

INFORMATION FOR POISONS PERMIT HOLDERS

Your permit is issued subject to the requirements set out in the *Poisons Act 1964* and *Poisons Regulations 1965*. Please read the conditions on your permit and note the following:

- Upon receipt of this permit you should forward a copy to your wholesale supplier/s.
- Conditions of use, storage and record keeping may be included on your permit. Poisons must be stored securely at the premises nominated on the permit and in a manner which precludes contamination of foods. They must also be kept out of reach of children.
- The poisons listed may only be used for the purpose stated on the permit by the permit holder or persons under his/her direction. They may not be supplied or resold.
- Advice regarding serious spillage of any poisons may be obtained by telephoning the Department of Environment and Conservation – Emergency Pollution Response Unit 1300 784 782 or after hours 1800 018 800.
- Schedule 8 poisons are to be stored in compliance with the *Poisons Regulations 1965* in an approved safe. The permit holder or nominated deputy is to hold the key to the storage of Schedule 8 poisons.
- The administration of Schedule 4 and Schedule 8 poisons is to be recorded.
- An inventory of each Schedule 8 poison must be recorded in the Drugs of Addiction Register at least monthly. Registers may be purchased from your pharmaceutical wholesaler.
- All Drugs of Addiction Registers must be retained for **7 years** from the date of the last entry. Records of schedule 4 poisons must be retained for **2 years** from the date of the last entry.

Changes to the Poisons Permit

This permit has been issued in your name on behalf of a business or company and at a specified site. Any proposed changes to the details on your permit including addition of poisons or change in permit holder require a written request for amendment which should be forwarded to the Department for the permit to remain valid.

If you cease employment with the business for which you hold this permit you must notify the Department in writing. If the business changes ownership, a new application should be submitted by the new owners of the business.

The granting of a permit to a new business and/or new permit holder is not automatic and assessment of relevant experience and qualifications is taken into account.

If you have any enquiries, please telephone the Department on 9222 6883 or email poisons@health.wa.gov.au. Alternatively visit our website at: <http://www.health.wa.gov.au/poisons/permitholders>

