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| **Details** |
| **School/Division:** |  | **Area:** |  |
| **Document number:** |  | **Plan completed by:** |  |
| **Initial Issue date:** |  | **Contact Person:** |  |
| **Section 1. Target Pest***Name of Pest to be Removed.* |
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| **Section 2. Description of problem or job***Include: The specific pest problem, its (potential) effects, the area/material infected or to be managed/treated and any access restrictions.* |
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| **Section 3. Pest management process and safety requirements** |
| Operation taking place and what it involves: |  |
| Date of Application: |  | Time of Application: |  |
| Method of Application (fog, spray, baits, etc.): |  |
| Contractor  | Yes | No |
| If yes: | Company Name: |  |
| Contact Person |  |
| Contact Number: |  |
| If no, attach: | Risk Assessment: |  |
|  | Safe Work Method Statement: |  |

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| **Section 4. WHS implications** |
| List WHS Implications: |  |
| Are there hazardous materials? | Yes | No |
| If yes, attach: | * Safety Data Sheet for each material or reference to the CMS.
* If available attach the company’s product safety information, this must include toxicity, selectivity, specificity, persistence and biomagnification of the pesticide being used.
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| **Section 5. Notification of intent to undertake pesticide application and control***Outline – How relevant staff are alerted to the pest management place, the job details and roles and responsibilities that they may have (e.g. removing food scraps, personal belonging, etc.). Draft email would be an appropriate format.* |
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| **Section 6. Steps to be undertaken prior to, or in assisting the pest’s management***Outline – Steps to be undertaken prior to pest management. These may include clearance of animals/foodstuffs/cosmetics, isolation of building services (ventilation, fire/smoke detectors), security and access, application method details, etc.* |
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| **Section 7. Confirmation or process before re entry***Outline – Steps to be undertaken before re-entry. These may include wiping surfaces, cleaning utensils, operation of ventilation systems, reinstate building services (water, power), etc.* |
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| **Section 8. Other details***Outline removal of food sources, water, implementation of regular cleaning, etc.* |
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