

PESTNETWORK

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Employer/Manager Safety Policy

For

Big John Limited

Dated: 26th January 2007

Prepared by
PestNetwork

This Manual was written by Graham Hellier for the *PestNetwork* using in part materials taken from the *PestNetwork's* Approved Handlers Training Course for Urban Pest Employer/Manager & the OSH website.



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Introduction:

The intent of this Safety Manual is to provide safety guidelines and indicate some regulatory requirements it is felt should be considered for inclusion as part of your own Safety Policy. This Safety Manual encompasses the key elements of Hazardous Substances & New Organisms (HSNO) and Health & Safety in Employment (HSE) legislation. However, these guidelines are subject to the disclaimer below.

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You are required to sign an acknowledgement which is attached. Please return this by mail to: -

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The Health and Safety Employment Act 1992:

The Employer will check the website www.legislation.govt.nz/browse_vw.asp?content-set=pal_statutes regularly to make sure that the business is compliant.

Definitions

Accident means an event that causes any person to be harmed or in different circumstances, might have caused any person to be harmed.

Contractor means a person engaged by any person (otherwise than as an employee) to do any work for gain or reward.

Employer means a person who or that employs any other person to do any work for hire or reward.

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance whether arising or caused within or outside a place of work that is an actual or potential cause or source of harm; and includes: -

- (i) A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person; and
- (ii) Without limitation, a situation described in (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects a person's behaviour.

Health and Safety Committee means a committee established to support the ongoing improvement of health and safety in a work place.

Health and Safety Representative means an employee elected, as an individual or as a member of a Health and Safety Committee or both, to represent the views of employees in relation to health and safety at work.

Place of Work means a place, whether forming or not within or forming part of a building, structure or vehicle, where any person is to work, is working, for the time being works or customarily work, for gain or reward and, in relation to an employee,, includes a place or part of a place under the control of the employer: -

- (i) Where the employee comes or may come to eat, rest or get first aid or pay; or
- (ii) Where the employee comes or may come as part of the employee's duties to report in or out, get instructions, deliver or pickup goods or vehicles; or
- (iii) Through which the employee may or must pass to reach a place of work.

Safe means

- (i) In relation to a person; not exposed to any hazard; and
- (ii) In every other case: free from hazards

and **Unsafe** and **Safe** have corresponding meanings.

Significant Hazard means a Hazard that is an actual or potential cause or source of: -

- (i) Serious harm; or
- (ii) Harm, being more than trivial, the severity of whose effects on any person depend, entirely or among other things, on the extent or frequency of the person's exposure to a Hazard; or
- (iii) Harm that does not usually occur or unusually is not easily detected until a significant time after exposure to the Hazard.

Subcontractor means a person engaged, otherwise than as an employee, by any Contractor or subcontractor to do for gain or reward any work the Contractor or subcontractor has been engaged, as a Contractor or subcontractor, to do.

Hazards:

One key requirement in HSE is to **identify** hazards. When a hazard has been identified, the risk will be **eliminated or isolated or minimized**. All employees, including Directors, Managers and Supervisors as well as the Employees including Contractors, Subcontractors, part-timers & casual workers have responsibilities. These responsibilities extend to the public (including visitors or residents or customers at a worksite). See **Appendix A**

Formal training such as 'Site Safe' training or formal 'in-house' hazard identification training will be given to all employees. Records should be kept by the Safety Officer in the employee safety records indicating the training given and dates, including later refresher training. A hazard identification form should be developed by your employer.

General health & safety responsibilities:

This employer is committed to providing a safe and secure work environment that seeks to avoid injury to its employees, other people, animals and the environment.

The procedures outlined in this Safety Policy have been adopted to ensure the safe, responsible and effective use of pesticides and rodenticides and other products that the employer uses.

All employees have a responsibility in implementing these procedures, irrespective of their position and involvement.

All employees are required to assess each site so that hazards or potential hazards are identified and then eliminated, isolated or minimised for the safety of all.

The employer will provide leadership and promote responsible attitudes in relation to safety. This includes:

- a. ensuring all employees are aware of this Safety Policy; and
- b. ensure all new and temporary employees are inducted correctly and advised of all matters relating to safety and health, including the procedures for reporting accidents and the location of the First Aid kit and fire/emergency procedures; and
- c. keep employees updated on all matters of Safety and Health; and
- d. will investigate all incidents with a view to preventing of any recurrence.

Employer responsibilities include

Ensuring that appropriate protective clothing and equipment is supplied and training in its use given i.e. provide respirators, protective gear and ensure that this is used by employees and monitor exposure of employees handling pesticides or other hazardous substances.

The employer will arrange regular blood tests for all employees that are exposed to organophosphates and carbamates to check the level of red cell cholinesterase in their blood.

The employer will supply an appropriate First Aid Kit and will keep a Register of Accidents on the Official Health and Safety in the Employment (HSE) Form.

If the business employ's 15 or more employees the business will appoint at least one official first aid officer per 15 employees in the office or at any work site and supply an appropriately equipped First Aid Kit.

The employer will also be responsible for ensuring the obligations are met in relation to the assessment, control and monitoring the safe use, storage and disposal of Hazardous Substances and equipment. The employer will provide formal training in the identification of hazards, their elimination, isolation or minimisation to all employees, with details entered in their safety & training records.

The employer shall form a procedure for being aware of the likelihood or identify symptoms of workplace stress in employees and take reasonable and practical steps to avoid or minimise it.

The employer will provide such training or information as considered appropriate on safety and health in the office. Employees training will cover matters such as ergonomics – seating, prevention of back injuries, neck strain, eye strain and correct positioning of computer monitors at workstations.

The Employer will require the Employees to form a Health and Safety Committee and elect Health and Safety Representative to bring to the attention of the employer the views of the Health and Safety Committee on any health and/or safety issue.

The employer will do all possible to eliminate, isolate or minimise the risk of accidents by encouraging employees to take responsibility for their own safety and health.

Safety Officer

The employer will be or will appoint a member of the staff as the Safety Officer and advise all other employees of this fact. The Safety Officer will be responsible for all matters involving workplace health & safety and training of employees in all required safety matters as determined by the employer. The Safety Officer will also conduct regular health & safety meetings or discussions, all of which shall be minuted in writing. Further the Safety Officer will be responsible for other safety matters including ensuring employees have current first aid certificates and as far as is practicable that their pest management work is carried out according with any laws, industry Code of Practices and to 'best industry practice' at client sites.

First Aid

The employer will have a First Aid Kit available for the office staff and make sure that at least one member of the office staff has an up-to-date First Aid Certificate and that all other office staff are aware of who this person is. In addition each service vehicle will be equipped with a First Aid kit.

Fire Prevention

The employer will arrange for an appropriate fire extinguisher to be installed where needed together with fire blankets if required. All employees will be instructed in the correct use of these.

The employees will be made aware of the fire exits and be required to keep these exits clear of obstructions at all times. Employees will be instructed on what they must do in the case of fire including the evacuation procedures and assembly point in case of fire. This procedure will be practised regularly as a fire drill.

Identified Hazards Procedures

All employees will be instructed by the employer on identifying hazards and the procedures to be followed to eliminate or minimise risk. See **Appendix A**

In addition to minimising hazards, ensure that appropriate protective clothing and equipment is supplied and training in its use given, i.e. Provide respirators and protective gear and monitor employees' exposure to the hazard.

Emergency Procedures

The employees will be trained and instructed to carry out the following: -

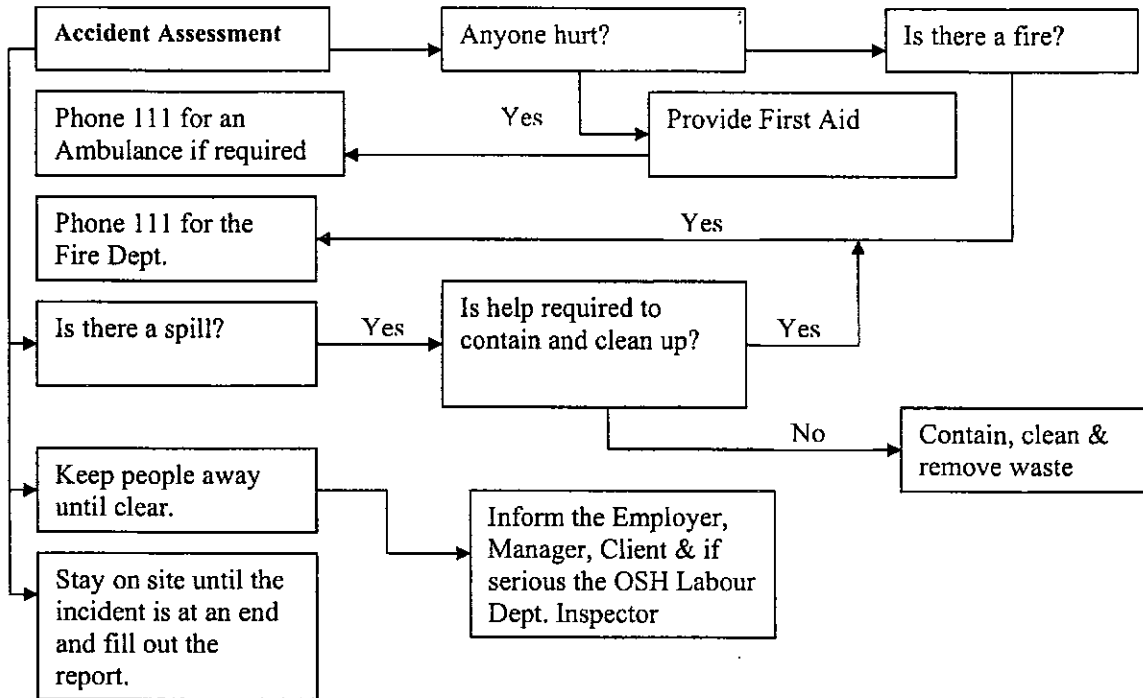
- Fire** Phone 111 for the Fire Brigade and if appropriate use a suitable fire extinguisher and to evacuate the premises.
- Spill** Prevent further release of the product, contain the spill and clean up using spill kit.
- Contamination** Remove contaminated clothing. Wash the contaminated skin in cold water and soap for 15 minutes. If the contamination is to the eye then flush the eye with water for at least 15 minutes. Blink as often as possible during this irrigation and if required hold the eye open. (Contact lenses should not be removed until after the irrigation.)
- Poisoning** To make sure that, in the unlikely event of a person being poisoned, it is safe to help. Follow the procedures above for contamination. Loosen tight clothing and check the airway, breathing and pulse. Phone 111 for an Ambulance and keep the person warm. If the pesticide was swallowed read label directions and unless this says not to do so give 1 to 2 glasses of milk.
- Report** If the event is a serious one then an OSH Investigating Officer will be notified and the scene left undisturbed until informed by the Officer that the investigation is completed.

In the event of any accident causing serious harm:

A staff member, preferably trained in first aid will: -

1. provide any First Aid required; and
2. arrange for the patient to be transported to a hospital or will arrange other medical support; and
3. *where appropriate*, arrange for the securing of the scene and ensure that no one else can be injured; and
4. advise an OSH Inspector immediately; and
5. make sure that the scene of the accident will not be disturbed until after an OSH Inspector gives the authority to do so; and
6. complete the HSE Form and send it to OSH within 7 days of the accident occurring.

Emergency Procedure in case of an Accident



Administration:

The employer will make sure that all safety records are maintained and will investigate any safety matters and remaining current on safety legislation and will also be responsible for ensuring the obligations are met in relation to the assessment, control and monitoring of Hazardous Substances and equipment.

The employer will provide leadership in promoting responsible attitudes in relation to safety. This includes:

- a. ensuring all employees are aware of this Safety Policy; and
- b. ensure all new and temporary employees are inducted correctly and advised of all matters relating to safety and health, including the procedures for reporting accidents and the location of the First Aid kit and fire/emergency procedures; and
- c. keep employees updated on all matter of Safety and Health; and
- d. will investigate all incidents with a view to preventing of any recurrence.

Office:

The employer will do all possible to minimise accidents in the office by encouraging office employees to take responsibility for their own safety and health.

First Aid

The employer will have a First Aid Kit available for the office employees and make sure that at least one member of the office employees has an up-to-date First Aid Certificate and that all other office employees are aware of who this person is.

This person will be known as the First Aid Officer. In the event of an accident causing injury the employees will notify the First Aid Officer and will see to the care of the injured person until the First Aid Officer takes charge. The First Aid Officer will take charge and attend to the injured party and if required, call for medical assistance or ambulance and/or other emergency services.

The accident details will be recorded in the Accident Report Book.

The First Aid Officer will be responsible for the reporting of any major incidents that require notification under OSH Legislation. In such cases the employees will be instructed not to disturb the scene of the incident until an Investigating Officer instructs then it is ok to do so.

Fire

The employer will arrange for appropriate fire extinguishers to be installed in the office together with a fire blanket if required. The employees will be instructed on the use of these. The employer or the Safety Officer will be, or will appoint an employee as, the Fire Warden and instruct all other employees of this fact.

The employer will designate a safe assembly point and will instruct the Fire Warden and the employees that they must leave the building immediately in the event of a fire when instructed to do so by the Fire Warden and to report to the Fire Warden at the assembly point.

All employees will be made aware of the fire exits and be further instructed to keep these exits clear of obstructions at all times. All employees will be instructed on what they must do in the case of fire including the evacuation procedures and assembly point in case of fire. This procedure will be practised regularly as a fire drill.

If fire occurs all employees will raise the alarm with all other employees and notify the Fire Department by calling '111' immediately. The employees will use the fire extinguishers and fire blanket if it is considered safe to do so by the Fire Warden. If it is not considered safe or if the extinguishers etc did not bring the fire under complete control then the Fire Warden will order the evacuation of the building. The Fire Warden will make sure that all employees are present at designated assembly point.

Storage of Hazardous Substances:

Warning: *If a large quantity of chemicals, pesticides etc are to be stored on the premise then the requirement of bunding and sumps etc may be triggered. See Appendix B.*

A location Test Certificate (LTC) is not required at these premises (See Appendix B). However, a LTC will be acquired if more than certain volumes of various classes of Hazardous substance are stored. This will include monitoring the volumes of Hazard Class and flammable Hazard Class. If threshold volumes are reached then Bunding of floors and the installation of sumps that will contain spills and water emitted by sprinklers or fire brigade activity will be installed.

The hazard classification system for Hazardous Substances will meet the requirements of the chemical classes stored (Classes 3, 6, & 9) and quantities stored. **See Appendix B**

Storage requirements will include:

- a. Hazardous substances storage at the employer's depot; and
- b. Hazardous substances storage in the employees pest management service vehicles; and
- c. Transport of quantities of hazardous substances which may require special requirements for their transport.

The employer will put in place the appropriate emergency management system and will train employees. Emergency management information can be found on the label. The employer will ensure that copies either in paper or in electronic form are on file together with Material Safety Data (MSD) or Emergency Procedure Guides (EPG) sheets nearby. A First Aid Kit and an Emergency Spill Kit will be kept nearby the storage area.

Chemical Storage area

The employer and employees will ensure at all times that the chemical storage area: -

- (a) is locked and secured, and is inaccessible to all unauthorised persons; and
- (b) is adequately ventilated and lit; and
- (c) is bunded so as to full contain any spill; and
- (d) is away from heating or ignition sources; and
- (e) is away from any domestic dwelling, water course or another dangerous goods store; and
- (f) is clear of combustible matter and refuse; and
- (g) is clearly signed with all required hazard warning signs required by HSNO or other legislation; and
- (h) is clearly signed as a No Smoking area; and
- (i) is clearly signed with emergency phone numbers such as 111; and
- (j) does not hinder escape from a building in the event of an emergency; and
- (k) has a supply of available water nearby; and
- (l) has all products stored in the area are correctly labelled and that these are legible; and
- (m) the storage area floor and wall surfaces are resistant to attack by the products stored within the area so that if the contents were to be spilt it will not affect the surfaces; and
- (n) the storage shelving is made from a non-porous material; and
- (o) has a list of all the pesticides and products held within the storage area which is securely kept away from the storage area as well as the manifest list displayed near the store; and

- (p) has a spill response kit is available; and
- (q) has a fire 4.5kg dry powder extinguisher is available; and
- (r) has an emergency response plan is available; and
- (s) has a first aid kit is available nearby; and
- (t) has an eye wash and shower are available for use in case of an accident; and
- (u) has a method by which all pesticides and products that require Tracking are recorded together with whom has taken them and the quantity taken is recorded; and
- (v) Management will make sure that an Approved Handler is available at all times when product is received or issued to employees; and
- (w) Copies of product labels and MSDS are kept nearby; and
- (x) All employees will be instructed on the above procedures and regularly reminded to comply.

Storage in pest management technician vehicles

Pesticide and chemicals will be stored in locked boxes at all times in work vehicles. Rodenticides will also be stored in separate locked boxes away from all pesticides and chemicals. A Spill Kit will be kept in a sealable box on each vehicle. Full PPE equipment will be issued to each employees using or handling Hazard products. Clean PPE equipment will be stored away from any possible contamination by pesticides and chemicals. Each vehicle will be fitted with a Dry Powder or CO₂ Fire Extinguisher. It will also carry an appropriate First Aid Kit and Accident Report book in the cab.

The maximum Class 3; Class 6 and Class 9 that may be carried in locked boxes on any one vehicle are 250 Litres or 250kg per vehicle. For Dichlorvos (DDVP) the transport limit is 50 Litres.

Spills

Dealing with spills

The employer shall arrange for training for all Approved Handlers, storage area staff and application employees in the management of accidental spills by ensuring the following;

The spill is stopped or is under control and the spill contained using the materials contained in the supplied Spill Kit. That the pesticide spilled is safely gathered up, removed and placed into a container for proper disposal and the site cleaned and decontaminated.

Steps

The Employee shall ensure that employees are familiar with the steps to consider in the event of a spill:

- (i) The Approved Handler or a person present will take charge of the site; and
- (ii) evacuate non-essential persons from the immediate area of the spillage; and
- (iii) wear protective clothing and equipment; and
- (iv) take immediate steps to stop the flow of pesticide from the spillage source (for example, close valves, turn off pump); and
- (v) call for assistance if required and/or the fire brigade if necessary; and
- (vi) avoid direct contact with the pesticide or fumes; and
- (vii) if flammable keep naked flames away from the area; and

- (viii) limit the spill area by restricting its spread, eg with a liquid use an absorbent material, or earth if this is unavailable. For large spills you may need to call the fire brigade; and
- (ix) if a powder or dust pesticides (but not solid fumigants) to be contained by slightly wetting the material with a fine water spray or covering with plastic sheeting to avoid the emission of dust. (Some products are incompatible with water); and
- (x) cover the whole spillage area with absorbing material and allow time for the pesticide to be absorbed; and
- (xi) scoop or sweep the mixture into a container. (If uncontaminated, recover for future use by placing into an appropriately labelled container. If contaminated, the container should be marked 'Waste for Disposal'); and
- (xii) return the container to the storage area for correct disposal; and
- (xiii) clean the site using methods recommended by the pesticide supplier and
- (xiv) the contaminated cleaning solution should be disposed of in the same manner as pesticide waste: and
- (xv) If the soil is contaminated the top layer of soil (5 to 10 cm) should be removed and dispose of in the same manner as waste pesticides; and
- (xvi) The ground should then be covered with hydrated lime and the lime then covered with a layer of clean soil.

The person in charge of the site will ensure that any person involved in the emergency take a shower, and wash all clothes separately from other laundry.

All equipment should be decontaminated with lime or hypochlorite bleach, depending on the pesticides involved, and then washed with soap and water.

Approved Handlers and Application Staff Safety procedures:

The employer will arrange for training of all Approved Handlers, and other employees handling or using pesticides, in the correct use of the PPE and regularly check that the employees are in fact using their PPE. Training in the correct mixing, use of application equipment and correct application will be arranged for all employees using pesticides.

This will include the prevention of secondary poisoning to people, pets and stock. This will also include avoiding non-target surfaces, food preparation surfaces, toilet seats, beds, lounge chairs, water storage tanks, waterways, drains etc. All vehicles will carry washable drop sheets that are to be used to cover chattels, fish tanks, bench tops, beds etc to prevent contamination during treatment.

Employees using organophosphates and carbamates will be advised in writing of the first symptoms of poisoning eg dilation of pupils, sweating, trembling and nausea. They will be advised to use the Person Protection Equipment (PPE) supplied to avoid poisoning. They will be further advised to seek medical help should they find they have been exposed. For details of exposure See **Appendix C**

Employees will be warned about Parathesia (skin irritation) resulting from skin exposure to Synthetic Pyrethroids. They will be further advised that operating in a safe manner and wearing their supplied PPE will prevent exposure and thus prevent Parathesia and that Vitamin E Cream may be used as an aid to ease the effect. For details of exposure See **Appendix C**

The employer will provide a Spill Kit to be installed in each service vehicle. Employees will be advised and trained in the correct procedure for using the Spill Kit. They will be further trained to triple rinse empty product containers with water using 10% of the container volume and to dispose of this solution into their spray tank. The empty container is then to be holed to render it unusable and returned to the storage area for correct disposal.

All employees involved in the use of pesticide shall be properly trained, be Approved Handlers and be given an up-to-date knowledge of the: -

- (a) relevant legislation; and
- (b) assessment of risks and hazards; and
- (c) safe working practices; and
- (d) emergency procedures to take in the case of a spill or poisoning; and
- (e) need for regular health checks; and
- (f) record keeping including tracking; and
- (g) correct storage of pesticides etc; and
- (h) correct means of transporting chemicals; and
- (i) correct disposal of pesticides and empty containers.

The employer will arrange regular blood tests for all employees who are exposed to organophosphates and/or carbamates to check the level of red cell cholinesterase in their blood.

Each Approved Handler's vehicle will be supplied with an appropriately equipped First Aid Kit and a register to record all accidents. The employee will keep a Register of Accidents.

Pesticides Requiring Approved Handler Control

This lists most (as at 28/03/2006) common pesticides (alphabetically by the trade name) that are required to be under the control of an **Approved Handler**. This list will be updated regularly by checking the website address: - <http://www.ermanz.govt.nz/hs/transfer-pesticides.asp>

Commonly used pesticides

Actellic Smoke Generator
Ant-Stop G
Bestox PC50
Best Seller
Biflex 100EC
Biflex 80SC
Carbaryl
Cislin Residual Insecticide
Coopex Residual Insecticide
Crackdown Residual Insecticide
Demand CS
Direct 20
Dominex 100
Dursban SL Insecticide
Fendona 15SC
Key Delta
Key Pyrethrum
Malathion 95 Insecticide
No Bugs Borafume Fumigator
Perigen 500 Spray and Residual Insecticide
Permex Insect Dust
Picture
Responsar 2.5
Reslin Thermal Fogging & ULV Insecticide
Ripcord
Stardust Insecticide Dust
Starycide 480SC
Sumilarv

For HSNO Classification Charts, Hazard Classification Descriptions and the Agents which Require a Controlled Substances Licence See **Appendix D**

Fumigants or Vertebrate Toxic Agents

Fumigants or Vertebrate Toxic Agents that are "Lethal Poisons" require Controlled Substances License (CSL). The employer will acquire a Lethal Poisons Licence should the business decide to use such products.

The employer will make sure that employees hold the required Licence and an Approved Handler Certificate for the substances used.

For details of Toxic Agents requiring a CSL, fumigants and details of bird and rodent control products that do not require a CSL. See **Appendix E**

Tracking

The employer will set-up a system for the Tracking of all products that are required to be Tracked. Employees will be trained and supervised to make sure that the system is working and all products that are required to be Tracked are accounted for from being received to being used and/or disposed off. See **Appendix F**

The employer will regularly check with the ERMA website in order to update the list of products that require Tracking.

Full PPE equipment will be issued to each employee handling Hazards products in or around the storage area.

Blood Testing

The employer will arrange for each new employee to obtain a Cholinesterase Blood Test and record base line level because organophosphates and carbamates cause Acetyl Cholinesterase which blocks acetylcholine esterase (ACHE enzyme) from balancing out Acetyl Choline levels at nerve synapse after a nerve impulse. All employees who have worked in the industry will be tested towards the end of winter when exposure has been least to obtain a base line.

Regular blood tests will be carried out 1-2 times per year at the same time each year. Records in the following formate will be kept for all employees who either handle or use organophosphates and/or carbamates.

Red Blood Cell Cholinesterase level	Normal range is between 9 and 16		
Base Line	NB 80% result below baseline indicates poisoning		
XX	Test 1	Test 2	Test 3
Date tested	dd/mm/yy	dd/mm/yy	dd/mm/yy
Records held with..?	Doctor 1	Doctor 1	Doctor 2

First Aid

The employer will install a First Aid Kit, and supply an Accident Register which will be kept with the First Aid Kit in each service vehicle. All Approved Handlers and employees applying pesticides will be required to have an up-to-date First Aid Certificate. All these employees will be required, in the event of an accident causing injury, to administer first aid and record the accident in the Accident Register and if required phone 111 for an ambulance.

The employer will instruct employees applying pesticides that they are responsible for the reporting of any major incidents that require notification under OSH Legislation to advise an Investigating Officer. In such cases the employees will be instructed not to disturb the scene of the incident until an Investigating Officer instructs them it is ok to do so.

Personal Protection Equipment

The employer will supply the following PPE to employees using pesticides: -

- Protective Face Shields
- Goggles
- Plastic Safety Helmet
- Cotton washable overalls (Minimum 3 pair)
- Tyvek Disposable Overalls with attached Hood (Minimum 2 pair)
- Waterproof unlined neoprene or rubber boots (2 pair)
- Twin Cartridge Respirator
- Two Spare Cartridges in a sealed container
- Full face Canister Respirator
- One replacement Canister
- Not less than three pair of *long* Nitrile Chemical Resistant unlined Gloves of a size that fits the employee
- 20L of clean water in a sealed container, liquid soap for washing and towel
- Impervious Apron if handling pesticides in containers larger than 5L

The Employees will be trained to read the labels of the pesticide used in order to find out what PPE they are required to use depending on the type of treatment when applying the chemical.

Risk Management and hazard identification

Approved Handlers and any other application employees will be trained and required to carry out a full inspection to identify the following: -

- (a) The pests that need controlling; and
- (b) The areas that pest may be present in or harbouring in; and
- (c) All possible and used entry points; and
- (d) Whether the pest can be controlled, prevented or reduced by proofing entry points; and
- (e) Whether the pest can be controlled by non-chemical means; and
- (f) Where the pest can't be controlled by non-chemical means what is the safest effective chemical(s) to use; and
- (g) The safest effective application method(s) to be used to carry out the application; and
- (h) All the risks to: -
 - People; and
 - Pets or other animals; and
 - Property; and
 - The environment; and
- (i) The possible effect of treating in the weather conditions at the time and the changes this may make to the risks in (h).

Application employees will be required to: -

- (a) Eliminate the hazard when ever possible; or
- (b) Isolate the hazard when it can't be eliminated; or
- (c) Minimise the hazard when it can't be isolated.

Application employees will be trained and instructed to: -

1. read the product label and understand the MSDS; and
2. use the PPE specified on the product label; and
3. apply the chemical in accordance with label; and
4. avoid unnecessary risk to: -
 - People; and
 - Pets or other animals; and
 - Property; and
 - The environment.

All application employees will be required to and be trained to maintain their equipment, keep it clean and make sure that it's operating correctly. Where equipment becomes unserviceable then it is to be returned to the Storage Area for the equipment to be sent out for repair or to be replaced.

Ladder Safety

The employer will instruct employees that ladders must only be used when other practical safer methods of accessing an area are not available and warn that most injuries to pest control employees result from falls.

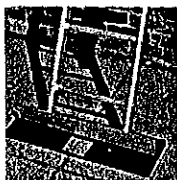
Single and Extension Ladders

The employer will ensure that the maximum length of a single ladder is 9 meters and the maximum length for an extension ladder is 15 meters: and that;



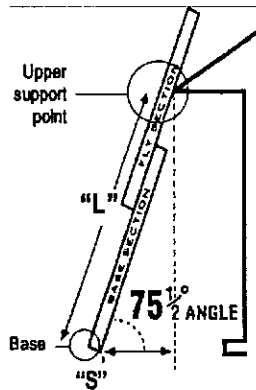
- Ladders are set up at an angle of 1 horizontal to 4 vertical which is about 14° to the vertical.
- They shall never be used horizontally as a work platform.
- Is used to support one person only.
- Are secured against movement at the top and bottom to prevent the possibility of displacement.
- It may be necessary for one person to hold the ladder until another can climb up and secure the top.

Extension ladder

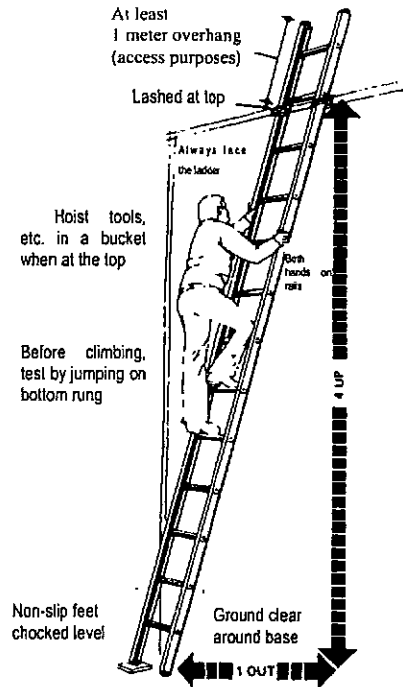


Testing in the UK showed that the support achieved with a ladder stop is more than 6 times greater than what a person footing the ladder can provide. As the LADDER-STOP is recommended for ladder use especially when there is no-one to 'foot' the ladder the employer will have at least one available for use by employees that are required to use extension ladders.

An Ace Birdproofing LADDER-STOP



Extension ladder set-up 4 to 1 ratio: "S" = 1/4 of "L"



4 up - 1 out gives the right slope

Step Ladders

A step ladder is a self-supporting ladder not adjustable in length, having flat steps and a swinging back stay that is held in place by a secured locking bar.

The employer will only allow the use of a step ladder that has a maximum height of 6.1 meters. When such ladders are used incorporating a plank, thereby creating a working platform, they will be fitted with the industry guarding standard and additional bracing to ensure stability where they are used above 3 meters or more in height.

The employee will be instructed that step ladders must only be set up on a firm level area. Sole plates will be needed on soft ground.

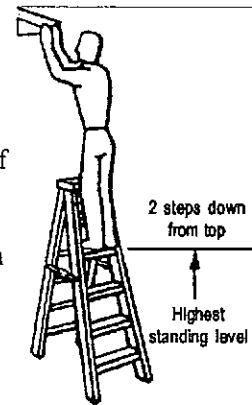


Fig. 16 Step ladder

Dual-Purpose Ladders

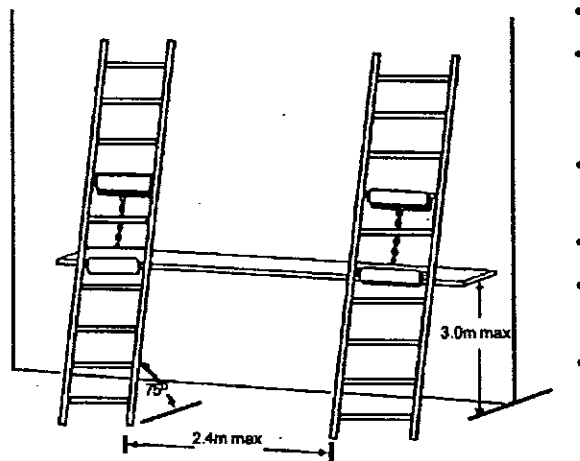
A dual-purpose ladder is a step ladder where the back frame is fitted with rungs and can be hinged to provide an extension. When the ladder is in use either as a step ladder or extended, the two sections must be securely latched by a locking bar or solid catch.

Ladder Brackets

The employer will instruct employees that ladder brackets are to be used to support a single plank between two ladders and should comply with the following requirements:

- The brackets are used on a pair of single ladders not exceeding 3 meters in height.
- Brackets are not really suitable above 3 meters because of the difficulty of incorporating a guardrail system.
- The bracket is supported on two ladder rungs.
- The bracket is attached to the ladder so the working platform is less than three-quarters of the ladders length from the foot.
- Fall protection must be provided if the platform is more than 3 meters high.
- The working platform to be slung under the ladder.
- Only **one person** is to be on the platform at any one time.
- The maximum span of a plank is not to exceed 2.4 meters and it should comply with NZS 3 620:1985.

Example of an acceptable ladder bracket



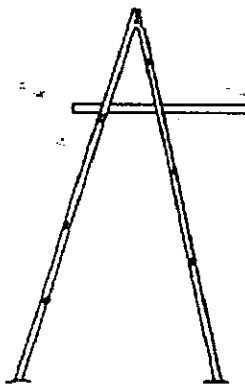
Trestles and Tripods

A trestle is a self-supporting metal or timber stand including horizontal members designed to support one end of a light-duty work platform. It may be folding or telescopic.

The employer will only allow the use of trestles that are designed and constructed of steel that comply with AS/NZS 1576.5 Standard.

Fall protection will be provided if the height of the work platform on trestles exceed 3 meters. The working platform between the trestles will comply with a light-duty working platform (160kg).

Each trestle must be capable of supporting the total live load. The legs of the trestle or tripod must be set up on firm level ground. Sole plates will be used on soft ground. Employees will be instructed that the planks must be centralised on the trestles.



Light-duty trestle. Maximum height: 3 m; maximum loading: 160 kg

Firearm Safety:

The employer will ensure that the authorised licensed employee is fully trained, qualified and properly licensed.

The employer will supply a lockable firearm cabinet and only authorised licensed employees are to have access to the cabinet. A Register of Firearms is to be set-up by the employer and kept in the cabinet. All firearms are to be signed out and signed in again by the employee taking the firearm from the cabinet.

From the time Firearm Cabinet is unlocked until the firearm is returned and the cabinet locked the authorised licensed employee must be accompanied by the employer or another member of staff at all times. The employer will also supply ear protection for both the authorised licensed employee and the person assigned to accompany the authorised licensed employee.

Prior to taking a firearm from the cabinet the authorised licensed employee must: -

- (i) Notify the employer; and
- (ii) Obtain any required Police Permit.
- (iii) When transporting the firearm the authorised licensed employee must ensure that the firearm is; -
 - (i) unloaded; and
 - (ii) uncocked; and
 - (iii) any cartridge or magazine removed; and
 - (iv) all ammunition is kept in a separate locked container.

On arrival at the site where vermin is intended to be shot the authorised licensed employee will inform the owner/manager of the site and any gate keeper or other staff of the intention to shoot. The authorised licensed employee will check that the buildings and area are vacated of all people, pets and livestock and are confined to a safe location.

The accompanying person will keep watch to see that no other person other than the authorised licensed employee enters the exclusion area. The watcher and the shooter will communicate prior to discharge of the firearm to make sure that the watcher is not in the line of fire.

The authorised licensed employee will inform the owner/manager of the site and any gate keeper or other staff on completion of the shoot.

The authorised licensed employee will unload, inspect and clean the firearm prior to transporting. When transporting the firearm the authorised licensed employee will again follow the requirements for safe transportation.

The authorised licensed employee will ensure that all firearm sightings are regularly checked for accuracy.

The employer will ensure that the authorised licensed employee undergoes a firearms safety course once every twelve months.

Vehicle Washing

The employer will instruct all Approved Handlers and application employees that the vehicle and equipment must be kept clean and free of pesticide residues. The employees will be further instructed that they are to only wash the vehicles and equipment in the following manner: -

- (a) The vehicle is to be parked on soil (lawn) and not on a driveway or any hard impervious surface that allows the washing waste to flow; and
- (b) The area is not above a high water table; and
- (c) The vehicle is to be at least 15 metres away from any storm water drain or waterway; and
- (d) The wash waste does not flow or percolate into any waterway or area of high water table.

IMPORTANT WEB PAGE ADDRESSES:

Hazardous Substances

New Organisms (HSNO): Environmental Risk	www.hsno.govt.nz
Management Authority (ERMA): Agricultural Compounds and Veterinary Medicines (ACVM): Health and Safety	www.ermanz.govt.nz www.nzfsa.govt.nz/acvm/
In Employment (HSE):	www.osh.govt.nz/law/hse.shtml
Ministry for the Environment (MFA):	www.mfe.govt.nz
Ace Birdproofing	www.birdproofing.co.nz
Cleaning Systems Limited	www.cleaningsystems.co.nz
Key Industries	www.keyindustries.co.nz
Pacific International Insurance Limited	www.pacificintins.com

APPENDIX A:

STEP ONE: *When it is possible all Hazards will always be ELIMINATED.*

If it is practical hazards will be eliminated. This means removing the hazard so people cannot be harmed for example, repair equipment leaks

If it is not practical to eliminate a hazard then try to control them, for example:

1. Dispose of unwanted pesticides
2. Use a low toxic product in place of a highly toxic one
3. Store pesticides and other products safely

STEP TWO: *If it is not practical to eliminate the hazard then try to ISOLATE a hazard.*

This means putting some kind of barrier or distance between the hazard and the person, for example:

1. Erect appropriate warning signs e.g. spraying in Progress
2. Erect plastic lattice tape fence or other fencing (roping off) to exclude people from the area

STEP THREE: *If it is not practical to eliminate or isolate the hazard, then MINIMISE the chance of causing harm.*

Minimising hazards includes the following:

1. Maintain equipment properly
2. Train all employees in safe work practices, including the use of protective equipment
3. Supervise young or inexperienced employees

APPENDIX B:

Quantities of stored flammable liquids that activate hazardous substance and transit location requirements

Hazard Classification	Quantity beyond which conditions apply for closed containers	Quantity beyond which conditions apply for open containers
3.1A	20L	20L
3.1B	100L > 5L packsize 250L ≤ 5L pack size	50L 50L
3.1C	500L > 5L pack size 1500L ≤ 5L pack size	250L 250L

NOTE: This requirement is influenced by the type of building (there are 6 different Building Types depending on structure and fire rating) and whether your building is in an area of high, medium or low intensity land use. Hazardous-cleaning liquids will be combined to activate the threshold volume limits.

NOTE: The total volume of stored Hazardous substance and the pack size of the containers determine the volume of secondary containment capacity is > 2500L or 25% of total pooling potential.

Emergency Plan

Threshold quantities for emergency plans and secondary containment

Emergency Plans	Hazard classification	Quantity
1. Emergency Plans	3.1A	100L
	3.1B	1,000L
	3.1C, 3.1D	10,000L
	6.1A, 6.1B, 6.1C	100L
	6.1D, 6.5A, 6.5B, 6.7A	1,000L
	6.6A, 6.7B, 6.8A, 6.9A	10,000L
	8.2a	100L
	8.2B	1,000L
	8.2C, 8.3C	10,000L
	9.1A,	100L
	9.1B, 9.1C	1,000L
	9.1D	10,000L

There are 3 types of Emergency Plan required depending on the volumes of product stored on the premises.

If storing more than 100L of a Class 9.1A product then a Level 3 Emergency Management plan will be introduced. Emergency Management at this level will normally be triggered by Class 9.1A. Most products used in the Pest Control Industry fall into this category.

The hazard classification system for Hazardous Substances comprises

1. Numbered classes indicate the hazardous property of that substance.
2. Numbered sub-classes indicate the specific type of hazard (e.g. class 6.1 is acutely toxic, whereas class 6.4 is specific to eyes).
3. Lettered categories (for example 6.1A) indicate the degree of hazard (to swallow a 6.1A would be lethal as opposed to the same quantity 6.1E you will just be ill) and therefore will have different controls.

Classes of Hazardous Properties:

Class 1	Explosiveness
Class 2	Flammability (Gases)
Class 3	Flammability (Liquids)
Class 4	Flammability (Solids)
Class 5	Oxidizers
Class 6	Toxicity
Class 7	Radioactivity
Class 8	Corrosiveness
Class 9	Ecotoxicity

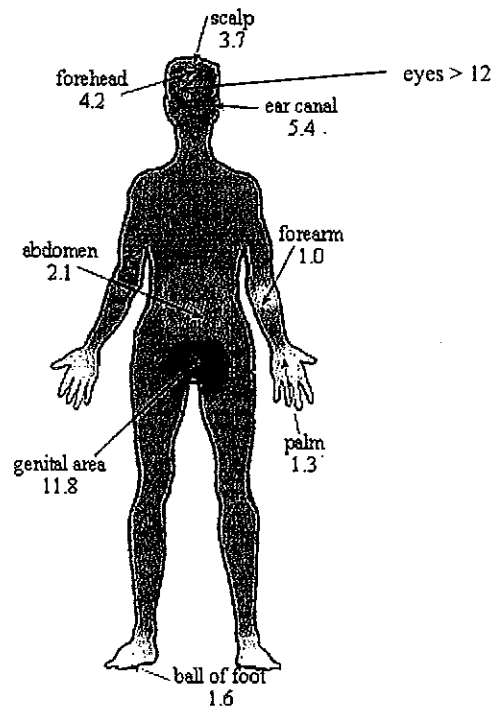
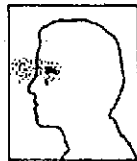
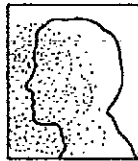
New product hazard classification will be checked by going to <http://www.ermanz.govt.nz>

APPENDIC C:

HUMAN PESTICIDE EXPOSURE

There are three (3) ways in which pesticides can enter the human body.

1. the skin, hair or eyes (dermal)
2. the mouth (oral or ingestion)
3. the lungs (respiratory or inhalation).



Relative absorption rates, as compared to the forearm (1.0)

APPENDIX D:

**HSNO Hazardous Classification Scheme
Physical Hazard Classification**

Property	Flammability										Capacity to Oxidise	
	Class 2		Class 3		Class 4		Class 4		Class 5		Class 5	
Subclass	2.1.1 Gases	2.1.2 Aerosols	3.1 Liquids	3.2 Liquid Desensitised Explosive	4.1.1 Readily Combustible	4.1.2 Self-Heating	4.1.3 Desensitised Explosive	4.2 Spontaneously Combustible	4.3 Dangerous When Wet	5.1.1 Liquids	5.1.2 Gases	5.2 Organic Peroxides
Hazard Classification	2.1.1A	2.1.2A	3.1A AH TR	3.2A	4.1.1A	4.1.2A	4.1.3A	4.2A	4.3A	5.1.1A AH TR	5.1.2A	5.2A AH TR
Hazard Classification	2.1.1B		3.1B AH	3.2B	4.1.1B	4.1.2B	4.1.3B	4.2B	4.3B	5.1.1B AH		5.2B AH TR
Hazard Classification			3.1C AH	3.2C		4.1.2C	4.1.3C	4.2C	4.3C	5.1.1C AH		5.2C AH
Hazard Classification			3.1D			4.1.2D						5.2D AH
Hazard Classification						4.1.2E						5.2E AH
Hazard Classification						4.1.2F						5.2F AH
Hazard Classification						4.1.2G						5.2G

AH = Approved Handler
TR = Tracking Requirement

HSNO Hazardous Classification Scheme

Biological Hazard Classification

Property	Toxicity															
	GHS06						GHS07						GHS09			
Subclass	6.1 Acutely Toxic	6.2 Skin Irritation	6.3 Eye Irritation	6.4 Eye Irritation	6.5 Sensitization	6.6 Mucous Membrane Irritation	6.7 Respiratory Sensitization	6.8 Reproductive Developmental Toxicity	6.9 Target Organ Toxicity	8.1 Metallic Corrosive	8.2 Skin Corrosive	8.3 Eye Corrosive	9.1 Aquatic Toxicity	9.2 Soil Toxicity	9.3 Terrestrial Vertebrates	9.4 Terrestrial Invertebrates
Hazard Classification	6.1A TR AH	6.3 A	6.4A	6.4A	6.5A	6.6A	6.7A AH	6.8A	6.9 A	8.1A	8.2A AH	8.3A	9.1A TR AH	9.2 A TR AH	9.3A TR AH	9.4A TR AH
Hazard Classification	6.1B TR AH	6.3.B			6.5B	6.6B	6.7B	6.8B	6.9 B		8.2B		9.1B	9.2B	9.3B	9.4B
Hazard Classification	6.1C TR AH							6.8C			8.2C		9.1C	9.2C	9.3C	9.4C
Hazard Classification	6.1D												9.1D	9.2 D		
Hazard Classification	6.1E															

AH = Approved Handler
TR = Tracking Requirement

Hazard Classification Descriptions for Most Pesticides

Class	Description	Class	Description
2.1.2A	AH Flammable Aerosols	6.8B	Human reproductive or developmental toxicants
3.1A	AH & TR Flammable liquids	6.8C	Produce toxic human reproductive or developmental effects on lactation
3.1B	AH Flammable liquids: high hazard	6.9A	Toxic to human target organs or systems
3.1C	Flammable liquids: medium hazard	6.9B	Harmful to human target organs or systems
3.1D	AH Flammable liquids: low hazard	8.1A	Corrosive to metals
4.2B	AH Self-reactive substance	8.2A	AH Corrosive to dermal tissue
5.1.1B	AH Oxidising liquids or solids: medium hazard	8.2B	Corrosive to dermal tissue
5.1.1C	AH Oxidising liquids or solids: low hazard	8.2C	Corrosive to dermal tissue
6.1A	AH & TR acutely toxic up to 5mg/kg	8.3A	Corrosive to ocular tissue
6.1B	AH & TR acutely toxic up to 5-50mg/kg	9.1A	AH Very exotoxic in the aquatic environment
6.1C	AH & TR acutely toxic up to 50-300mg/kg	9.1B	Exotoxic in the aquatic environment
6.1D	Acutely toxic 300-2000mg/kg	9.1C	Harmful in the aquatic environment
6.1E	Acutely toxic 2000-5000mg/kg	9.1D	Slightly harmful to the aquatic environment or are otherwise designed for biocidal action
6.3A	Irritating to the skin	9.2A	AH Very exotoxic in the soil environment
6.3B	Mildly irritating to the skin	9.2B	Exotoxic in the soil environment
6.4A	Irritating to the eye	9.2C	Harmful in the soil environment
6.5A	Respiratory sensitisers	9.2D	Slightly harmful in the soil environment
6.5B	Contact sensitifers	9.3A	AH Very exotoxic to terrestrial vertebrates
6.6A	Known or presumed human mutagens	9.3B	Exotoxic to terrestrial vertebrates
6.6B	Suspected human mutagens	9.3C	Harmful to terrestrial vertebrates
6.7A	AH Known or presumed human carcinogens	9.4A	AH Very exotoxic to terrestrial invertebrates
6.7B	Suspected human carcinogens	9.4B	Exotoxic to terrestrial invertebrates
6.8A	Known or presumed human reproductive or developmental toxicants	9.4C	Substances that are harmful to terrestrial invertebrates

AH = Approved Handler requirement
 TR = Tracking Requirement

APPENDIX E

Vertebrate Toxic Agents requiring a Controlled Substances License

3-Chloro-p-touidine hydrochloride (DRC 1339)

Encapsulated potassium cyanide (Feratox, Cynara Ferapaste)

Sodium cyanide paste (Cyanide paste for Possum destruction)

Yellow phosphorus paste (Phosphorised Possum or Rabbit Paste)

Sodium fluoroacetate (1080, Pestoff Exterminator Paste)

Pindone (a Controlled Substance License is not required where the product label specifies that it can only be applied in bait stations.)

All these above will also require tracking.

Trade Name Vertebrate Toxic Agents which Require a Controlled Substances License

SUBSTANCE	HSNO REFERENCE	ACVM REFERENCE	CLASSIFICATIONS
Sodium Cyanide Cyanide Paste for Possum Destruction	HSR001606	V000707	6.1A, 6.3B, 6.4A, 6.5B, 6.8B, 6.9A, 9.1A, 9.2A, 9.3A, 9.4A
Trappers Cyanide Paste	HSR001606	V003061	
Potassium Cyanide Feratox Cynara Ferapaste	HSR001608 HSR001607	V004713 V005623	6.1B, 6.3B, 6.4A, 6.5B, 6.8B, 6.9A, 9.1A, 9.2A, 9.3A, 9.4A
Yellow Phosphorus Phosphorised Possum Paste Double Strength Phosphorised Rabbit Paste	HSR001609 HSR001610	V001902 V000805	6.1D, 6.3B, 9.1A, 9.3C 6.1D, 6.3A, 6.4A, 6.9A, 9.1A, 9.3B
3-Chloro-p-touidine hydrochloride DRC 1339	HSR001611	V002624	6.1C, 6.5B, 6.8B, 8.2C, 8.3A, 9.1A, 9.2D, 9.3A
Sodium fluoroacetate No Possums 1080 Gel Bait 0.1% 1080 Feral Cat Bait 5% and 10% 1080 Gel Pestoff Professional 1080 Possum and Rabbit Paste 0.06% Pestoff Professional 1080 Possum Paste 0.08% and 0.15% Pestoff Exterminator Paste 1.0% 1080 Wasp Paste 0.04% - 0.2% 1080 Pellets 0.08% 1080 Rodent Pellets 1080 Solution	Not yet available Not yet available Not yet available Not yet available Not yet available Not yet available Not yet available Not yet available Not yet available Not yet available	V005377 V004107 V003623, V002554 V004811 V004812, V004918 V009174 P003660 V000825, V002538, V002848, V003785, V002829 V009015 V002189	

Pindone (Licence required by ACVM only)			
Pindone Liquid Concentrate	HSR001597	V004468	6.1C, 6.4A, 6.9B, 9.1B, 9.3A
Pindone Possum Pellets	HSR001604	V004396	
Pindone Rabbit Pellets	HSR001604	V004110	
Pindone RS5 Rabbit Pellets	HSR001604	V004478	

List of Transferred Vertebrate Toxic Agents

These substances do not require an Approved Handler certificate for purchase or use.

SUBSTANCE HAZARD	TRADE NAME	CLASSIFICATIONS
Treated seed containing 22 – 25 g/kg alphachloralose	Alpha-Chloralose Wheat, Pestoff Treated Barley, Pestoff Treated Peas, Pestoff Treated Wheat	6.1D, 6.9B, 9.3C
Paste containing 25 g/kg alpha-chloralose	Pestoff Bird Control Paste	6.1D, 6.9B, 9.3C
Bait containing 0.02 g/kg brodifacoum	Pestoff Rodent Bait, Pestoff Waxed Possum Bait, Pestoff Rodent Blocks, Pestoff Brodifacoum Possum Bait, Talon Possum Bait, Pestoff Rodent Bait 20R	6.9B, 9.1D
Bait containing 0.05 g/kg brodifacoum	Talon Rodenticide	6.1E, 6.9B, 9.1D
Bait containing 0.05 g/kg – 0.1 g/kg bromadiolone	Bromatrol, Squeak Super, Rid Rat Super, Bromard with Britex, Contrac All-Weather Blox	6.9B, 9.1D
Bait containing 8 g/kg cholecalciferol	FeraCol	6.1E, 6.8B, 6.9B, 9.1D
Bait containing 0.375 – 0.5 g/kg coumatetralyl	Racumin Paste,	6.9B, 9.1D
Powder containing 7.4 g/kg coumatetralyl	Racumin Powder	6.1E, 6.4A, 6.9B, 9.1D
Bait containing 0.05 g/kg diphacinone	Ditrac All-weather Rodent Block, Pest-Gone Rodent Bait	6.9B, 9.1D
Paste containing 0.3 g/kg diphacinone	Pestoff Ferret Paste	6.9B, 9.1D
Bait containing 0.05 g/kg flocoumafen	Storm Secure, Stratagem	6.1D, 6.9B, 9.3C
Bait containing 0.25 – 0.5 g/kg Pindone	Pindone RS5 Rabbit Pellets, Pindone Rabbit Pellets, Pindone Possum Pellets	6.9B, 9.1D

Fumigants

1, 3-dichloropropene liquid
Chloropicrin liquid
Methyl bromide gas
Phosphine gas
Magnesium phosphide pellets

1, 3-dichloropropene & chloropicrin liquid
Hydrocyanic acid discoid
Methyl bromide & chloropicrin gas
Aluminium phosphide pellets

APPENDIX F

Classes of chemicals that require Tracking

UN Dangerous Goods classifications which require tracking are:

- all of Class 1 except 1.4S
- Class 3 PG I
- Class 4.1 desensitised explosives PG I
- Class 4.1 self-reactive substances Type B
- Class 4.2 PG I
- Class 4.3 PG I
- Class 5.1 PG I
- Class 5.2 Type B
- Class 6.1 PG I, II and III
- Class 9 PG I (this includes all Dangerous Goods that are Marine Pollutants and severe Marine Pollutants in the IMDG).

Broadly speaking this translates to the following Classes

- **Explosives** - all Class 1 substances with some exemptions
- **Flammable liquids** - 3.1A and 3.2A,
- **Flammable solids** 4.1.2A and 4.1.2B, 4.1.3A, 4.2A, 4.3A
- **Oxidisers** - 5.1.1A, 5.2A and 5.2B
- **Toxicity** - 6.1A, 6.1B, and 6.1C (previous dangerous and deadly poisons)
- **Ecotoxic** - 9.1A, 9.2A, 9.3A, 9.4A (See **Note** below)