

Pest management guidance note – information to be given to occupiers or others

This guidance note is for pest management technicians (PMTs) and people employed by businesses who undertake pest management activities. It provides guidance on how to comply with Sections 13 and 14 of the *Pest Management Regulation 2003*, which detail the requirements for pest control advice and record keeping.

As a PMT, you are responsible for managing potential serious health outcomes associated with any pest control activity you carry out. The purpose of the pest control advice is let occupiers and others know what pesticides have been used, where they have been used, and what precautions should be taken.

The pest control advice **must be legible** and include as a minimum::

- name of each pesticide used (market name) and its active constituent
- details of where the pesticide was used (e.g. interior, ceiling/wall void, exterior, outbuilding and/or surrounds)
- general cautions (as per the label instructions) that should be taken prior, during and after a pest control activity
- re-entry periods, cleaning and instructions to any site specific areas, occupants or pets etc.
- your name, the name of your business or if you are employed by a business, your name and the name of your employer
- your licence number
- your signature and date

Note: Emailing the pest control advice to the occupier, property owner or person who requested the treatment does not meet the requirements of the law.

Information to be given to occupiers

Single occupancy dwelling

When treating a single occupancy dwelling, you are required to provide pest control advice to the occupier either immediately before or immediately after the treatment is carried out. This advice must be provided in writing and handed to the occupier or left in a visible place (e.g. on a table).

Multiple occupancy residential dwellings

Multiple occupancy residential dwellings, include:

- unit complexes
- boarding houses
- hostels
- mining dongers
- residential care facilities.

These places typically have a number of common areas, such as:

- foyers
- hallways
- gardens
- multipurpose rooms
- car parks.

Generally, a site representative (e.g. body corporate manager, caretaker, property manager etc.) will make arrangements for pest management activities to be carried out on-site.

While the site representative is responsible for notifying residents that pest control activities will be carried out prior to your arrival, you are responsible for providing advice for the activity conducted in each area.

When treating individual occupied personal spaces within these dwellings, written advice must be provided to the occupier. The law requires that you take all reasonable attempts to give the pest control advice personally to each person/occupier

of room or space and not rely on the manager to pass that information on. If the occupier is not available then written advice must be left in a visible place (e.g. on a table).

When treating common areas, advice has to be provided to all occupiers. Where this is not possible, the advice should be clearly displayed so all residents can be alerted to the pest control work being undertaken. It is best practice to place a warning sign at all entry and exit points to the common areas, and on the complex notice board before pesticide application occurs. This signage should remain in place until the area is safe to use.

Extra practical and reasonable steps should be taken in providing pest control advice to occupiers with impaired capacity or who have difficulty reading (e.g. language barrier) to ensure the person is not unknowingly adversely impacted by the pest control activity.

Information to be given to others (non-occupied dwellings)

When treating a vacant property, you are required to provide pest control advice to either the property owner or the person who requested the activity—this may be the property manager. In these situations, the written advice notice must be handed directly or posted.

Records of use of fumigants or pesticide

Records of the pest management activity details must be kept by the responsible person (PMT) for at least two years.

It is noted that some PMTs provide clients with documentation that combines elements of business administration, pest control advice and record keeping. Despite the similarities, there are differences between the information requirements for pest control advice and record keeping. You must ensure that all of the requirements of Section 13 and 14 of the Pest Management Regulation 2003 are met.

Records to be kept **must** contain the following:

- date the activity was carried out
- address of the premises
- description and type of premises or place e.g. factory, office residence
- name and contact details of the owner, occupier or other person contracting the activity
- name and licence number of the PMT
- name and strength used of each active constituent, and the quantity used
- the rate of application for the fumigant or for the pesticide if, in carrying out the activity, it is used for timber pests

Note: a person who performs a termite treatment and completes a Certificate of Installation or Certificate of Installation in accordance with Australian Standard 3660 is considered to have made a record of the pest management activity.

What happens if I do not comply?

Penalties may apply if you are unable to show evidence that pest control advice was provided when pesticides were applied or you have not kept the necessary records for the required timeframe.

Where can I get more information?

- Refer to the Pest Management Regulation 2003 available at www.legislation.qld.gov.au, or
- Contact your local Public Health Unit. Find their details at <https://www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units> or
- Call 3328 9310 to be transferred to your local Public Health Unit.