

**Biosecurity Procedures**

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

**THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT**

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

**CLIENT OR PRINCIPAL CONTRACTOR DETAILS**

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

  

Risk Rating & Required Action:	
<b>4A</b>	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	No injury	no schedule impact	Deviation caught and corrected on site

  

**Notes on Hierarchy of Controls:**  
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, Legal Compliance and Roles	<ul style="list-style-type: none"> <li>Lack of clear accountability for biosecurity under the WHS Act 2011 and Biosecurity-related legislation (e.g. no designated Biosecurity Officer or PCBU representative)</li> <li>Poor understanding of legal duties relating to quarantine, exotic disease control and notification requirements</li> <li>Inadequate integration of biosecurity risk management into the organisation's WHS management system and risk register</li> <li>Failure to monitor and implement new or amended Australian biosecurity and quarantine requirements (Commonwealth, state and territory)</li> <li>Inconsistent application of quarantine restrictions across sites, projects or contractors due to absence of corporate standards</li> <li>Inadequate consultation with workers and Health and Safety Representatives (HSRs) regarding biosecurity risks and procedures</li> </ul>	High	<ul style="list-style-type: none"> <li>Assign clear governance for biosecurity by formally appointing a competent Biosecurity/WHS Responsible Person in the WHS management system with defined authority and responsibilities</li> <li>Develop and endorse a Biosecurity and Quarantine Policy that references the WHS Act 2011, WHS Regulations, relevant state/territory biosecurity legislation and industry codes of practice</li> <li>Embed biosecurity (including exotic disease control, quarantine of contaminated produce, and movement restrictions) into the organisational WHS risk management framework and corporate risk register</li> <li>Establish a documented process to review and update biosecurity procedures at least annually or when legislative standards or operations change, with sign-off by senior management</li> <li>Implement a compliance monitoring program (e.g. scheduled audits, spot checks and management reviews) to verify adherence to quarantine restrictions and disease control protocols</li> <li>Include biosecurity roles, responsibilities and performance expectations in position descriptions, contractor agreements and key performance indicators (KPIs)</li> <li>Ensure formal consultation mechanisms (toolbox talks, WHS committees, HSR meetings) routinely include biosecurity topics and feedback loops for continual improvement</li> </ul>	Medium
2. Risk Identification, Assessment and Planning	<ul style="list-style-type: none"> <li>Failure to systematically identify biosecurity hazards such as exotic disease incursions, contaminated produce, pest vectors and cross-contamination pathways</li> <li>Inadequate assessment of likelihood and consequence of biosecurity events on worker health, community health, the environment and business continuity</li> <li>Lack of documented biosecurity plans for each site, project or supply chain, resulting in inconsistent or ad hoc practices</li> <li>Underestimation of risks associated with the movement of people, vehicles, equipment and produce between quarantine and non-quarantine zones</li> </ul>	High	<ul style="list-style-type: none"> <li>Integrate biosecurity hazard identification into existing WHS risk assessment processes, including site start-up risk assessments and periodic reviews</li> <li>Develop standardised biosecurity risk assessment tools (checklists, matrices and templates) tailored to site types, including farms, depots, processing plants and logistics hubs</li> <li>Prepare a documented Biosecurity Management Plan for each relevant site or operation, addressing quarantine procedures, suspected contaminated produce handling and exotic disease scenarios</li> <li>Map movement pathways for workers, visitors, vehicles, equipment and produce to identify potential cross-contamination points and control locations (e.g. wash bays, entry controls)</li> <li>Undertake scenario-based planning for exotic disease incursions (e.g. foot-and-mouth disease, high-risk plant pathogens), including surge staffing, isolation of zones and communication strategies</li> <li>Review risk assessments whenever quarantine alerts are issued by authorities or when operational practices, suppliers or locations change materially</li> </ul>	Medium

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	<ul style="list-style-type: none"> <li>Failure to consider cumulative impacts of multiple biosecurity hazards (e.g. combined plant, animal and human health risks during an exotic disease outbreak)</li> </ul>			
3. Policies, Procedures and System Documentation	<ul style="list-style-type: none"> <li>Absence of formal, approved procedures for implementing quarantine, managing biosecurity risks and exotic disease control</li> <li>Procedures that are overly generic, ambiguous or not aligned with regulatory and industry best practice requirements</li> <li>Outdated or conflicting documents leading to inconsistent application of quarantine restrictions between sites or shifts</li> <li>Lack of specific procedures for quarantine of suspected contaminated produce, including assessment, segregation, labelling and disposal or decontamination pathways</li> <li>Procedures not easily accessible to workers, contractors and visitors, or not integrated with existing written procedure libraries</li> </ul>	High	<ul style="list-style-type: none"> <li>Develop, approve and issue a suite of biosecurity procedures covering quarantine implementation, movement controls, suspected contaminated produce decontamination and exotic disease response</li> <li>Standardise document formats and version control within the WHS management system to ensure a single source of truth for all biosecurity procedures</li> <li>Incorporate clear decision trees and escalation criteria into procedures (e.g. when to activate quarantine, when to notify authorities, when to suspend work)</li> <li>Include step-independent management system controls within procedures, such as record-keeping requirements, verification steps and periodic review triggers</li> <li>Develop specific guidance for the management of suspected contaminated produce, including isolation protocols, sampling authorisation, traceability documentation and coordination with regulators</li> <li>Ensure all procedures are readily available in both digital and hard-copy formats at points of use (e.g. site office, induction rooms) and referenced in induction and refresher training materials</li> <li>Schedule formal reviews and stakeholder consultation for each key biosecurity procedure at set intervals or after any significant incident or near miss</li> </ul>	Low
4. Training, Competency and Awareness	<ul style="list-style-type: none"> <li>Workers, contractors and visitors not adequately trained in biosecurity obligations, quarantine restrictions and exotic disease indicators</li> <li>Supervisors unable to competently implement and enforce quarantine procedures or assess suspected contamination events</li> <li>Inconsistent induction processes leading to variable understanding of site-specific biosecurity risks and controls</li> <li>Low general awareness of early signs of exotic plant or animal disease, resulting in delayed detection and notification</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	<ul style="list-style-type: none"> <li>Failure to include cleaners, labour-hire staff, transport operators and visitors in biosecurity awareness programs</li> </ul>		[REDACTED]	
5. Communication, Consultation and Information Management	<ul style="list-style-type: none"> <li>Ineffective communication of quarantine status, restricted areas and biosecurity requirements to workers and visitors</li> <li>Delayed internal and external notification of suspected exotic disease or contaminated produce incidents</li> <li>Lack of clear communication protocols between management, site personnel, regulators, clients and neighbouring properties during biosecurity events</li> <li>Inadequate recording and retrieval of biosecurity information (e.g. movement logs, inspection records, quarantine activation and clearance records)</li> <li>Misinformation or inconsistent instructions leading to confusion and non-compliance with quarantine restrictions</li> </ul>	High	[REDACTED]	Medium
6. Physical and Procedural Access Control	<ul style="list-style-type: none"> <li>Uncontrolled access to sites or specific quarantine zones by unauthorised workers, contractors, visitors or vehicles</li> <li>Ineffective zoning and separation of clean and contaminated areas, leading to cross-contamination</li> <li>Inadequate systems for monitoring and recording entry and exit of people, vehicles and produce, particularly during elevated biosecurity status</li> <li>Non-compliance with mandated quarantine restrictions due to lack of</li> </ul>	High	[REDACTED]	Medium

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	<ul style="list-style-type: none"> <li>physical barriers or poor procedural enforcement</li> <li>Insufficient integration of access control with emergency response and evacuation arrangements</li> </ul>		[REDACTED]	
7. Supplier, Contractor and Visitor Management	<ul style="list-style-type: none"> <li>Suppliers and contractors not aligned with organisational biosecurity and quarantine requirements, increasing risk of introducing exotic pests or diseases</li> <li>Lack of verification that transport and logistics providers comply with cleaning, disinfection and quarantine protocols</li> <li>Visitors entering sites without appropriate biosecurity screening, induction or supervision</li> <li>Inadequate clauses in contracts and purchase agreements regarding biosecurity responsibilities and incident reporting</li> <li>Poor traceability of produce and materials from high-risk regions or suppliers</li> </ul>	High	[REDACTED]	Medium
8. Biosecurity Monitoring, Surveillance and Testing Systems	<ul style="list-style-type: none"> <li>Lack of systematic surveillance to detect early signs of pests or diseases, pests or contamination in produce, animals, plants or the environment</li> <li>Reliance on informal observation rather than structured inspection programs and testing protocols</li> <li>Inadequate tools, equipment or agreements with laboratories to facilitate timely sampling, testing and analysis</li> <li>Failure to record and trend monitoring data, leading to missed early warnings or recurring issues</li> <li>Insufficient separation between routine quality checks and elevated biosecurity surveillance in response to alerts</li> </ul>	High	[REDACTED]	Medium

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[REDACTED]	
9. Quarantine and Contaminated Produce Management Systems	<ul style="list-style-type: none"> <li>No structured process to place areas, equipment or produce under quarantine when contamination or exotic disease is suspected</li> <li>Improper isolation, labelling or documentation of suspected contaminated produce leading to accidental use, sale or movement</li> <li>Inappropriate storage or handling of quarantined items, increasing risk of exposure to workers, the public or the environment</li> <li>Failure to coordinate quarantine decisions and actions with regulators, industry bodies and other affected parties</li> <li>Inadequate decontamination, disposal or release-from-quarantine procedures resulting in residual contamination or ongoing risk</li> </ul>	High	[REDACTED]	Medium
10. Decontamination, Cleaning and Waste Management Systems	<ul style="list-style-type: none"> <li>Inadequate system-level controls for cleaning and disinfection of vehicles, equipment, footwear and facilities between sites or zones</li> <li>Use of incorrect, ineffective or non-approved disinfectants for particular disease agents or contaminants</li> <li>Poorly managed biosecurity-related waste streams (e.g. contaminated plant material, PPE, packaging) increasing risk of spread</li> <li>Lack of maintenance and oversight of wash-down and decontamination infrastructure, leading to ineffective controls</li> <li>Workers and contractors unaware of or not following prescribed</li> </ul>	High	[REDACTED]	Medium

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	decontamination protocols due to insufficient procedures or supervision		[REDACTED]	
11. Health Monitoring, PPE and Human Biosecurity Interface	<ul style="list-style-type: none"> <li>No systematic consideration of human health monitoring where workers may be exposed to zoonotic or plant-related diseases associated with biosecurity incidents</li> <li>Inadequate selection, availability or management of personal protective equipment for high-risk biosecurity tasks</li> <li>Failure to integrate public health advice during exotic disease outbreaks with workplace WHS controls</li> <li>Workers attending work while symptomatic or after exposure to restricted zones due to weak policies or cultural pressures</li> <li>Insufficient support systems (e.g. Employee Assistance Programs, medical guidance) during high-stress exotic disease or quarantine events</li> </ul>	Medium	[REDACTED]	Low
12. Incident Management, Emergency Response and Business Continuity	<ul style="list-style-type: none"> <li>Absence of clear emergency response procedures for biosecurity incidents, including suspected exotic disease or mass contamination events</li> <li>Delayed or inappropriate response due to confusion over authority, responsibilities or thresholds for activating emergency plans</li> <li>Poor integration between biosecurity emergency planning and other WHS emergencies (fire, chemical spills, medical emergencies)</li> <li>Lack of business continuity planning considering prolonged quarantine restrictions, movement controls and supply chain disruption</li> <li>Insufficient post-incident investigation and review processes to identify</li> </ul>	High	[REDACTED]	Medium

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	systemic deficiencies in biosecurity management		[REDACTED]	
13. Recordkeeping, Audit and Continuous Improvement	<ul style="list-style-type: none"> <li>• Incomplete or inaccurate records of biosecurity activities, training, inspections, quarantine events and corrective actions</li> <li>• Lack of a structured audit program to assess system-level effectiveness of biosecurity controls and compliance with WHS Act 2011 duties</li> <li>• Failure to track and close out non-conformances identified during inspections, audits or regulatory visits</li> <li>• Limited analysis of incidents, near misses and monitoring data to identify systemic improvements in managing biosecurity risks</li> <li>• Over-reliance on informal knowledge rather than documented evidence to demonstrate due diligence</li> </ul>	High	[REDACTED]	Low

SAMPLE

**EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

**LEGISLATIVE REFERENCES**

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

**Queensland & Australian Capital Territory**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2011  
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>  
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>  
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>  
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

**Victoria**

Occupational Health and Safety Act 2004  
 Occupational Health and Safety Regulations 2017  
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>  
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

**New South Wales**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2025  
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>  
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

**Western Australia**

Work Health and Safety Act 2020  
 Work Health and Safety Regulations 2022  
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>  
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

**Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011  
 Work Health and Safety (National Uniform Legislation) Regulation 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>  
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

**Safe Work Australia Links**

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>  
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

**South Australia**

Work Health and Safety Act 2012 (SA)  
 Work Health and Safety Regulations 2012 (SA)  
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>  
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

**Tasmania**

Work Health and Safety Act 2012  
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012  
 Work Health and Safety Regulations 2012  
 Work Health and Safety (Transitional) Regulations 2012  
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>  
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.