

**FOREWORD**

The EHS Coordinator provides advice, training, consultation, monitoring and governance, to support stakeholders and ensure all relevant WH&S legislation, DGC policies and procedures are implemented and effective. This role provides specialist WHS advice to all management and worker levels.

**CAREER HISTORY****De Goey Contractors Pty Ltd – EHS Coordinator****Jan 2024 – Current**

- Positively influence and advise leaders and workers on health and safety matters, requirements under WHS legislation, and drive forward the agenda for positive health and safety change in the workplace
- Maintain a sound knowledge of current legislation, DGC policies and guidelines
- Provide advice, training, consultation, monitoring and governance for compliance, to support stakeholders and ensure all relevant WH&S legislation, policies and procedures are implemented and effective
- Compile, prepare and provide various monthly reports relating to environment and safety performance
- Manage and develop assigned projects for the development of WHS Management System development programs and perform peer reviews on draft documents
- Facilitate audits to ensure the WHS systems and activities at DGC are implemented, effective, and in accordance with legislative and DGC requirements
- Perform allocated site visits, inspections, incident investigations
- Develop and format high quality documents, presentation material, training material, and internal and external reports
- Complete allocated WHS actions as directed, and support and assist other DGC team members
- Rehabilitation and Return to work Coordinator duties
- Incident investigations and injury management
- Risk Management
- Coordinate restocking of SLAM books
- Develop and communicate HSE Presentations
- Assist with monthly Safety Awards
- Develop and communicate Toolbox Talks and any other relevant Safety communications
- Regular Document reviews, emergency evacuation plans, traffic management plans and other relevant documentation
- Coordinate restocking of first aid kits, defib servicing and other require safety equipment

**Incredible LTD – HSEQ Administrator****Aug 2022 – Dec 2023**

- Develop Policies and Procedures
- Auditing and workplace inspections
- Return to Work
- Training
- Conduct Risk Assessments with managers/employees
- Provide advice
- Incident and Investigation reporting
- Drug and Alcohol Testing



**DGC**  
DE GOEY CONTRACTORS

## QUALIFICATIONS

- Diploma in Occupational Health & Safety
- Certificate IV in Occupational Health and Safety
- ICAM Lead Investigator Training
- Rehabilitation and Return to work coordinator
- Fire safety advisor
- Collect specimens for drugs of abuse testing
- First aid & cpr
- Mate2Manager Advanced training
- Mental Health First Aider

 07 4959 3411

[www.dgcon.com.au](http://www.dgcon.com.au)

 [contactus@dgcon.com.au](mailto:contactus@dgcon.com.au)

 8 Caterpillar Drive, Paget, Qld, 4740



Advance Your Career

# LineManagement

INSTITUTE OF TRAINING

This is to certify that

*Belinda Teys*

Has satisfied the requirements of

## BSB51307

# Diploma of Occupational Health & Safety



Line Management Pty Ltd  
Trading as Line Management  
Institute of  
Training  
RTO Number 31966

612 Wickham street,  
Fortitude Valley QLD 4006

1800 222 140  
[www.linemanagement.com.au](http://www.linemanagement.com.au)

The qualification certified herein is  
recognised within the Australian  
Qualifications Framework.



CERT02023

Certificate Number

8th May 2013

Date of Issue

Authorised Signatory



Advance Your Career

# LineManagement

INSTITUTE OF TRAINING

## Statement of Attainment

This is a statement that

### Belinda Teys

has attained

Unit of Competency	Result
BSBOHS501B Participate in the coordination and maintenance of a systematic approach to managing OHS	C
BSBOHS502B Participate in the management of the OHS information and data systems	C
BSBOHS503B Assist in the design and development of OHS participative arrangements	C
BSBOHS504B Apply principles of OHS risk management	C
BSBOHS505C Manage hazards in the work environment	C
BSBOHS405B Contribute to the implementation of emergency procedures	Credit transfer/national recognition
BSBOHS506B Monitor and facilitate the management of hazards associated with plant	C
BSBOHS508B Participate in the investigation of incidents	C

These competencies were attained in completion of  
**BSB51307 Diploma in  
Diploma of Occupational Health & Safety**

Authorised Signatory

8th May 2013

Date of Issue

Line Management Pty Ltd trading as Line Management Institute of Training.  
Registered Training Organisation 31966.  
ABN 33 081 404 908  
[www.linemanagement.com.au](http://www.linemanagement.com.au)  
612 Wickham street,  
Fortitude Valley QLD 4006



A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from a nationally recognised qualification

This Statement of Attainment is recognised within the Australian Qualifications Framework.

*This is to certify that*

*Belinda Teys*

*Has fulfilled the requirements for*

*BSB41407 Certificate IV*

*in*

*Occupational Health and Safety*

*18th August 2011*



**Yvette Bartlett**  
**State Training Manager**

(Authorised signature of the Chamber of Commerce and Industry Queensland)

National Provider Code: 2855

The qualification certified herein is recognised within the Australian Qualifications Framework

A summary of the employability skills developed through this qualification can be downloaded from:  
<http://employabilityskills.training.com.au>

*We're on your side*

Chamber of Commerce & Industry Queensland ABN 55 009 662 060



**NATIONALLY RECOGNISED  
TRAINING**



# Statement of Attainment

*This is a statement that*

**Belinda Teys**

*Has attained*

Unit Code	Unit of Competency	Result
BSBOHS401B	Contribute to the implementation of a systematic approach to managing OHS	Competent
BSBOHS402B	Contribute to the implementation of the OHS consultation process	Competent
BSBOHS403B	Identify hazards and assess OHS risks	Competent
BSBOHS404B	Contribute to the implementation of strategies to control OHS risk	Competent
BSBOHS408B	Assist with compliance with OHS and other relevant laws	Competent
BSBOHS405B	Contribute to the implementation of emergency procedures	Competent
BSBOHS407A	Monitor a safe workplace	Competent
BSBOHS307B	Participate in OHS Investigations	Competent
BSBMGT405A	Provide Personal Leadership	Competent

*These competencies were attained in completion of BSB41407  
Certificate IV in Occupational Health and Safety*

*18th August 2011*



**Yvette Bartlett**  
**State Training Manager**  
(Authorised signature of the Chamber of Commerce and Industry Queensland)

National Provider Code: 2855

The qualification certified herein is recognised within the Australian Qualifications Framework  
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*We're on your side*

Chamber of Commerce & Industry Queensland ABN 55 009 662 060



**ICAM  
Australia**  
Global Services & Expertise

ICAM Australia Pty Ltd (ABN 43 151 945 498)

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Email: [courses@icamaaustralia.com.au](mailto:courses@icamaaustralia.com.au)

Mobile Contact: 02 6215 9777

Website: [www.icamaustralia.com.au](http://www.icamaustralia.com.au)

## **Certificate of Completion**

This is to certify that

**Belinda Teys**

Has successfully completed training in

**ICAM For Lead Investigators Course  
on 6 February 2024 and 7 February 2024**

**Jo De Landre**  
Principal Investigator, ICAM Australia Pty Ltd





## CERTIFICATE OF COMPLETION

Awarded to

**Belinda Teys**

For successfully completing

**Rehabilitation and Return to Work Coordinator  
Course - Queensland**

*Queensland Workers' Compensation Regulator Approved Training  
Program*

01/05/2022

Date

A handwritten signature in black ink, appearing to read "Jonathan Wilson", written over a horizontal line.

Jonathan Wilson  
(Director)





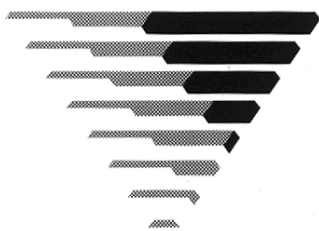
# STATEMENT OF ATTAINMENT

## Belinda Teys

PUAFER001	Identify, prevent and report potential facility emergency situations
PUAFER002	Ensure facility emergency prevention procedures, systems and processes are implemented
PUAFER003	Manage and monitor facility emergency procedures, equipment and other resources
PUAFER004	Respond to facility emergencies
PUAFER005	Operate as part of an emergency control organisation
PUAFER006	Lead an emergency control organisation
PUAFER007	Manage an emergency control organisation
PUAFER008	Confine small emergencies in a facility

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from a nationally recognised qualification.

Date Issued: 28 March 2024



**NATIONALLY RECOGNISED  
TRAINING**  
RTO#:40478

Authorised by:

  
CEO

**Our Mission** | **RISK-FREE WORKPLACES  
TO ACHIEVE A ZERO HARM CULTURE**

11915867-9882375

# Statement of Attainment

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units of competency from nationally recognised qualification(s)/courses(s)

This is a statement that

***Belinda Teys***

has fulfilled the requirements for

**HLTPAT005 Collect Specimens for Drugs of Abuse Testing**

Statement #: 22261229

John Griffiths - Q32

Assessor

26 September 2022

Issue Date



ABC Licence Training Pty Ltd

A.B.N 43080057923  
PO Box 726, Maroochydore, QLD 4558

For online statement validation:



<https://abcfirstaid.com.au>

Authorised By:

Susan Devlin  
Chief Executive Officer

National Provider No: 3399



NATIONALLY RECOGNISED  
TRAINING

# STATEMENT OF ATTAINMENT



A U S T R A L I A N  
MANAGEMENT &  
SAFETY TRAINING

A Statement of Attainment is issued by a Registered Training Organisation  
when an individual has completed one or more accredited units

This is a statement that

**Belinda Teys**

has attained

**HLTAID009 Provide cardiopulmonary resuscitation**

**HLTAID011 Provide First Aid**

Date Completed: **6th of December 2022**

Certificate Number: **CERT570/1655**

To validate this certificate please  
scan the following QR code with a  
QR Scanner:



**Darryl Dhu**

Chief Executive Officer



NATIONALLY RECOGNISED  
TRAINING

Level 1, 11 Dutton Street, Walkerston QLD 4751  
Australian Management & Safety Training Pty Ltd | RTO # 45686  
07 4966 8007 | [www.amast.com.au](http://www.amast.com.au)





**St John**

# Statement of Attainment

This is a statement that

**Belinda Teys**

has attained

HLTAID009

Provide Cardiopulmonary Resuscitation



NATIONALLY RECOGNISED  
TRAINING

RTO: 88041

Completion Date: 07/12/2023

Issue Date: 08/12/2023

Issued In: Queensland

Certificate No: SJQ-392283

*Brendan Maher*  
Chief Executive Officer  
St John Ambulance Australia

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units.



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# CERTIFICATE OF COMPLETION

This certificate is awarded to:

Belinda Tey

MATE2MANAGER ADVANCED

15TH JANUARY 2024

Building Your Foundation: A Self-Assessment

Managers vs Leaders

Planning a Successful Transition

Communication & Expectation

The Way Forward

Accelerators



A stylized, handwritten signature in blue ink, likely belonging to Judy Porter.

Judy Porter

BBeSt(Psych) |  
Advanced Strengths Coach |  
MBTI Practitioner



# CERTIFICATE OF **ACCREDITATION**

## **MENTAL HEALTH FIRST AID AUSTRALIA**

accredits

# Belinda Teys

as a **Standard Mental Health First Aider**  
after successful completion of the course and assessment.

This 12-hour course teaches skills for providing initial help to a person who is developing a mental health problem or experiencing a mental health crisis.

**Susan Teder**

MHFA INSTRUCTOR(S)

**21/04/2023**

ACCREDITATION DATE

**21/04/2026**

ACCREDITATION EXPIRY DATE

