

Task Risk Assessment

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

Task	Establishing and operating check points in animal and plant biosecurity emergencies
Context (including area/site)	Personnel may be required to establish and operate check points in animal and plant biosecurity emergencies to enforce a standstill, prevent spread of prohibited biosecurity matter and carriers and/or monitor compliance to movement restrictions.
Risk factors/causes	Personnel may be injured while setting up resources and during check point operation, e.g. being hit by vehicles. Personnel may also be adversely affected by abusive people in vehicles and community members. Government agencies reputation may also be impacted by negative reactions to check points that restrict the community. (Risk factors from driving vehicles , working around plant and equipment , fatigue management and manual handling are addressed separately.)
Acceptable level of protection (ALOP)	Medium
Specific risk	Adverse impact on the health and well-being of response personnel. Reduction in department's stakeholder trust and confidence
Area(s) of impact	Health, safety and well-being Stakeholder trust and confidence
Current risk treatments	<ol style="list-style-type: none"> 1. Vehicles to be stopped based on risk of carriage of restricted biosecurity matter (according to the biosecurity direction). Risk to be determined during planning and a detailed list provided to check point personnel. 2. Disruption to normal community activities to be minimised by consulting local government and community on location of check points and limiting vehicles being stopped to higher risk vehicles, i.e. those that are more likely be exposed to or carry biosecurity matter. <ol style="list-style-type: none"> a. Consider using existing vehicle inspection stations e.g. heavy vehicle safety stations managed by Roads and Maritime Services (RMS) 3. Location of, set up, duration and vehicles/materials to be intercepted are determined at the LCC in consultation with NSW Police, industry, local government and Transport Services functional area, including a qualified Traffic Management person. Comply with relevant sections of RTA Traffic control at work sites. 4. Check points should be set up according to the guide Check points in biosecurity emergencies and include on-site risk assessments to minimise injuries to response personnel and the community. 5. Personnel stopping and searching vehicles must: <ol style="list-style-type: none"> a. Be authorised under the <i>Biosecurity Act 2015</i> (or other legislation) to inspect and seize biosecurity matter b. Have a form of name identification e.g. Authorised Officer identification card c. Able to interpret and implement the current biosecurity movement restrictions d. Able to assess their level of personal risk and take evasive actions if drivers/passengers become threatening/abusive e. Be or be teamed with a person trained in safely stopping vehicles, i.e. Traffic Control qualification 6. Emergency services vehicles that are responding to a call are permitted to pass through the check point without stopping. Registration numbers of vehicles to be noted and followed up by Movements personnel at an appropriate time. 7. Personnel must have access to and wear appropriate PPE for the conditions (e.g. high visibility clothing/vests/tabards, enclosed, non-slip footwear, sun protection (hat, sunscreen), long sleeve shirts, long pants, insect repellent, wet weather gear)

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	<p>8. Check points are to comply with traffic control plans including having necessary safety equipment such as road signs, portable lights, safety bollards, light wands.</p> <p>9. Communications must be established with the LCC or FCP using devices suitable to the area, e.g. mobile phones, satellite phones, GRN radios.</p> <p style="padding-left: 20px;">a. Check point personnel to report at a pre-determined frequency to their supervisor at the LCC/FCP (according to the guide Monitoring location of field personnel)</p> <p>10. Temporary work sites should provide adequate protection from the environment and facilities for rest to reduce fatigue</p> <p style="padding-left: 20px;">a. Sites, depending on duration of use, may require temporary shade structures, access to toilets and hand washing facilities, break area to include tables and chairs under shelter</p> <p style="padding-left: 20px;">b. Adverse weather conditions that may impact the safety of personnel and community requiring the check point to be closed.</p> <p>11. Minimise fatigue and exhaustion by staying hydrated and taking regular rest breaks</p> <p>12. Vehicles that do not comply with the direction to stop are to be referred to Police with vehicle and occupant details (where possible). Under no circumstances are DPI personnel permitted to follow or chase vehicles that do not stop.</p> <p>13. Vehicle drivers and passengers are to be informed of reason for stop and search, and provided written information.</p> <p style="padding-left: 20px;">a. Abusive drivers/passengers are to be referred to experienced DPI personnel and/or NSW Police</p> <p style="padding-left: 20px;">b. Any illegal items (other than biosecurity matter) discovered in the search are referred to NSW Police</p> <p style="padding-left: 20px;">c. Personnel searching vehicles should ask occupants to open bags and boxes for inspection</p>					
Current risk	Likelihood (A-E)	D (unlikely)	Consequence (1-5)	3 (moderate)	Current risk (VH, H, M, L)	Medium
Proposed risk treatment*	Substitute crewed check points with electronic signage and improved community engagement as a means to control movement of prohibited biosecurity matter to reduce health and well-being risk. Stakeholder trust and confidence risk should be slightly reduced.					
Residual risk	Likelihood (A-E)	D (unlikely)	Consequence (1-5)	2 (minor)	Residual risk (VH, H, M, L)	Low
Comment*	Crews must be monitored and check points regularly evaluated/audited to ensure they meet the objectives and comply with safety requirements.					
Conclusions	The overall risk is medium when check points are planned by experienced and qualified personnel, and set up and operated according to plans and guides. The risk can be lowered if crews are removed from check points.					
Recommendations	Accept the medium level of risk for the task for a crewed check point.					

*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	25 May 2018
Authorised by	State Emergency Coordinator		Date authorised	29 May 2018

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

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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

Refer to Table 1

Table 3 - General risk tolerance, management guide and approval

Risk rating	Basic tolerance	Management	Approval Non response	Approval Responses
Very High	Generally intolerable	Urgent attention. Must obtain Secretary/Director General approval for risks and their treatments	Secretary/Director General	Executive Emergency Management Committee
High	Undesirable	Intervention required. 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	Active management. Review risks and treatments, and approve acceptable management actions.	Director	Incident Controller (Local or State)
Low	Broadly acceptable	Ongoing monitoring. 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)