1402: General Manager / Certified Operator in Charge

1400: Licensing & Certification · https://milo.masseyservices.com/docs/1402-general-manager-certified-operator-in-charge/

Section: Licensing & Certification
Subject: General Manager / Certified Operator in Charge
Approved by: David Armstrong
Effective Date: 12 February 1991
Last Reviewed Date: 12 February 1991
Policy Owner:

Policy

PURPOSE:

To provide for the maximum level of operational integrity and to comply with Federal (FIFRA- Section 171) and State (HRS Chapter 482) laws regarding the supervision of employees.

GENERAL MANAGER / CERTIFIED OPERATOR IN CHARGE RESPONSIBILITY:

The General Manager/Certified Operator in Charge is to provide supervision and be available in the event of an emergency at all times. This is to include the following:

1. The General Manager/Certified Operator will be available to any personnel who are performing duties related to pest control of any category.
2. When not physically present in the Service Center, the General Manager/Certified Operator will be available by either phone or beeper to allow immediate response in the event of an emergency.
    1. A sign-out log shall be kept by the Office Manager to provide the following information:
       Date
       Destination of General Manager/Certified Operator
       Expected Return Time

Phone Number Where General Manager/Certified Operator can be reached

2. A sign-out/sign-in board may be used in place of #1

3. Should the General Manager/Certified Operator plan to be gone for more than one day, notice should be given to the Director of Administrative Operations at
    1. the Corporate Office. Another Certified Operator will be appointed to handle emergencies that arise.
    2. Notice should be made at least 48 hours in advance whenever possible.
       In the event of an emergency absence, the Director of Administrative Operations should be contacted by phone.

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