Read the service frequencies/ treatment with respect to the overall process to be followed for service, control and follow-ups instructions
- 4. Read any specific safety related guideline

#### Listening and Speaking Skills

#### > To be competent, the user/individual on the job needs to:

- 1. Clearly communicate workplace information and ideas with colleagues (verbal and non-verbal)
- 2. Use terms, names, grades, and other nomenclature pertaining to the pest control equipment, tools, PPE, specific application materials etc.
- 3. Communicate with colleagues and customers to handle verbal enquiries, such as clarifying on pests, pesticides, mixing formulations and application rate based of intensity of the pest infestation
- 4. Communicate to the manager and service advisor, the results of the inspection performed and reasons for the breeding sources identified.
- 5. Interact with the customer in case any clarification on treatment procedures and follow-ups as indicated in the job card as specified in the summary of work

#### Scope/Range

#### 1. The presence of

- 1.1. pest
- 1.2. infestation
- 1.3. damages
- 1.4. non-chemical methods / biological control

#### 2. Control methods

- 2.1. chemical
- 2.2. biological
- 2.3. cultural / Physical / Mechanical

#### 3. Equipment

- 3.1. relevant to the control method being used
- 3.2. personal protective equipment



#### 3.3. inspection tools

**Key words** PPE, IPM, insects, rodents, physical, chemicals, biological and mechanical method, material safety data sheet(MSDS)

#### References

References: Public Health pest control professionals source

National Occupational Standard: <u>Prepare and apply pesticides</u>; www.ukstandards.org.uk/PublishedNos/LANACP81.pdf

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