

Sensitive Sites Management Plan

SAMPLE

Table of Contents

Purpose and Scope	5
Definitions.....	5
Sensitive Site	5
Other Key Terms	6
Roles and Responsibilities.....	6
PCBU / Senior Management	6
Supervisors / Operations Managers	6
Pest Control Technicians and Workers	7
Clients and Site Controllers	7
Identification of Sensitive Sites	7
Pre-Engagement Screening	7
Site Classification.....	8
Site Information Checklist	8
Hazard Identification and Risk Assessment	8
Typical Hazards at Sensitive Sites	8
Risk Assessment Process	9
Risk Assessment Checklist	9
Control Measures - Hierarchy of Controls	10
Elimination and Substitution	10
Engineering Controls	10
Administrative Controls	10
Personal Protective Equipment (PPE).....	10
Pesticide Selection and Use at Sensitive Sites	11
Product Approval and Restrictions.....	11
Application Methods.....	11
Label and SDS Compliance	11
Site Access, Exclusion Zones and Signage	12
Access Control.....	12
Exclusion Zones.....	12
Signage Requirements.....	12

Communication and Consultation	12
Pre-Treatment Communication with Clients.....	12
Communication with Occupants and Stakeholders.....	13
Consultation with Workers.....	13
Safe Work Method Statements (SWMS).....	13
When SWMS Are Required	13
Content of SWMS	14
Emergency Preparedness and Incident Response	14
Emergency Planning	14
Spill Management	14
First Aid.....	14
Incident Reporting and Investigation	15
Environmental Protection Measures	15
Protection of Waterways and Soil.....	15
Protection of Non-Target Species.....	15
Waste Management	15
Training, Competency and Supervision.....	16
Training Requirements	16
Licensing and Qualifications.....	16
Supervision	16
Equipment, Storage and Transport	16
Equipment Maintenance.....	16
Chemical Storage	17
Transport of Chemicals	17
Documentation and Record-Keeping	17
Required Records	17
Record-Keeping Checklist.....	17
Monitoring, Audit and Review	18
Ongoing Monitoring.....	18
Internal Audits	18
Review of the Sensitive Sites Management Plan.....	18
Appendices.....	18

Appendix A – Sensitive Site Pre-Treatment Checklist..... 18
Appendix B – Post-Treatment Review Checklist..... 19

SAMPLE

Purpose and Scope

This Sensitive Sites Management Plan sets out how [Company Name] will plan, undertake, monitor and review pest control activities at or near sensitive sites to ensure the health and safety of workers, clients, the public, and the environment. It supports compliance with Australian work health and safety (WHS) legislation and relevant environmental and public health requirements.

This plan applies to all pest control operations conducted by [Company Name] where there is a risk of exposure to vulnerable people, protected environments, critical infrastructure or sensitive receptors. It covers:

- Planning and risk assessment for sensitive sites
- Communication and consultation with clients and stakeholders
- Selection and use of pesticides and control methods
- Access control, exclusion zones and supervision
- Emergency preparedness and incident response
- Training, competency and supervision
- Monitoring, review and continuous improvement

This document should be read in conjunction with [Company Name]'s WHS Management System, Safe Work Method Statements (SWMS), pesticide labels, Safety Data Sheets (SDS), and relevant codes of practice.

Definitions

Sensitive Site

For the purposes of this plan, a **sensitive site** is any location where pest control activities may pose an elevated risk to people, property or the environment due to the presence of vulnerable populations, critical assets or sensitive receptors. Examples include, but are not limited to:

- Child care centres, schools and educational facilities
- Aged care facilities and hospitals
- Food manufacturing and processing plants
- Restaurants and commercial kitchens
- Pharmaceutical and medical facilities
- Zoos, animal shelters and veterinary clinics
- Organic farms and certified chemical-free premises
- Waterways, wetlands and conservation areas
- Public parks, playgrounds and sporting grounds
- Sites with high public traffic or restricted access areas

Other Key Terms

- **PCBU:** Person Conducting a Business or Undertaking, as defined in WHS legislation.
- **Worker:** Any person carrying out work in any capacity for [Company Name], including employees, labour hire, subcontractors, apprentices and trainees.
- **Pesticide:** Any substance or mixture of substances used to prevent, destroy, repel or mitigate pests, including insecticides, rodenticides, herbicides, baits and fumigants.
- **SDS:** Safety Data Sheet providing information on the hazards and safe handling of chemicals.
- **Reasonably practicable:** That which is, was or a particular time, reasonably able to be done to ensure health and safety taking into account and weighing up relevant matters.

Roles and Responsibilities

Clear allocation of roles and responsibilities is essential to effectively manage WHS risks at sensitive sites.

PCBU / Senior Management

[Company Name] management must:

- Ensure this Sensitive Sites Management Plan is implemented, maintained and reviewed.
- Provide adequate resources (time, personnel, equipment and finances) to manage risks at sensitive sites.
- Ensure WHS and environmental responsibilities are integrated into business planning and decision-making.
- Approve pesticide products and application methods suitable for use at sensitive sites.
- Ensure appropriate licences, insurances and regulatory approvals are maintained.
- Promote a safety culture where workers are encouraged to identify hazards and report incidents without fear of reprisal.

Supervisors / Operations Managers

Supervisors and operations managers must:

- Confirm whether a site is classified as sensitive during job intake and scheduling.
- Ensure pre-job risk assessments and site-specific plans are completed before work commences.
- Allocate competent, trained workers to sensitive site tasks.