

Business Continuity Plan

SAMPLE

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Purpose and Scope

This Business Continuity Plan (BCP) sets out how [Company Name] will prepare for, respond to and recover from disruptive incidents while protecting workers' health and safety, maintaining critical operations and meeting legal obligations under Australian work health and safety (WHS) legislation.

This plan applies to:

- All workers, including employees, contractors, labour-hire workers, volunteers and visitors.
- All [Company Name] workplaces, including:
 - Office and corporate environments (e.g. head office, satellite offices, shared workspaces).
 - Retail and wholesale premises (e.g. shops, warehouses, showrooms).
 - Manufacturing and production facilities (e.g. factories, workshops, processing plants).
 - Disability and aged care services (e.g. residential facilities, community care, in-home supports).
 - Transport and logistics operations (e.g. depots, cross-docking facilities, distribution centres, vehicle fleets).

The BCP focuses on maintaining or restoring critical functions while ensuring WHS risks are identified, assessed and controlled so far as is reasonably practicable.

Objectives

The objectives of this Business Continuity Plan are to:

- Protect the health, safety and wellbeing of workers, clients, residents, customers, contractors and visitors during and after a disruptive event.
- Maintain or rapidly restore critical business functions to an acceptable level.
- Minimise harm to people, property, plant, equipment, information and the environment.
- Ensure compliance with WHS legislation, regulations, Codes of Practice and relevant industry standards.
- Provide clear roles, responsibilities and procedures for incident response, crisis management and recovery.
- Support effective communication with workers, clients, residents, families, regulators, suppliers and other stakeholders.
- Integrate with existing WHS management systems, emergency plans, ICT disaster recovery plans and quality systems.

Definitions

Key Terms

- **Business Continuity (BC):** The capability of [Company Name] to continue delivery of products and services at acceptable predefined levels following a disruptive incident.
- **Business Continuity Plan (BCP):** A documented plan that sets out procedures and information to guide [Company Name] in responding to and recovering from disruption.
- **Critical Function:** An activity, process or service that is essential to protect health and safety, meet legal obligations, maintain key customer/client services or prevent major financial or reputational damage.
- **Disruptive Incident:** An event that interrupts normal operations, including but not limited to natural disasters, ICT failures, pandemics, industrial accidents, utility outages, security breaches or supply chain failures.
- **Incident Controller:** The person appointed to lead the response to a specific disruptive incident.
- **Crisis Management Team (CMT):** A group of senior leaders and key specialists responsible for strategic decision-making during major disruptions.
- **Maximum Acceptable Outage (MAO):** The maximum time that a critical function can be disrupted before significant, unacceptable impacts occur.
- **Recovery Time Objective (RTO):** The targeted time to restore a function or system after disruption.
- **WHS:** Work health and safety, as defined in relevant Australian WHS Acts and Regulations.

Governance and Responsibilities

Governance Structure

[Company Name] will integrate business continuity management into existing WHS and risk management frameworks. Oversight of this BCP is provided by the senior leadership team or Board.

Governance Responsibilities Checklist

- Endorse this BCP and review it at least annually.
- Ensure adequate resources (people, budget, equipment, ICT) are allocated to implement the BCP.
- Monitor WHS and continuity performance indicators.
- Ensure alignment with WHS management systems, emergency procedures and quality systems.
- Review lessons learned following exercises and actual incidents.