

# OUR STAFF/ VISITOR LOG AND RISK ASSESSMENTS



# STAFF AND VISITOR LOG AND RISK ASSESSMENT – VISITOR LOG

Staff/visitor name		Date	
Company/service		Time in	
Phone number		Final assessment result	High    Medium    Low
Reason for visit		Time out	
Staff/visitor signature		Owner/manager signature	

**RISK ASSESSMENT** PLEASE RECORD RELEVANT EXPOSURE (RISK) FOR EACH ACTIVITY. NOTE THAT HIGHEST RISK IS FINAL RESULT. ANY STAFF/VISITOR PRESENTING A MODERATE OR HIGH RISK MUST BE MANAGED ACCORDING TO THE FARM'S DOCUMENTED BIOSECURITY PROCEDURES.

Activity/mitigation practice	Low risk	Moderate risk	High risk
<b>Contact with other farms</b>	Rarely visits other farms.	Occasionally visits more than one farm per day.	Visits many farms or livestock facilities per day.
<b>Ownership of cloven-hoofed animals (e.g. cattle, pigs, sheep, goats etc)</b>	Does not own these species at home.	These species at home, but minimal contact.	Owns and/or cares for these species at home.
<b>Contact with potentially sick or infectious animals</b>	Minimal or no contact with potentially ill or infectious animals.	Contact with healthy animals but avoids contact with potentially infectious animals.	May own or be exposed to many animals of unknown or poor health status.
<b>Contact with our animals</b>	Does not come into contact with animals, milk, manure or feed on our farm.	Minimal contact with animals, milk, manure or feed and only with protective clothing on our farm.	Works with animals, milk, manure or feed on our farm.
<b>Foreign travel</b>	Has not travelled outside Australia in the last 7 days.	Has travelled outside Australia in the last 7 days to an FMD free country with minimal or no farm animal contact.	<b>Foreign visitor or has traveled outside Australia</b> in the last 7 days to a country where FMD is present or has had contact with farm animals.
<b>Use of protective clothing</b>	Wears cleaned and sanitised shoes or boots. One pair of protective clothes per farm.	Wears cleaned and sanitised shoes or boots and clean clothes. If clothes are clean, then will not be changed.	Does not change into clean boots or clothes when moving from one farm to another.
<b>Vehicles and equipment</b>	Vehicles and equipment kept away from animals, milk and manure or feed areas or are thoroughly washed and disinfected both onto and off the property.	Vehicles and equipment used in areas of minimal animal, milk, manure or feed contact.	Vehicles and equipment may have come into contact with animals, milk, manure or feed.
<b>Biosecurity knowledge and compliance</b>	Understands and complies with biosecurity practices.	Knowledge of biosecurity principles but does not always comply.	Little knowledge or appreciation for biosecurity principles or does not comply.

**If you see anything unusual call the Emergency Animal Disease Watch Hotline on 1800 675 888 or the Exotic Plant Pest Hotline on 1800 084 881**



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