

Notice to the chief executive

Notifiable incident – September 2021

A notice to the chief executive of the Department of Health must be given when a notifiable incident occurs.

A notifiable incident means an exposure, spillage or other release of a pesticide or fumigant that adversely affects, or is likely to adversely affect, a person's health. Examples of a notifiable incident include:

- accidental exposure of a person to a pesticide or a fumigant during application;
- exposure of a worker to a fumigant because of a failure of protective equipment.
- accidental injection of pesticide into reticulated water system; or
- spray drift resulting in exposure of a person to the pesticide mist.

This guide contains information for completing the attached "Notice to Chief Executive – Notifiable incident form".

The Medicines and Poisons Act 2019 (the Act) and the Medicines and Poisons (Pest Management Activities Regulation 2021 (the Pest Management Activities Regulation) can be accessed electronically on the [Queensland legislation webpage](#).

Under the Pest Management Activities Regulation, notification must be given to the chief executive as soon as practicable, and no later than 1 business day, after the incident, its nature and its location. If notice is provided orally, the technician must give the Chief Executive a written notice within seven (7) days from when the incident occurred. Verbal advice regarding the incident can be made to an authorised officer from the Queensland public health system in either the Environmental Hazards section of the Health Protection Unit on 3328 9310 or the environmental health section of your [local Public Health Unit \(PHU\)](#).

General information

1. When you complete the notice form, please print clearly and answer all sections in full and forward to:

Chief Executive
c/o Senior Licensing Officer
Health Protection Unit
Queensland Health
PO Box 2368
FORTITUDE VALLEY QLD 4006

Please cross each checkbox below as you complete the notice form to ensure that you have provided all information requested.

Section 1 - Pest management technician licence details

- Provide full name as it appears on your current pest management technician licence.
- Provide your current pest management licence number.
- Provide contact details.



Section 2 - Pest management employer details (if applicable)

- Provide employer name.
- Provide employer contact details - name, address, contact telephone and email.

Section 3 – Verbal notification details

- Record the details of the officer’s name, position and work location i.e. name of Public Health Unit where verbal notification was provided.
- Provide the date and time when the verbal notification occurred.

Section 4 – Details of the notifiable incident

- Tick the most appropriate box that applies to your situation.
- Where applicable, provide the full name of the trainee involved in the incident.
- Provide the date and time the incident occurred.
- Provide sufficient details to describe the location (place) where the incident occurred. Include specific building details such as the type of premises (e.g. Residential / multiple dwelling), details of the floor/room number and its location on site (specifically where there are multiple buildings located on the same site).
- Provide physical address details for the premises.
- Provide sufficient details to describe the facts and circumstances of the incident. These details may include:
 - how the incident occurred;
 - what pesticides/fumigants were used and at what concentration;
 - any action taken or proposed to be taken to remedy the incident;
 - names of any persons exposed;
 - type of exposure, skin, inhalation or oral;
 - symptoms experienced;
 - first aid received and medical treatment assessment;
 - condition of affected person;
 - spillage, volume and how spill occurred;
 - method used to contain spill;
 - spill clean-up and disposal of contaminated material.

Section 5 – Declaration

- Ensure the notice form is signed and dated.

Further information on pest management can be accessed electronically from the Department of Health’s Health Protection website.

General enquiries can be made to:

Tel: (07) 3328 9310 or email: environmentalhazards@health.qld.gov.au

Please do not return guide with notice form

Notice to Chief Executive – Notifiable incident Section 49 of the

Pest Management Activities Regulation 2021

(Please refer to the guide when completing this form)

1. Pest Management Technician Details

Given Names <i>(no abbreviations)</i>		Surname	
Licence number	PMT -		
Telephone		Mobile	
Postal address			
Email address			

2. Employer Details (if applicable)

Employer name			
Employer address			
Employer phone			
Employer email address			

3. Verbal Notification Details

Name of officer notified			
Position of officer notified		Work location	
Date notified		Time notified	

4. Details of the notifiable incident

<input checked="" type="checkbox"/> Tick 1 box only	The notifiable incident occurred when I was: <input type="checkbox"/> carrying out a pest management activity; <input type="checkbox"/> supervising the carrying out of a pest management activity by the trainee.		
	Trainee's given name		Trainee's surname
Date of incident	Building details		
	Street address		
Particulars of the incident			
5. Declaration			
I declare that the information stated in this notice form to the best of my knowledge is true, correct and complete.			
Technician to sign and date	Signature		Date