

Pesticide notification templates

Introduction

(1) The templates below are provided to ensure that the University's pesticide notifications meet the requirements of this procedure and are consistent across all University campuses.

Notification to Staff via the 'What's New' news bulletin board

- (2) The 'What's New' bulletin board is distributed daily and is only accessible by University staff.
- (3) Additional information may be required to be included into the message according to the site, actual location and the application process. Provide as much information to allow persons to make an informed decision.
- (4) The message must be posted in advance and then repeated at appropriate times for the duration the work.
- (5) 'What's New' message template

What's new post type: Corporate Services Group

Subject: Pesticide/ Herbicide application description at the <Campus> Campus

Message: Please be advised that, weather permitting, the use of pesticides for <reason of use> will occur at the <location on campus> at the <campus> from <start date> to <end date>.

The selected pesticide(s) is/are <name of product> which will be used and applied in accordance with regulatory and product safety guidelines.

Persons that may be sensitive to these chemicals or similar products are urged to stay well clear of the pesticide application area.

Signage will be displayed to notify persons that pesticide application (spraying/ baiting/termite treatment etc) is being carried out. Care should be taken not to enter the area while pesticide application is in progress or directly after its completion.

Further information is provided in the Pesticide Management and Notification Procedure which is available in the University's Policy Library or by contacting the Division of Facilities Management on 02 6338 6336.

Interest Group: <Choose campus>

Complete sender details and run days

Notification messages to Students in Residences on campus

- (6) Notification to Students in Residences on campus is to be made via email to the Residence Life Manager or Residence Life Coordinator on each campus.
- (7) Notification message template for Students in Residences on campus

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Notification to the University's wider communities

(8) Notifications to the University's wider community is provided via the Division of Facilities Managements' website www.csu.edu.au/division/facilitiesm . From this page, persons can see the 'News and Events' area to access the pesticide notification information.

(9) Website notifications can be uploaded by the Division of Facilities Management's web coordinator.

(10) Notification message template for the University's wider community.

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