



**SOUTHERN PORTS**  
ALBANY BUNBURY ESPERANCE

# **FUMIGATION PERMIT GUIDELINE - ALBANY**

## Fumigation Permit Guideline – Albany

### DOCUMENT CONTROL

Version Number	Description	Reviewed by	Approved by	Revision Date	Issue Date
1.0	Initial write	S. Macaulay	S. Macaulay	01/11/2017	01/11/2017
2.0	Update	R. Goetze	S. Macaulay / P. Mackay	14/03/2018	14/03/2018
2.1	Document Format – Southern Ports	Superintendent Maintenance and Operation	Albany Safety and Security Officer	04/07/2019	04/07/2019
3.0	4.1 Included reference to SP Website 4.6 & 5.11 addition of “the fumigator” to remove waste. 5.9 Change from Venting Process to Venting Notification	T. Smits	RM Albany	14/04/2021	14/04/2021
4.0	Update of Southern Ports references	SPA-Alb Port Manager	SPA-Alb Regional Manager	20/06/2022	20/06/2022

### AUDIT

This guideline shall be reviewed / revised

- Where a Risk Assessment / Audit identifies a need to review;
- Following a significant incident involving this guideline; or
- At least every two years.

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### DEFINITIONS

AMSA	Australian Maritime Safety Authority
APVMA	Australian Pesticides and Veterinary Medicines Authority
Competent Person	A person possessing adequate qualifications, such as suitable training and sufficient knowledge, experience and skill, for the safe performance of the specific work.
JSA	Job Safety Analysis

### 1. OBJECTIVE

This guideline describes how to approve, and issue permits to fumigate vessels to ensure safe working conditions for all port users during fumigation operations.

### 2. SCOPE

This guideline covers vessel fumigation at Southern Ports Albany (SPA-Alb).

### 3. GENERAL INFORMATION

- 3.1. Southern Ports is responsible for ensuring that workers are not exposed to workplace safety and health hazards. Southern Ports has a responsibility to provide employees with adequate information, instruction and training.
- 3.2. The licenced fumigator is responsible for ensuring all relevant regulations, legislation and standards are complied with at all times and that fumigation is conducted in a safe and responsible manner by a competent person.
- 3.3. No fumigation may take place on a vessel in SPA-Alb waters without a current and approved Permit to Work and Vessel Fumigation Permit.
- 3.4. Permits must be submitted a minimum of two working days (Monday – Friday) prior to scheduled fumigation.

### 4. GUIDELINE A – IN-TRANSIT FUMIGATION (InSkill/phosphine/phosphide)

#### 4.1. Application to Fumigate

- 4.1.1. Once the need to fumigate is determined, the licenced fumigator must lodge applications for the following permits (current versions available from SP website):

- Permit to Work
- Vessel Fumigation Permit

- 4.1.2. The permit application must include:

- Copy of the fumigators Western Australia Pest Management Technician Licence (with fumigation endorsement);
- Copy of the APVMA permit (unless already supplied; not required for InSkill)
- Fumigation Plan/Job Safety Analysis (see Section 4.2)
- Copy of the completed AMSA 'Notice of Intention to Conduct In-Transit Fumigation' (not required for InSkill)

#### 4.2. Fumigation Plan/Job Safety Analysis

- 4.2.1. A Fumigation Plan must be submitted for fumigation using phosphine or aluminium phosphide. Due to the lower risk profile, a Job Safety Analysis (JSA) may be submitted in lieu of a Fumigation Plan for fumigation using InSkill.

### 4.2.2. The plan should include

Fumigation Plan (phosphine/phosphide)	Job Safety Analysis (InSkill)
<ul style="list-style-type: none"> <li>• Product to be fumigated and fumigant</li> <li>• Location, enclosure and risk area</li> <li>• Appropriate signage</li> <li>• Exposure and venting procedures</li> <li>• Emergency response procedures</li> <li>• Any conditions imposed by APVMA</li> <li>• A risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Product to be fumigated and fumigant</li> <li>• Location of fumigation</li> <li>• Appropriate signage</li> <li>• Any hazards, potential consequences and control measures.</li> </ul>

4.2.3. A generic Fumigation Plan/JSA may be utilised where the fumigation being carried out is similar to previous work in terms of location, material, goods etc.

### 4.3. Notification

4.3.1. The fumigator shall notify persons intending to visit the vessel that fumigation will be taking place and access may be restricted. This includes stevedores, wharf personnel, contractors, surveyors and government officials.

4.3.2. Upon permit authorisation, SPA-Alb will issue a Safety Alert via email to port users and SPA-Alb staff detailing the fumigator, subject vessel, product, proposed date/time and specific conditions (if any).

4.3.3. SPA-Alb will also place a copy of the Safety Alert on the Southern Ports SharePoint News Hub site.

### 4.4. Watchperson

4.4.1. It is the responsibility of the fumigator to ensure a watchperson is posted at the gangway to prevent unauthorised boarding or entry.

4.4.2. The fumigator must also advise the watchperson of what to do in an emergency and contact numbers should an emergency occur.

### 4.5. Fumigation at Anchorage

4.5.1. Approval must be obtained from SPA-Alb where it is intended to fumigate at anchorage.

4.5.2. The risk assessment must address the additional risks in relation to fumigating at anchorage including, but not limited to, vessel access and egress.

### 4.6. Disposal of Fumigation Packaging

4.6.1. Any waste packaging from the fumigation process is to be removed from site by the fumigator and disposed of according to relevant legislation.

### 4.7. Fumigation Clearance Certificate

4.7.1. Prior to the Marine Pilot boarding the vessel and the vessel setting sail, the fumigator must have fulfilled all monitoring requirements to ensure no leakages are detectable and have issued a fumigation clearance certificate to the Master.

### 5. GUIDELINE B – METHYL BROMIDE FUMIGATION

#### 5.1. Application to Fumigate

5.1.1. Once the need to fumigate is determined, the fumigator must lodge applications for the following permits:

- Permit to Work
- Vessel Fumigation Permit

5.1.2. The permit application must include:

- Copy of the fumigators Western Australia Pest Management Technician Licence (with fumigation endorsement)
- WA State Department of Health letter of approval
- Certificate of Hatch Sealing from an independent marine surveyor
- Copy of the APVMA, if required
- Safety Data Sheet (SDS)
- Fumigation Plan (see Section 5.2)
- Site specific risk assessment (see Section 5.3)
- Copy of the completed AMSA 'Notice of Intention to Conduct In-Transit Fumigation'

#### 5.2. Fumigation Plan

5.2.1. A Fumigation Plan must be submitted for each fumigation. The plan should include:

- Product to be fumigated and choice of fumigant
- Location, exclusion zone and risk area
- Exposure and venting procedures
- Emergency response procedures

#### 5.3. Risk Assessment

5.3.1. A risk assessment shall be completed by the fumigator to determine any hazards which may be present, the potential consequences and the appropriate control measures.

5.3.2. A generic risk assessment may be utilised where the fumigation being carried out is similar to previous work in terms of location, material, goods etc.

#### 5.4. Notification

5.4.1. The fumigator is responsible for ensuring that the vessel Master, crew, agent and watchperson are advised of the following:

- Date and time of fumigation and venting
- Type of fumigant
- Exclusion zone
- Date and time the 'all clear' is expected.
- The fumigator shall notify persons intending to visit the vessel that fumigation will be taking place and access may be restricted. This includes stevedores, wharf personnel, contractors, surveyors and government officials

- 5.4.2. Upon permit authorisation, SPA-Alb will issue a Safety Alert via email to port users and SPA-Alb staff detailing the fumigator, subject vessel, product, proposed date/time and specific conditions (if any).
- 5.4.3. SPA-Alb will also place a copy of the Safety Alert on the Southern Ports SharePoint News Hub site.

### 5.5. Safety of Vessel Crew

- 5.5.1. The fumigator is to provide the vessel Master with written instructions on the type of fumigant, hazards to human health and precautions to be taken. It is the fumigator's responsibility to ensure the Master understands the instructions and has passed this onto the crew.
- 5.5.2. Evacuation of the space under gas treatment is mandatory. The fumigator is to ensure all doors, windows and other means of access to the fumigation area are closed and securely fastened and warning sign is attached as per Section 5.8.
- 5.5.3. The fumigator is responsible for ensuring the vessel Master is aware that the crew on board the vessel:
- Must remain in an area on the vessel that is away from the area being fumigated
  - Are trained in using the required Respiratory Protective Equipment (RPE) and have access to that equipment
  - Know what gas is being used and understand the risks
  - Know what first aid treatment is required in the event of exposure, and
  - Have on board an instrument capable of monitoring gas levels
- 5.5.4. Fumigation shall not commence until the fumigator, by personal inspection, has ascertained that no person is within any part of the vessel to be treated with fumigant and this has been confirmed by the Master.
- 5.5.5. Where it is proposed that the ship is to become immobilised or unmanned, specific approval must be obtained from SPA-Alb in writing. This may be in email format.

### 5.6. Exclusion Zone

- 5.6.1. As part of the risk assessment, the fumigator is to determine the area to be evacuated and kept clear during fumigation (exclusion zone)
- 5.6.2. Signage is to be attached to the exclusion zone barricading to advise of fumigation (see Section 5.8)
- 5.6.3. It is the responsibility of the fumigator to ensure that adequate controls are in place to prevent any person inadvertently entering the exclusion zone
- 5.6.4. The fumigator is to advise SPA-Alb as soon as fumigation and ventilation are complete and the exclusion zone can be lifted

### 5.7. Watchperson

- 5.7.1. It is the responsibility of the fumigator to ensure a watchperson is posted to prevent unauthorised boarding or entry to the exclusion zone.
- 5.7.2. The fumigator must also advise the watchperson of what to do in an emergency and contact numbers should an emergency occur.



### 5.8. Warning Signs

- 5.8.1. The fumigator is required to identify all means of access points to the fumigated area, including doors and windows and erect at each means of access a sign or notice with the words 'DANGER KEEP OUT – VESSEL BEING FUMIGATED' as per specifications in 5.4.3.2 Exclusion Area Department of Health guidelines.
- 5.8.2. The sign must also contain the name of the fumigant being used and the emergency contact details of the fumigator.

### 5.9. Venting Notification

- 5.9.1. It is the responsibility of the fumigator to ensure all persons likely to be affected by fumigant are aware of the time of commencement of venting and are evacuated from the area, if required.

### 5.10. Fumigation at Anchorage

- 5.10.1. Approval must be obtained from SPA-Alb where it is intended to fumigate at anchorage.
- 5.10.2. The risk assessment must address the additional risks in relation to fumigating at anchorage including, but not limited to, vessel access and egress.

### 5.11. Disposal of Fumigation Packaging

- 5.11.1. Any waste packaging from the fumigation process is to be removed from site by the fumigator and disposed of according to relevant legislation.
- 5.11.2. No fumigant or equipment is to be stored inside the Port area without prior permission from SPA-Alb.

### 5.12. Fumigation Clearance Certificate

- 5.12.1. Once the fumigation and ventilation are completed it is the responsibility of the fumigator to advise all persons that are affected and issue a fumigation clearance certificate to the vessel Master. A copy of the certificate is to be provided to SPA-Alb.
- 5.12.2. Only the fumigator in charge can permit access/re-entry once all tests have been completed and passed and a clearance certificate issued.

## 6. RELATED LEGISLATION AND DOCUMENTS

The applying legislation and documents include, but are not limited to the following:

- Guidelines for fumigations by a registered pest management business (WA Department of Health)
- Guidelines for fumigations by a registered pest management business (WA Department of Health)
- Health (Miscellaneous Provisions) Act 1911 Western Australia
- Health (Pesticide) Regulations 2011 Western Australia
- Occupational Health and Safety Act 1984 Western Australia
- Occupational Health and Safety Regulations 1996 Western Australia