

Instructions: Complete the risk assessment according to the guide *Risk management for emergencies*.

<b>Task</b>	<b>Maintaining biosecurity entering and exiting properties</b>
<b>Context (including area/site)</b>	Agency personnel should minimise the spread of contaminants (i.e. biosecurity matter) when entering and exiting properties for emergencies and other business as is their General Biosecurity Duty (GBD).
<b>Risk factors/causes</b>	Transport of 'contaminants' (i.e. biosecurity matter) on vehicles, people, animals, agricultural products, equipment or things onto or off property may result in the spread of disease, pests, weeds and other contaminants.
<b>Acceptable level of protection (ALOP)</b>	Low
<b>Specific risk</b>	Spread of disease, pests, weeds and other contaminants (i.e. biosecurity matter) when entering and exiting properties.
<b>Area(s) of impact</b>	Animal and plant health Environment
<b>Current risk treatments</b>	<ol style="list-style-type: none"> <li>1. Elimination – do not enter a property or remove items unless required. Use other communication devices/methods (eg meetings away from property, email, phone, media, meeting at gate).</li> <li>2. Contact property owner/manager prior to entry to organise visit – request details on any precautions for entering property (eg organic, biosecurity requirements, access issues) and any known contaminants on property. Adhere to any property requirements, which are usually detailed in the property's biosecurity plan. Minimise contamination spread appropriately.</li> <li>3. If owners/managers are absent or cannot be contacted – reconsider need to enter and if still required, ensure personnel have the authority to enter, complete a site risk assessment and comply with treatments below.</li> <li>4. Schedule visits to start with properties of low risk, moving to progressively higher risk properties on a trip. Only enter low risk properties after high risk properties when the non-contact period has been exceeded, and people, vehicles and equipment have been decontaminated.</li> <li>5. Follow signage on property which is usually located on gates and buildings.</li> <li>6. Where possible limit use of vehicles on property by traveling in owner/manager's vehicle or remaining at house/shed.</li> <li>7. Decontamination – follow "Come clean - Go clean" principles, including cleaning footwear, maintaining personal hygiene, cleaning of vehicle and equipment.</li> <li>8. Routinely clean vehicle, including removal of material in tyre treads and on under carriage, and ensure all equipment/items to be used are clean/disinfected. Carry decontamination kit in vehicle.</li> <li>9. If known contaminants (i.e. biosecurity matter) on a property, all vehicles, footwear/clothing and any equipment must be cleaned on or immediately after exit. Contaminants must be disposed of appropriately.</li> </ol>



## Task Risk Assessment

<b>Task</b>	<b>Maintaining biosecurity entering and exiting properties</b>					
	<p>10. Maintain required time intervals between exit from a contaminated property and entry onto a potentially non-contaminated property.</p> <p>11. During known or suspected exotic disease and pest outbreaks, comply with the appropriate emergency management procedures including appropriate PPE and procedure for removal of samples from property.</p> <p>12. PPE and decontamination kits must be regularly audited and available for use.</p> <p>13. Comply with the safe work method statements for property visits and driving vehicles.</p> <p>14. Training – all personnel undertaking property visits should be competent in biosecurity measures and risk identification.</p>					
<b>Current risk</b>	Likelihood (A-E)	D (unlikely)	Consequence (1-5)	2 (minor)	Current risk (VH, H, M, L)	Low
<b>Proposed risk treatment*</b>						
<b>Residual risk</b>	Likelihood (A-E)	D (unlikely)	Consequence (1-5)	2 (minor)	Residual risk (VH, H, M, L)	Low
<b>Comment*</b>						
<b>Conclusions</b>	The overall level of risk is low when personnel assess risk, are trained to follow 'come clean go clean' principles and comply with site and emergency procedures.					
<b>Recommendations</b>	Accept the low level of risk for the task.					

\*Mandatory requirement if assessed level of risk rating is VH (very high), H (high) or M (medium)

Name/s and role/s			Date	
Prepared by	Emergency Management Unit	Date completed	19 January 2018	
Authorised by	State Emergency Coordinator	Date authorised	1 February 2018	

Table 1 - Consequence description for areas of impact

	Animal health & welfare Plant health	Health & safety	Environment & heritage	Governance & compliance	Industry & customer experience	Stakeholder trust / confidence	Service delivery	Value & benefits	Financial
<b>5. Extreme</b>	<b>Significant</b> animal illness/injuries/deaths in multiple regions. <b>Widespread</b> animal welfare issues. Considerable plant damage/loss across <b>multiple regions</b> .	<b>Multiple fatalities</b> and/or >20 major injuries/permanent disabilities/chronic disease.	<b>Irreversible</b> large-scale environmental impact with <b>loss of valued ecosystems</b> .	<b>Prosecution</b> leading to imprisonment of executive(s). Significant prosecution/litigation. <b>Loss of operating licence</b> .	Extensive shutdowns or extended disruptions with <b>economy-wide</b> and national effects. <b>Structural change or long-term</b> industry impact.	<b>Outrage</b> – Material change to public perception of the organisation. Confidence and trust are severely damaged, possibly irreparably, and full recovery both questionable and costly.	<b>Catastrophic event</b> with potential to lead to the collapse of the organisation.	Failure to realise benefits of <b>enterprise-wide operations</b> or public announced portion/milestone significantly missed or final completion date significantly missed on critical path project.	>\$50m OR >25% of budget
<b>4. Major</b>	Considerable animal illness/injuries/deaths on <b>multiple properties across a region</b> . Animal welfare impacted across multiple regions. Considerable plant damage/loss on multiple properties across a region.	<b>Kill or disable</b> Single fatality and/or 10-20 major injuries/permanent disabilities/chronic diseases.	Long-term environmental impairment in neighbouring or valued ecosystems. <b>Extensive remediation</b> required.	<b>Substantial breach</b> resulting in prosecution, fines and/or litigation. Licence or accreditation restricted or conditions affecting ability to operate.	Short duration shutdowns or substantial disruptions affecting <b>multiple industries with state or sector-wide</b> cascading effects.	<b>Displeasure</b> – Extended negative state/national media coverage. Confidence and trust are damaged but recoverable at considerable cost, time and staff effort.	<b>Severe event</b> which requires <b>extensive</b> management effort but can be survived.	<b>Significant delays with initiative</b> which impacts <b>across divisions</b> and/or significant decrease in benefits realised or public announced portion/milestone missed or final completion date missed on critical path project.	>\$5m - ≤\$50m OR 25% of budget
<b>3. Moderate</b>	Some animal illness/injuries/deaths on <b>multiple properties across a region</b> . Animal welfare impacts across a region. Some plant damage/loss on multiple properties across a region.	<b>Serious injury</b> 1-10 major injuries requiring hospitalisation and numerous days lost or medium-term occupational illness.	Impacts external ecosystems and <b>considerable remediation</b> is required.	<b>Breach resulting in enforcement action</b> and/or prohibition notices. Substantial fine and no disruption to services.	<b>Significant</b> disruptions affecting operations of <b>one industry sector or region</b> with state-wide effects on one or more other regions or sectors.	<b>Concern</b> – Short-term negative state/national media coverage. Confidence and trust are diminished but are recoverable with time, staff effort and additional funding.	<b>Significant event</b> which can be absorbed, but <b>substantial</b> management effort is required.	<b>Significant delays with initiative</b> and/or <b>major decrease in benefits realised</b> or public announced portion/milestone missed or final completion date missed with demonstrable mitigating external circumstances.	>\$500k - ≤\$5m OR 10% of budget
<b>2. Minor</b>	<b>Limited</b> animal illness/injuries &/or deaths on single enterprise. Limited plant damage/loss on <b>single enterprise</b> .	<b>Loss-time injury</b> Single recoverable lost time injury or illness, alternate/restricted duties injury, or short-term occupational illness.	<b>Short-term</b> and/or well-contained environmental effects. <b>Minor remedial</b> actions probably required.	<b>Significant non-compliance</b> . Subject to comment and monitoring from applicable regulator. Small fine and no disruption to services.	<b>Serious disruptions</b> affecting operation of <b>one industry sector or region</b> .	<b>Disappointment</b> – Extended negative local/state media coverage. Confidence and trust dented but are quickly recoverable at modest cost within existing budget and resources.	<b>Minor event</b> , the impact of which can be absorbed but much <b>broader</b> management effort is required.	<b>Severe delays</b> with initiative and/or moderate decrease in benefits realised or completion date missed for non-critical path project.	\$50k - ≤\$500k OR 5% of budget
<b>1. Insignificant</b>	<b>Isolated</b> impact on animals and/or plants on a <b>single enterprise</b> .	<b>Medical treatment only</b> Illness or minor injuries requiring medical treatment.	<b>Change from normal</b> conditions within environmental regulatory limits & environmental effects are within site boundaries.	<b>Minor non-compliance</b> with legal and/or regulatory requirement or duty. Investigation and/or report to authority.	<b>Minor disruptions</b> affecting several industries or regions.	<b>Unease</b> – Series of negative articles in local/state media. Confidence remains with some minor loss of goodwill or trust. Recoverable with little effort or cost. Some continuing scrutiny/attention.	An event, the impact of which can be absorbed but <b>some additional</b> management effort is required.	<b>Minor delay</b> with initiative and/or a minor decrease in the benefits realised or minor delay on the project or another project, with no public implications.	≤\$50k OR 1% of budget

Table 2 - Risk rating with likelihood definition

		Likelihood				
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost certain
		Would only occur under exceptional circumstances (e.g. once every 100 to 1000 years)	Could occur only in unusual circumstances (e.g. once every 10 to 100 years)	Could occur, but more than likely will not (e.g. once every 1 to 10 years)	Will probably occur (e.g. 2 - 10 times/year; could occur on a monthly/quarterly basis)	Expected to occur in most circumstances (e.g. >10 times per year; could occur on a daily/weekly basis)
Consequence	5. Extreme	Medium	High	High	Very high	Very high
	4. Major	Low	Medium	High	High	Very high
	3. Moderate	Low	Medium	Medium	High	High
	2. Minor	Low	Low	Medium	Medium	Medium
	1. Insignificant	Low	Low	Low	Low	Medium

Table 3 - General risk tolerance, management guide and approval

Risk rating	Basic tolerance	Management	Approval – Non response	Approval – Responses
Very High	Generally intolerable	<b>Urgent attention.</b> Must obtain Secretary/Director General approval for risks and their treatments	Secretary/Director General	Executive Emergency Management Committee
High	Undesirable	<b>Intervention required.</b> Approval of the risks, their treatments and acceptable management actions. To be escalate to Secretary/Director General as appropriate.	Deputy Director General	Executive Emergency Management Committee
Medium	Tolerable	<b>Active management.</b> Review risks and treatments, and approve acceptable management actions.	Director	Incident Controller (Local or State)
Low	Broadly acceptable	<b>Ongoing monitoring.</b> Managed through routine operations by the risk owner. Review/monitor risks and their treatments for effectiveness, reliability and any changes in the likelihood and consequences.	Director or delegate	Incident Controller, Function Officers, Operations Managers or Officers-in-Charge (OIC's)