

P293 : Treatment – Service Stations

This DOCUMENT and any linked FORMS have been created to provide specific requirements under the Amalgamated Operating System. For additional information and guidance, please refer to the associated HELP pages

Aim/Justification

To ensure a consistent approach to pest management services delivered by Amalgamated Pest Control.

Links

Procedures, forms, help pages and other documents relevant to this procedure are:

- V271 Service Delivery Policy

Distribution

This procedure is to be used by:

- External Contractors
- Technical Officer
- Field Supervisor
- Field Technician

PLEASE NOTE:

This procedure relates to Version 2.0 of the WPCG Form. If a branch is still using Version 1 of the form they have until the 31st May 2015 to use up their remaining stock.

From the 1st June 2015 all branches MUST be using the new version of the WPCG Form.

POLICY

Scope

- Treatment of all pests on service station sites (including attached restaurants), bulk storage depots, and manufacturing plants

Policy

- All technicians and external contractors doing work on these sites MUST be approved by A.P.C. Head Office Brisbane and have completed required the Company training including WPCG Accreditation.
- WPCG accreditation must remain current. An updated WPCG accreditation training program must completed every 2 years by each technician that goes on-site.
- External Contractors must comply with Amalgamated Pest Control's Contractor Management Policy and Procedures.
- Specific client requirements including inductions, client reporting systems, access and documentation requirements must be complied with at all times.

Treatment – Service Stations

1.0 Risk Assessment

- A generic risk assessment form / safe work method statement **MUST** be completed for each site visit.

2.0 Work Permits

- **PLEASE NOTE:** The procedure relates to Version 2.0 of the WPCG Form. If a branch is still using Version 1 of the form they have until the 31st May 2015 to use up their remaining stock. From the 1st June 2015 all branches **MUST** be using the new version of the WPCG Form.
- For general pest control work a self issued WPCG form **MUST** be used and signed by site controller prior to commencement of treatment and re-signed by same once job is completed.
- For work which may involve the use of electrical equipment within a designated hazardous area (refer to site map), the relevant fuel company **MUST** be contacted for further permission and possible issuance of higher level permits.
- For work which may involve the entrance to a confined space, e.g. entering a roof void (more than head and shoulders) during a termite inspection or placing a rodent bait, then the relevant fuel company **MUST** be contacted for further permission and possible issuance of higher level permits, confined space permits and gas checks.
- **The WPCG (Work Place Clearance Group) Form** is a self-duplicating form and comes in pads of 25. Pads can be ordered singly or as a box. Pads must be ordered through the National Accounts Administration of Amalgamated Pest Control, located at Head Office, Brisbane.
- Other higher level permits are issued by a representative of the particular oil company being dealt with. Arrangements will need to be made in each area to meet this representative on site when higher level permits are required.
- Bulk fuel depots and manufacturing plants will have their own induction courses which **MUST** be attended by all operators entering these sites.

3.0 Site Preparation

- The **F293-1 Service Station Treatment Checklist** must be used and completed for each site visit.
- **Correct PPE** must be worn before entering the site. This includes:
 - 100% Cotton Uniform
 - Long Sleeve Shirt
 - Long Trousers
 - Bump cap or hard hat
 - Steel cap safety footwear
 - Hi-Vis vest
 - Eye protection (if required)
 - Hearing protection (if required)

- Equipment required:
 - 2 x 9 kg dry chemical fire extinguishers
 - Spark proof Australian Standard approved torch
 - First aid kit
 - Spill kit
 - All electrical equipment current test and tag
- Documentation required:
 - F293-1 Service Station Treatment Checklist
 - WPCG Form
 - Safe Work Method Statement(s)
 - Current MSDS
 - Client documentation reports, reports and forms
- Vehicles MUST be parked in designated safe areas (refer to site map).

4.0 Site Arrival

- The F293-1 Service Station Treatment Checklist must be used and completed for each site visit.
- If the Client uses Client Maintenance System (Site Reporting System) then the technician must Log IN / Sign IN as required by the Client before ANY work commences.
- For general pest control work a self issued WPCG form MUST be used and signed by site controller prior to commencement of treatment.
- Complete the Safe Work Method Statement for the site visit.
- Write the Client Work Order number of the SWMS in the “JSA Completed” box on the WPCG form.
- Obtain work permits as required (e.g. Hot Work Permits)

5.0 Service Delivery

- Provide services as required by contractual arrangement in accordance with relevant company policies and procedures.

6.0 Completion

- The **F293-1 Service Station Treatment Checklist** must be completed and signed off.
- If the Client uses Client Maintenance System (Site Reporting System) then the technician must Log OUT / Sign OUT as required by the Client before the technician leaves the site.
- The WPCG form MUST be signed by site controller prior to leaving the site.

7.0 Records

- The **F293-1 Service Station Treatment Checklist** must be filed at the branch/external contractors office for audit purposes.
- The WPCG form (NB: variations to these may occur depending on the Client):
 - White copy must be sent to APC National Contracts as Head Office for invoicing.
 - Blue copy is retained by the branch/external contractor

End of Procedure