

# Biosecurity Management Plan

SAMPLE

**Table of Contents**

Purpose and Scope .....	5
Definitions.....	5
Legislative and Standards Framework.....	6
Roles, Responsibilities and Consultation .....	6
Officers (Company Directors and Senior Management) .....	6
Managers and Supervisors.....	6
Workers (Including Labour Hire and Volunteers).....	7
Contractors and Subcontractors.....	7
Visitors, Clients, and Delivery Drivers.....	7
Consultation and Communication.....	8
Biosecurity Risk Management Process.....	8
Step 1: Hazard Identification.....	8
Step 2: Risk Assessment.....	8
Step 3: Risk Control .....	9
Step 4: Review of Controls.....	9
Site Biosecurity Assessment and Mapping .....	9
Site Assessment.....	9
Site Maps.....	10
Access Control and Visitor Management .....	10
Entry Requirements .....	10
Visitor and Contractor Induction .....	10
Controlled and Restricted Areas.....	11
Signage.....	11
Movement of Vehicles, Machinery and Equipment.....	11
Pre-Entry Requirements.....	11
Wash-Down and Cleaning Procedures.....	12
Movement Between Properties and Sites.....	12
Plant, Turf, Soil and Material Handling .....	12
Supplier Management .....	12
Incoming Materials Inspection .....	12

Storage and Handling.....	13
Off-Site Work (Landscaping, Gardening, Lawn Care).....	13
Animal and Livestock Interface (Where Applicable) .....	13
Livestock Areas .....	13
Zoonotic Disease Control .....	14
Personal Hygiene and Decontamination .....	14
Hand Hygiene .....	14
Clothing and Footwear .....	14
Personal Decontamination Checklist .....	14
Cleaning, Disinfection and Waste Management.....	14
Cleaning and Disinfection Procedures.....	15
Green Waste and Contaminated Material .....	15
Waste Management Checklist.....	15
Chemical Use and Biological Control Agents .....	15
Chemical Management .....	15
Biological Control Agents and Live Organisms .....	16
Training, Induction and Competency.....	16
Induction .....	16
Ongoing Training .....	16
Biosecurity Incident Management.....	16
Examples of Biosecurity Incidents.....	16
Immediate Response Actions .....	16
Notification and Escalation .....	17
Investigation and Corrective Actions.....	17
Record Keeping and Documentation .....	17
Types of Records .....	17
Record Keeping Checklist .....	17
Monitoring, Audit and Review .....	18
Monitoring Activities .....	18
Internal Audits .....	18
Review of the Plan .....	18
Biosecurity Checklists and Templates .....	18

Daily Biosecurity Pre-Start Checklist (Example Items)..... 18

Vehicle and Equipment Cleaning Log (Table Template)..... 19

Incoming Plant/Material Inspection Log (Table Template)..... 19

Biosecurity Incident Report (Table Template)..... 19

Plan Implementation and Communication..... 19

SAMPLE

## Purpose and Scope

This Biosecurity Management Plan sets out the arrangements [Company Name] will implement to prevent, manage, and respond to biosecurity risks across all operations. It is designed for farming and agriculture, landscaping contractors, and gardening and lawn care activities.

The plan aims to:

- Protect crops, livestock, soil, turf, plants, and natural ecosystems from pests, diseases, and invasive species.
- Meet work health and safety (WHS) obligations related to biological hazards.
- Minimise business disruption, financial loss, and reputational damage arising from biosecurity incidents.
- Provide clear procedures for workers, contractors, and visitors to follow.

This plan applies to:

- All workers (including managers, supervisors, employees, labour hire, apprentices, and volunteers)
- All contractors and subcontractors (e.g. spray contractors, fencing contractors, mowing and lawn care crews, landscape installation teams).
- All visitors, suppliers, delivery drivers, and clients who enter operational areas.
- All sites under the control of [Company Name], including farms, nurseries, depots, yards, storage facilities, greenhouses, workshops, and mobile work locations.

## Definitions

For the purposes of this Biosecurity Management Plan:

- **Biosecurity:** Measures and procedures to protect plants, animals, humans, and the environment from harmful organisms (pests, weeds, diseases, pathogens) and biological materials.
- **Biological hazard (biohazard):** Any organism or material of biological origin that can cause harm to people, plants, animals, or the environment (e.g. zoonotic diseases, plant pathogens, contaminated soil, animal waste).
- **Pest:** Any organism that negatively affects plant or animal health, production, or the environment (e.g. insects, mites, rodents, feral animals, weeds, invasive plant species).
- **Pathogen:** A biological agent (such as bacteria, virus, fungus, or parasite) that can cause disease in plants, animals, or humans.
- **Contaminated material:** Soil, plant material, equipment, water, clothing, or other items that may carry pests, diseases, or weed seeds.

- **Controlled area:** Any area designated by [Company Name] where access, movement, or activities are restricted to manage biosecurity risks (e.g. quarantine paddocks, plant holding areas, wash-down bays).
- **Decontamination:** The process of cleaning and disinfecting equipment, vehicles, footwear, tools, and materials to remove or kill pests and pathogens.
- **Notifiable disease/pest:** A disease or pest that must be reported to relevant government authorities under legislation.

## Legislative and Standards Framework

[Company Name] will implement this Biosecurity Management Plan in alignment with relevant Australian legislation, regulations, codes of practice, and standards, including (as applicable):

- Work health and safety legislation in the relevant state or territory.
- Biosecurity Act 2015 (Cth) and any applicable state or territory biosecurity legislation.
- Relevant WHS Regulations relating to hazardous chemicals, biological hazards, and risk management.
- Model Code of Practice: How to manage work health and safety risks.
- Industry biosecurity guidelines for agriculture, horticulture, turf, landscaping, and nursery sectors.

[Company Name] will maintain awareness of changes to legislation, standards, and industry guidelines and update this plan accordingly.

## Roles, Responsibilities and Consultation

Effective biosecurity requires clear responsibilities and active consultation with workers and other duty holders.

### Officers (Company Directors and Senior Management)

Officers of [Company Name] must exercise due diligence to ensure the business complies with its WHS and biosecurity duties by:

- Providing adequate resources for implementing and maintaining this Biosecurity Management Plan.
- Ensuring appropriate risk management processes are in place for biological hazards.
- Monitoring performance and compliance with biosecurity procedures.
- Ensuring workers receive appropriate information, training, and supervision.

### Managers and Supervisors

Managers and supervisors are responsible for day-to-day implementation of this plan, including:

- Identifying and assessing biosecurity risks in their areas of control.