

Procedure:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Pest Control Management	H&S - PCM	Governance Motion 9/19/7	Health & Safety	24/09/2019	01/09/2020 (Annually)

PEST CONTROL MANAGEMENT (PCM) PROCEDURE

1 Purpose:

The Glenfield Community Centre (“the Centre”) is committed to providing and maintaining a safe and healthy working environment for its staff, visitors, hirers, contractors and everyone attending the Centre.

The purpose of the policy is to identify, eliminate or manage invasive pests and species through baiting, trapping, spraying and monitoring. Treatments shall be carried out in accordance with safe working practices and all applicable legislative requirements.

2 Procedure:

2.1 Pest Types:

- **Rodents/Vertebrates** — for the purpose of this policy includes: Rats, Mice, Possums, Stoats, Ferrets, Hedgehogs, Rabbits, Feral Cats, and Feral Dogs.
- **Insects/Invertebrates** — for the purpose of this policy includes: Cockroaches, Ants, Wasps, and Earwigs.
- **Invasive Plants** — for the purpose of this policy includes: all species listed in the National Pest Plant Accord (NPPA) that are prohibited from sale, commercial propagation and distribution (refer <https://www.biosecurity.govt.nz/protection-and-response/long-term-pest-management/national-pest-plant-accord/>).

2.2 Identification and Monitoring:

- **Monthly Site Assessments** — will be undertaken to assess if there has been any change to the status quo and be noted on the **Pest Control Log** (see Appendix B). This will extend to checking all bait stations and recording any sightings.
- **Incident Reports** — any incidents will be entered into the Pest Control Log. In situations where there is a noted increase in frequency, additional monitoring may be required or action/s taken to eliminate or minimise the pest/s, e.g. regular spraying of some insect or plant species, additional bait traps.

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2.3 Elimination:

1. **Baiting** is considered appropriate for the following pests:
 - **Rodents/ Vertebrates:** Rats, Mice.
 - **Insects/ Invertebrates:** Cockroaches, Ants.
2. **Spraying** is considered appropriate for the following pests:
 - **Insects/Invertebrates:** Wasps, and Earwigs.
 - **Invasive Plants** (although in most instances, these will be physically removed where possible when identified).
3. **Trapping** shall be undertaken by external services (e.g. Auckland Council Dog Control, RSPCA, and Rentokil Initial).

2.4 Hazard Controls and Actions:

The following Health and Safety actions are required when undertaking Pest Control at the Centre:

- Only carry out pest control procedures that will not put staff, children and public at risk.
- Preferably, carry out pest control procedures at times of low usage (e.g. annual maintenance, school holidays).
- Notify all people affected by proposed service prior to commencement and post hazard warning signs in affected areas.
- Prevent access to the proposed service areas by public, staff or other people as appropriate.
- Only carry out pest control procedures that will not put animals at risk.
- Remove or isolate animals from the proposed service areas if they may be affected by the service.
- Wear Personal Protective Equipment (PPE) as required for the handling or application of controlled substances, especially poisons, insecticides and herbicides.
- Only consider pest control techniques that will not cause combustion.
- Maintain a schedule of up-to-date Safety Data Sheets (SDS) for all hazardous substances and store these in a readily accessible manner alongside these substances.
- Record frequency and dose of all pest control substances on Pest Control Log.

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2.5 Recommended control/s and action/s:

Identify the hazard below to find recommended controls and actions for that hazard:

1. Rodent/ Vertebrate — Insect/ Invertebrate

Baiting, Trapping, and Monitoring:

- Follow and adhere to pesticide/ insecticide/ herbicide label directions at all times.
- Use tamper-resistant bait stations and secure if required.
- Select non-spill bait types.
- Document usage and placement of baits or stations in Pest Control Log.
- Place bait stations in locations that minimise access and risk to clients/ children/ pets.

Spraying/ Misting/ Fogging/ Aerosol

Crack/ Crevice, Overhead Spray, Space (Mist Aerosol), Floors/ Walls, Entry Points, Thermal Fog:

- Follow and adhere to insecticide and pesticide label directions at all times.
- If required, provide Safety Data Sheets for any products or poisons.
- Persons suffering from respiratory problems, allergies or other conditions, who may be aggravated by the treatment material, may need to take additional precautions before re-entry to the treated areas. This may include seeking professional advice.
- Document usage of insecticides and pesticides and note down location of treated areas in Pest Control Log.
- Post warning signs to identify areas to be treated.
- Ensure all personnel are removed from any areas to be treated with sprays/ mists/ fogs.
- Ensure no entry into treated areas for a minimum of four (4) hours unless otherwise specified by product instructions.
- Inform Security, Maintenance, Cleaning personnel and all people that access the treatment area of any proposed service.
- Remove or cover all exposed or unpackaged food items from treatment area/s.
- Remove or cover kitchen areas or utensils, cutlery and crockery from treatment area/s.
- Ensure all pets are removed from the treatment area/s.
- Ensure fish tanks are covered and oxygen pumps are turned-off during treatment.
- Within reason, clear goods off the floor and away from walls.
- If possible, arrange for ventilation system to remain active during vacancy period.

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- Exterior spraying should only be carried out under suitable weather conditions and low usage periods.
- Ensure non-target areas are isolated from fogs/ mists and fumes created by proposed service.

2.5 Post-treatment Requirements:

2. Baiting/ Trapping

- Don't touch or move bait stations or traps.
- If you notice any exposed bait or damaged bait stations, contact Centre Management immediately.
- Post signs advising the presence of bait stations.

3. Spraying/ misting/ Fogging

- Wipe down all food preparation surfaces that may have been exposed through overhead or space treatments.
- Wash down any working surfaces that may have been exposed through overhead or space treatments.

3 Audience:

Staff (Full-time, Part-time), Volunteers, Executive, Governance, Contractors, Hirers, Visitors.

4 Relevant Legislation:

- Health and Safety at Work Act 2015
- Health and Safety at Work (Hazardous Substances) Regulations 2016
- Occupational Health and Safety Management Systems (AS/NZS 4804:2001)
- Accident Compensation Act 2001

This procedure meets or exceeds current statute, bylaws or regulations.

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5 Related Policy and Procedures:

- GELC Health and Safety Policies
- Health and Safety Policy
- Hazardous Substances Policy
- Management of Hazards Procedures
- Providing Personal Protective Equipment Guideline

6 Document Management Control:

Document #: PCM
Prepared by: Manager
Approved by: Governance Group Motion #: 9/19/7, 24 September 2019
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Next review: September 2020
Effective Date: September 2019

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APPENDIX A: PEST MANAGEMENT PROGRAMME SPECIFICATION

Organisation: Glenfield Community Centre Incorporated
Address: Corner Glenfield Road and Bentley Avenue
Contact Person: Centre Manager, Early Learning Centre Manager

AREAS COVERED BY PROGRAMME	PEST/S COVERED	TREATMENT TYPE	FREQUENCY	ELIMINATE (E)/MANAGE (M)/ISOLATE (I)
Exterior:				
• Carparks	Invasive plants	Weed spray	Quarterly	E, M
• Main gardens	Invasive plants, rats, mice	Weed spray, bait	Quarterly	E, M
• Perimeter Fence	Invasive plants	Weed spray	Quarterly	E, M
• Early Learning Centre garden, run-space, playground	Invasive plants, rats, mice	Weed spray, bait (during term breaks only)	Quarterly	E, M
Interior Centre:				
• Administration Offices	Mice, cockroaches, ants	Bait, insect Bomb	When pest presence identified	E, M
• Tenants	Mice, cockroaches, ants	Bait, insect Bomb	When pest presence identified	E, M
• Kitchen	Mice, cockroaches, ants	Bait, insect Bomb	Quarterly	E, M
• Courtyard	Mice, cockroaches, ants, invasive plants	Bait, insect bomb, weed spray	When pest presence identified	E, M
• Early Learning Centre	Mice, cockroaches, ants	Bait, insect Bomb	Quarterly	E, M

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APPENDIX B: PEST CONTROL LOG

Identified By: Staff (S), Tenant (T), Public (P)	Action Taken: Eliminate (E), Manage (M), Isolate (I)	Product Used: Bait Station (B), Herbicide (H), Pesticide (P)	Location	Monitoring Frequency: Daily (D), Weekly (W), Monthly (M)	Date and Sign