

Fumigation Guideline

DOCUMENT CONTROL

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6	Review and update.	Stakeholder review	Chief Operating Officer	15/12/2025	15/12/2025

AUDIT

This Guideline shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Guideline
- following a significant incident involving this Guideline
- at least every three years.

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1 INTRODUCTION

1.1 Objective

This Fumigation Guideline describes processes at Southern Ports to manage fumigation of pesticides to the holds of vessels containing organic cargoes, such as grain, logs, and woodchips.

1.2 Scope

In Scope	Out of Scope
Work activities for fumigation of the holds of vessels conducted inside Southern Ports boundaries that require a Permit or Notification.	Fumigation and spray application of pesticides conducted by leaseholders that are under the full control of the lessee, and actions of the public (non-shipping) inside the port boundaries. Where Fumigation or pesticide application is occurring landside, a Southern Ports Authority to Work request must be completed and submitted along with all supporting documentation, to the Southern Ports Representative for approval

1.3 Responsibilities

Table 1: Roles and Responsibilities

Role	Responsibility
Authority to Work Approver	The <i>Operations Manager</i> or delegate, authorised by Southern Ports, to authorise an Authority to Work for work in a defined area. The <i>Authoriser</i> shall be familiar with the location, operations, equipment and potential hazards in the work area, as well as the work already underway in the area.
Authority to Work Requestor	The worker to whom the Authority to Work is issued, usually a member of the group performing the work.
Authority to Work Requester	An Authority to Work Requestor is either a Worker or the Supervisor of the work group that will be conducting the proposed work. The Authority Work Approver must not be the same person as the Authority Work Requestor.
Engaging party	The engaging party responsible for engaging fumigator and coordinating fumigation activities This is usually the shipping agent, the product owner but may also be a product broker.
Fumigator in Charge	Responsible for supervising and carrying out fumigation or pesticide application works, in accordance with DoH and Southern Ports requirements
Licenced Fumigator Technician	Responsible for carrying out fumigation or pesticide application in accordance with DoH and Southern Ports requirements
Southern Ports Representative	The <i>Southern Ports Representative</i> is the Southern Ports <i>Manager</i> , Superintendent or <i>Supervisor</i> responsible for managing the Fumigation Contractor, Fumigation Notification and Authority to Work on-site and aware of the fumigation activities in the ship's hold.

2 MINIMUM REQUIREMENTS

- Fumigation activities will only be permitted at Southern Ports by licenced fumigation businesses with applicable approvals permits and licences.
- Fumigation Notification/Alert must be issued to Port Users at least 24 hours to prior to fumigation activities
- Establish as applicable to the work and work area, appropriate exclusion zone and signage

3 ACTIONS BY THE LICENCED FUMIGATION BUSINESS

The following actions are to be taken by the Fumigation Business and the *Licensed Fumigation Technician* assigned by the *Fumigator in Charge*.

3.1.1 Department of Health Application

Prior to any fumigation activities being conducted at any Southern Ports location, the Fumigation Business and the *Licensed Fumigator in Charge* must demonstrate they can adhere to risk control conditions listed in a Fumigation Site Approval issued by the Western Australian Department of Health (DoH).

Before completing the application to DoH, the Fumigation Business and the *Licensed Fumigator in Charge* must have completed and documented:

- Safety Data Sheets for all fumigants to be used at the fumigation site.
- Details of the exporter/s for whom the fumigation is being conducted.
- A Southern Ports site-specific detailed Risk Assessment, Fumigation Plan and Emergency Management Plan for the fumigants and fumigation activities to be conducted at the site.

Each fumigation site will require a separate application form and individual approval.

Once approved and on file with Southern Ports, the same Department of Health document is able to be used multiple times for the same port. Approval for a fumigation site and the respective conditions are not transferable to another Fumigation Business.

3.1.2 Other Agencies Fumigation Support

Other mandatory approvals will be required prior to fumigation site approval, including a permit for use of the proposed fumigant from the Australian Pesticides and Veterinary Medicines Authority (APVMA).

The Department of Health can only approve fumigation sites once written confirmation is received from Southern Ports and other relevant agencies noting that fumigation activities are permitted, supported and approved.

3.1.3 Fumigation Notification and Site Access

Where fumigation or pesticide application is occurring on a moored vessel: At least 48 hours prior to the fumigation commencing, the Fumigation Business and *Licensed Fumigation Technician* must ensure that site access requirements are met:

- All workers involved in fumigation activities must have completed a Southern Ports HSES Induction and hold a valid Maritime Security Identification Card (MSIC) or Port Access Card.
- Port Health, Safety and Environment teams are to be advised of the date, timing and site location of the fumigation by completing and submitting:
 - Southern Ports Fumigation Notification.
 - Pest Management Technician Licence (with fumigation endorsement) of technicians performing the work.

- Safety Data Sheets for all fumigants to be used at the fumigation site.
- Risk Assessment such as a Safe Work Method Statement (SWMS).
- Notice of Intent to Conduct In-Transit Fumigation – AMSA (if applicable).
- Permit to Allow Minor Use of a Registered AGVET Chemical - APVMA
- Approved Department of Health fumigation site approval (if not on file).

Note Waterside activities are not to be conducted within 100 metres of any ship without written approval of the Harbour Master, that will help ensure no member of the public undertaking recreational activities enter the exclusion zone.

3.1.4 *In-transit Fumigation*

No later than 72 hours before vessel arrival at the Southern Port where in-transit fumigation will be conducted a 'Notice of Intent to Conduct In-Transit Fumigation' must be submitted by the *Fumigator* to notify the Australian Maritime Safety Authority (AMSA) and Australian Pesticides and Veterinary Medicines Authority (APVMA).

A copy of the 'Notice of Intent to Conduct In-Transit Fumigation' must be provided to Southern Ports when submitting the Fumigation Notification.

3.1.5 *Fumigation at Anchorage*

In addition to Conditional Approval for fumigation at anchorage, issued by the Department of Health, approval must also be obtained from the Southern Ports *Harbour Master*.

The Risk Assessment must address the additional risks in relation to fumigating at anchorage, including vessel access and egress.

3.1.6 *Waste Disposal*

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

4 ACTIONS BY SOUTHERN PORTS REPRESENTATIVE

The role of the Southern Ports Representative is to:

- Be aware of the fumigation activities being undertaken in the ship's hold or other cargo hold or container and ensure Port stakeholders are advised.
- Review the relevant documentation listed in Section 3.1.3.
- After reviewing the Fumigation Notification and supporting documentation, the *Southern Ports Representative* will issue a Safety or Environment Alert via email to port users and workers detailing:
 - Fumigator
 - Subject vessel
 - Product being treated
 - Chemical being used to treat product
 - Proposed date and time of fumigation;
 - Specific conditions (if any)

If any works are being conducted inside the DoH-specified exclusion zone for that site during fumigation, a risk assessment must be conducted with relevant controls to ensure risk is acceptable.

The *Southern Ports Representative* must notify the Fumigation Business of any changes in circumstances that may impact these activities.

5 FUMIGATION

The *Licensed Fumigation Technician* that has been assigned as *Fumigator in Charge* shall complete site works according to:

- Appropriate control measures required by the Department of Health to ensure risks are acceptable.
- Their Southern Ports site-specific detailed Fumigation Plan including:
 - Notifications to the exporter, Vessel Master, crew and watchperson.
 - Product to be fumigated and choice of fumigant.
 - Site location, exclusion zone enclosure and risk area
 - Appropriate signage.
 - Potential exposure procedures.
 - Site venting procedures, if applicable.
 - Site emergency response procedures.
- Any conditions imposed by Australian Pesticides and Veterinary Medicines Authority.

Times that the exclusion zone commence and cease should be communicated to the Shift Superintendent to assist safe and efficient conduct of any SIMOPS occurring in the area.

Prior to the *Marine Pilot* boarding the vessel and the vessel setting sail, the *Fumigator in Charge* must have fulfilled all monitoring requirements to ensure no leakages are detectable and have issued a *Fumigation Clearance Certificate* to the vessel Master.

6 REFERENCES AND RECORD KEEPING

6.1 Recordkeeping

Fumigation Notifications and supporting paperwork for each completed fumigation are retained according to Southern Ports Records Management Policy.

6.2 Legislation, Standards and Codes of Practice

Table 2: Legislation, Standards and Codes of Practice

Document Reference	Document Title
WA Department of Health	Application for a Fumigation Site OR Request to Amend an Approved Fumigation Site
WA	<i>Health (Pesticide) Regulations 2011</i>
Australian Maritime Safety Authority	International Safety Management Code (Marine)
International Maritime Organisation	Medical First Aid Guide for Use in Accidents Involving Dangerous Goods
Australian Maritime Safety Authority	Notice of Intent to Conduct In-transit Fumigation
ISO 45001: 2018	Occupational health and safety management systems — Requirements with guidance for use
Australian Pesticides and Veterinary Medicines Authority	Permit to Allow Emergency Use of a Registered Agvet Chemical Product for In-transit Fumigation of Export Cereal Grain and Wood Pellets on Ships
WA	<i>Port Authorities Act 1999</i>
WA	<i>Port Authorities Regulations 2001</i>

Table 2: Legislation, Standards and Codes of Practice

Document Reference	Document Title
MSC.1 Circular 1264, 2008 (Revised 2023)	Recommendations on the Safe use of Pesticides in Ships Applicable to the Fumigation of Cargo Holds
MSC. 1/Circ. 1358, 2010 (Revised 2023)	Recommendations on the Safe Use of Pesticides in Ships
WA	<i>Shipping and Pilotage Act 1967</i>
WA	<i>Work Health and Safety (General) Regulations 2022</i>
WA	<i>Work Health and Safety Act 2020</i>

6.3 Southern Ports Documents

Table 3: Southern Ports Documents

Document Reference	Document Title
D16/990	Authority to Work and Permit Procedure
D18/24683	Crisis and Emergency Management Plan
D19/9998	Fumigation Notification
GOVE-1688532262-826	Records Management Policy

6.4 Terms and Definitions

Table 4: Terms and Definitions

Term	Definition
AMSA	Australian Maritime Safety Authority
APVMA	Australian Pesticides and Veterinary Medicines Authority
Authority to Work	An Authority to Work is a signed statement by a Southern Ports <i>Supervisor</i> and competent person that authorises that a specified job may be performed by competent personnel under stated conditions.
Must, Shall, Will	Mandatory
Outsource	Make an arrangement where an external organisation performs part of the organisation's processes or functions (as defined in ISO 45001:2018).
Should	Recommended, but discretionary.