**Company Logo**

**Procedures or Guidelines**

**TITLE: Minimising Weed Spread and Biosecurity Risk while working with Landholders**

**Goal: To arrive clean and leave clean, to meet our general biosecurity duty by reducing weed spread and biosecurity risks**

**Objectives:**

* **Open communication with the landholder.**
* **Avoid biosecurity risks.**
* **If a risk is encountered remove the risk before moving on to the next site.**

**PROCEDURE:**

This procedure outlines best practice standards, before entering a property, while on the property and before leaving a property, in order to minimise weed spread and biosecurity risks.

**1. Before entering a property**

* Contact land owner / manager and discuss:

1. A plan for working **in and around** any weed or biosecurity risks you may encounter on the property.
2. Avoiding contact with biosecurity risks as the first option, second - minimise contact with biosecurity risks, third - order the work so that clean areas are first and weed infested areas are left until last.
3. Considering using the landholder’s vehicle for any tasks/inspections with them.
4. The need to stay on particular tracks routes within property?
5. If there a designated wash down area on the property?
6. If there is a procedure for notifying new risks/weeds.

* Plan your daily inspections to visit low risk properties first and higher risk properties last.
* Ensure clothing, vehicle and equipment are cleanof soil and plant material - Includeallareas such as tyres, wheel arches, under carriages, radiator grills, floor mats, load areas, boots, socks or anywhere that seeds and soil can lodge.
* If your vehicle becomes heavily infested with weed seeds and the risk to the next property owner cannot be effectively mitigated then the next visit should be rescheduled in discussion with the landholder.
* If entering a designated biosecurity zone, comply with any specific decontamination requirements such as vehicle wash down or specialist PPE. Refer to site plan/risk assessments/job safety analysis, etc for further information.

**2. While on site**

* Sign on to the site (where required).
* Use routes as instructed by the manager in the plan for the works or designated tracks **or**.Avoid wet areas and manure to reduce adherence of seeds to the vehicle.
* If contact with weed infested sites is unavoidable. When leaving areas of weed infestation ensure biosecurity matter (weed seeds, plant parts etc) is removed from the vehicle, equipment and your person and remains within the infested area or is bagged for disposal.
* Notify the manager **or** owner of any new or unusual plants that have been sighted on the property.

**3. Leaving the property**

* Consider the level of contact the vehicle has had during the visit with any weeds.
* Check the vehicle for evidence of weed seeds, plants material or soil.
* Determine the level of cleaning required to mitigate the risk of spreading weed seeds.

**4. Cleaning Best Practice**

* Clean your vehicle and equipment at an area agreed with the landholder or designated washbay that is monitored for weed emergence and treated regularly.
* Clean all soil and plant materials from your vehicle (inside and out), equipment and clothing. Use the designated wash bay if available for vehicles and equipment.
* **C**lean all dry areas inside of the vehicle and brush off or vacuum carpets/ mats / seats if practical.
* Use a blower to clear seeds from under the hood and around engine components.
* Clean from top of the vehicle down.
* Remove mud, seeds and earth from the vehicle with a pressure washer where available, using best practice cleaning techniques on high risk areas of underneath and parts of vehicles that have been in contact with weeds such as tyres, wheel arches, under carriages, radiator grills, floor mats, load areas, suspension etc.
* Scrape, brush and hand remove any soil and plant materials.
* Remove any seed and plant material from clothing.
* If adequate cleaning facilities are unavailable on-site, clean the vehicle at a suitable wash-down facility before proceeding to another site.
* Complete vehicle log book with details of site location, if significant risks were encountered and if the vehicle was cleaned for record.

At all times consider the potential your operations have to spread biosecurity **matter** (weed seed, pathogens etc) to or from a site.

