

Vaccination Policy

SAMPLE

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SAMPLE

Purpose

This Vaccination Policy sets out [Company Name]'s approach to managing vaccination-related risks in the workplace, with a particular focus on preventing and controlling vaccine-preventable diseases that may impact workers, clients, residents, visitors and contractors.

In disability and aged care, many clients and residents are at higher risk of severe illness from vaccine-preventable diseases such as influenza, COVID-19, pneumococcal disease and whooping cough. In hospitality and events, workers have frequent close contact with the public, handle food and beverages, and work in crowded environments where infection can spread rapidly.

This policy supports [Company Name]'s duty to provide, so far as is reasonably practicable, a work environment that is safe and without risks to health, in accordance with applicable Work Health and Safety (WHS) legislation, public health directions, and industry-specific standards.

Scope

This policy applies to:

- All workers engaged by [Company Name] including employees, labour hire workers, casuals, volunteers, apprentices, trainees and work experience participants.
- Contractors and subcontractors where vaccination requirements form part of contractual arrangements.

Students and placement participants working under the direction or control of [Company Name].

- All [Company Name] workplaces, including client homes, residential aged care and disability settings, hospitality venues, event sites, offices, warehouses and any other location where work is carried out.

This policy covers:

- Mandatory and recommended vaccinations for specific roles.
- Assessment of vaccination-related WHS risks.
- Management of vaccination records and evidence.
- Procedures for exemptions, refusals and alternative controls.
- Communication, training and consultation regarding vaccination requirements.

Definitions

Key Terms

- **Vaccination:** Administration of a vaccine to stimulate the body's immune response against a specific disease.

- **Vaccine-preventable disease:** An infectious disease that can be prevented or reduced in severity through vaccination (e.g. influenza, COVID-19, hepatitis A and B, measles, mumps, rubella, pertussis).
- **Mandatory vaccination:** A vaccination that is required for a particular role or setting due to legislation, public health orders, funding requirements, contractual obligations or [Company Name]'s risk assessment.
- **Recommended vaccination:** A vaccination that is not legally mandated but is strongly encouraged by [Company Name] based on WHS risk assessment and public health guidance.
- **Worker:** Any person who carries out work in any capacity for [Company Name], including employees, contractors, volunteers and labour hire workers.
- **PCBU:** Person conducting a business or undertaking, as defined in WHS legislation. [Company Name] is a PCBU.
- **Client/Resident:** A person who receives disability or aged care services from [Company Name], including in-home support, group programs and residential care.
- **Immunisation history statement:** An official record of vaccinations received, issued by a recognised authority such as the Australian Immunisation Register.

Legislative and Regulatory Context

[Company Name] will comply with all applicable legislation, public health directions and contractual obligations related to vaccination, including but not limited to:

- Relevant Work Health and Safety Acts and Regulations in the state or territory of operation.
- Public health orders and directions issued by state and territory health departments.
- Aged care and disability quality and safety standards and associated directions.
- Food safety legislation and codes for hospitality and events, where relevant.
- Anti-discrimination, privacy and employment legislation relating to medical information and workplace decisions.

In disability and aged care, vaccination requirements may be specified for workers providing direct care, entering residential facilities, or working in close contact with vulnerable clients. In hospitality and events, vaccination requirements may be imposed by venue operators, event organisers, government directions or client contracts.

[Company Name] will monitor changes to legislation and public health orders and update this policy and associated procedures as required.

Roles and Responsibilities

Officers and Senior Management

Officers and senior managers of [Company Name] must exercise due diligence to ensure that WHS obligations relating to vaccination are met. This includes:

- Ensuring that [Company Name] has appropriate resources and processes to implement this Vaccination Policy.
- Reviewing and approving vaccination risk assessments for high-risk roles and settings, such as residential aged care, disability support in shared accommodation, and high-density hospitality or event venues.
- Ensuring that changes to vaccination requirements arising from legislation or public health directions are promptly implemented.
- Monitoring WHS performance indicators related to vaccination, such as uptake rates in high-risk roles and compliance with mandatory requirements.

Managers and Supervisors

Managers and supervisors are responsible for:

- Identifying roles within the area that have specific vaccination requirements.
- Ensuring workers are informed of vaccination requirements prior to engagement and throughout employment.
- Verifying and recording vaccination evidence in line with privacy requirements.
- Implementing alternative control measures for workers who are exempt or not vaccinated, where reasonably practicable.
- Consulting with workers and Health and Safety Representatives (HSRs) on vaccination-related WHS matters.
- Ensuring contractors and agency staff meet the same vaccination requirements as directly employed workers, where applicable.

Workers

All workers are responsible for:

- Taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Complying with this Vaccination Policy and any lawful and reasonable vaccination requirement that applies to their role.
- Providing accurate and up-to-date evidence of vaccination status where required.
- Immediately informing their manager if their vaccination status changes in a way that may affect their ability to safely perform their role.
- Participating in vaccination-related training and information sessions.