



Policy Title: **IMMUNISATION POLICY**

Policy Type: **HUMAN RESOURCES**
 (Statutory, Financial, Administrative, Human Resources)

Policy Number: **HR030**

Approved by Council	Last Review	Current Review	Next Review
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Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
Revision #:	Document Management File #.		
3.0			

1. Policy Background/Scope

This policy applies to Aurukun Shire Council employees, volunteers and contractors identified as being at risk due to potential hazards in their relevant work environments. This policy does not supersede advice provided by a registered health professional.

As a consequence of their work related duties for Aurukun Shire Council, some employees may be at greater risk of exposure to some infectious diseases than they would normally experience. Additionally some Council employees work in environments where the risk of passing on infectious diseases may have serious consequences for members of the public. Council therefore recognises it has a duty of care to all employees as well members of the community to provide a safe and healthy workplace.

Council's employee immunisation program is voluntary and all high risk employees, as identified by job category and risk assessment, are to be offered access to immunisation against the below listed illnesses. The costs associated with this immunisation program will be borne directly by Council and not the affected employee.

Employees in high risk categories who do not wish to participate in the immunisation program must be monitored by their Manager/Supervisor to ensure all required exposure controls are being implemented. This will include a documented review of work practices related to the risk exposure areas as identified in the section's risk assessments. Employees, Managers and Supervisors will also need to be aware of recommendations for non-responders to immunisation.

2. Purpose

This Policy provides Aurukun Shire Council employees with a framework to support the ongoing health and wellbeing of all staff through prevention and early intervention.

This policy applies to all Council employees who are identified as being likely to come in to contact with or expose other staff/clients to infectious diseases due to their work related tasks or the job they perform for Council.

The purpose of this policy is:

- To ensure the risk of exposing Council clients and members of the public to infectious diseases is minimised;
- As a duty of care, to ensure all employees at risk of contracting infectious diseases are given the opportunity to be appropriately immunised;
- To clarify the procedure for employees, supervisors/managers relating to accessing immunisation and monitor immunisation status.
- To minimise the risks to health and safety of staff exposed to infectious disease risks while at work,

Council will provide immunisations to prevent the following infectious diseases:

- Hepatitis A;
- Hepatitis B;
- Tetanus;
- Influenza.

The vaccinations are provided free to staff where a risk assessment has determined that their duties place them at a risk of exposure.

The immunisation program is not compulsory.

3. Definitions

This policy applies to all employees that are involved in any sort of physical work that involves the musculoskeletal system and all staff employed by Aurukun Shire Council that may be exposed to illness prevented through vaccination recommended by Queensland Health.

At Risk	Regular exposure to biological hazards, particularly where there is a potential for contact with bodily substances.
Contractor	A person or organisation who performs a specific act or acts including the provision of services and/or materials to another person or organisation under an agreement enforceable by law.
Council	Aurukun Shire Council
Employee	<i>Local government employee:</i> (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2017</i> .
New Employees	A person who is appointed as an employee to a position within Council, including existing employees who have applied and/or been appointed to another position.
Region	Area defined by the electoral boundaries of Aurukun Shire Council.
Registered Health Professional	A medical practitioner registered with the Medical Board of Queensland or similar registration authority.
Vaccine Preventable Disease	An infectious disease for which an effective preventative vaccine is readily available.
Volunteer	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.
WHS	Workplace Health and Safety

4. Employment Conditions for New Employees

New employees who may be at risk of developing a vaccine preventable disease from their work environment must be informed that it is a condition of employment that the immunisations listed on the relevant position description be undertaken within the timeframes specified. These immunisation conditions must be outlined in appointment letters and position descriptions and must be completed by the employee in the nominated time frame.

5. New Employee Responsibilities

The following responsibilities relate to new employees:

- New employees are required to provide a record or statement from a registered health professional confirming past immunisations so that current immunisation needs can be identified.
- Proof of the required immunisations conducted by a registered health professional is to be provided to Human Resource Manager in the nominated timeframe.
- Grounds for refusals for immunisation are to be outlined in the Immunisation Declaration Form. The completed form is to be returned to Human Resource Manager.

6. Existing Employees

Any identified immunisation needs will be required to be undertaken within one month of the employee being notified.

7. Volunteers

Council will ensure volunteers that are likely to be at risk of exposure to vaccine preventable diseases are managed in a way to minimise exposure to possible disease and infection.

Information, instruction, training and supervision will be provided to volunteers through Council inductions and awareness program.

8. Management Responsibilities

Council has a duty of care to ensure the following:

- The Health, Safety and Welfare of their employees as legislated as per the WHS Act 2011;
- To meet all necessary immunisation costs to ensure it fulfils its workplace health and safety obligation to employees identified as being at risk.

9. Supervisor/Manager Responsibilities

For all Manager/Supervisors of employees in positions identified as at risk of exposure to infectious diseases the following is required:

- To identify (in accordance with legislation) whether a position has a potential risk of exposure to infectious diseases as a result of the work performed for Council.
- To discuss the position's potential risks of exposure to infectious diseases with the new or existing employee, in consultation with the Workplace Health and Safety Officer.
- To advise the employee of their access to an immunisation program prior to commencing the duties at risk.
- To ensure terms of this policy are implemented and complied with in their areas of responsibility.
- To ensure their employee/s completes the relevant immunisation declaration as well as the relevant immunisation record form and ensures the completed forms are returned to the Human Resources.

10. Human Resources Responsibilities

Council's Human Resources Department is required to ensure the following:

- Provide Vaccination Information to all employees classified as being "At Risk".
- That all employees classified as being "At Risk" complete the relevant Immunisation Declaration Form (Attachment 1).
- That the Immunisation Declaration Form is appropriately filed on an employee's personnel file.

11. Immunisation Appointments

Immunisations can be administered at bulk billing medical centres throughout the Region or by the employee's registered health professional.

Employees are responsible for scheduling their immunisation appointments and may (with the approval of their direct supervisor) attend immunisation appointments during their normal working hours.

12. Immunisation Boosters

It is the employee's responsibility to ensure their immunisations are current. W&S maintains a confidential Register of Immunisations to monitor employee immunisation compliance.

13. Outbreaks of Vaccine-Preventable Diseases

In the event of an outbreak of a vaccine preventable disease, Council may consider the benefits of providing at risk employees immunisations to reduce the further spread of the disease and the disruption to productivity and services.

14. Immunisation Costs

14.1. New Employees

Costs associated with the immunisation appointment, the administration of the vaccine and obtaining records or statements are the responsibility of the Aurukun Shire Council.

14.2. Changes in Position Requirements

Where the requirements of an existing position change and now require the incumbent to be immunised, Council will absorb the costs of the immunisations for those employees.

14.3. Redeployment and Secondment

If a position is made redundant and the employee is offered and accepts redeployment, and the position requirements include immunisations, Council will absorb the costs of the immunisations.

If an employee is seconded to a position that requires immunisations, Council will absorb the costs of the immunisations.

14.4. Immunisation Boosters

Council will absorb the costs of immunisation boosters for those employees identified as being at risk.

14.5. Exposure to a Vaccine Preventable Disease

The costs of managing Council identified outbreaks of vaccine preventable diseases will be absorbed by Council.

In the event of an outbreak of a vaccine preventable disease in the workplace, it may be necessary to exclude a non-immune worker or implement work restrictions to protect the worker and prevent further spread of disease.

If a non-immune employee becomes exposed to a vaccine-preventable disease, medical treatment must be sought as soon as possible. In some instances a Postexposure Prophylaxis can be administered.

Work-caused infection of a vaccine preventable disease requires notification to Workplace Health and Safety Officer as a prescribed serious illness.

Appendix

Related Documentation:

Queensland Health Recommendations as per below

Type of Immunisation	Pre Immunisation Testing	Post Immunisation Testing	Schedule	Booster Requirements	Further Information
Twinrix	Not recommended	No	3 doses - 0, 4 weeks and 6-12 months	Not required	
Hep A only	Not recommended	No	Single Dose for Immunity for 1 year. Second Dose required 6-12 months for long term immunity.	Not required	
Hep B Only	Not recommended	No	3 doses - 1st dose 2nd dose: 1 month after 1st dose 3rd dose: 6 months after 1st dose	Not required	
Tetanus	Not recommended	No	ADT single dose See Further Information	ADT Booster at 50 years See Further Information	If the person has not had a primary tetanus vaccination course then 3 dT vaccinations will be required with at least 4 weeks between each injection. One of the vaccines should be given in the form of dTpa if possible. Prophylaxis may be required following tetanus prone wound, depending on type of wound.
Qfever	Not recommended	No	Single dose	Not required	Recommend employee has results of test/record of vaccination entered onto Q fever register (www.qfever.org)
MMR (measles, mumps, rubella)	Not recommended	No	2 doses, minimum of 4 weeks between each dose.	Not required	
Varicella (Chicken Pox)	Not recommended	No	2 doses, minimum of 4 weeks between each dose.	Not required	
Whooping Cough (pertussis)	Not recommended	No	Single dose - dTpa (diphtheria, tetanus and pertussis)	Boostrix required every 10 years	
Influenza	Not recommended	No	Annual dose		

Positions Identified as 'At Risk' and Immunisation Requirements

Position Requirements	Immunisation Requirements	Department
All staff working in Remote indigenous Communities	Hepatitis A	Whole Council
People who work with children	Influenza MMR(German Measles) Whooping cough (pertussis) Chickenpox (varicella)	Community Services
Carers in Aged Care	Hepatitis B Influenza	Community services
Emergency workers (anyone who could be exposed to saliva, blood or other bodily fluids)	Hepatitis B Influenza Tetanus	Corporate services Community Services Technical Services
People who work with animals	Q Fever Rabies	Community Services
Cleaners	Tetanus Hepatitis B	
Plumbers	Tetanus Hepatitis B	Technical services
Trades/Assistants	Tetanus	Technical Services

INFECTIOUS DISEASES IMMUNISATION DECLARATION

Employee Name		Employee No:	
Business Unit		D.O.B	

I have read the attached information concerning immunisation and occupational risks regarding the following diseases:

(Please indicate what immunisation you require or have been previously immunised against by placing a ✓ in the box or writing n/a if you are not classed as being at risk for that disease)

	Require	Previously immunised	When
Hepatitis A	<input type="checkbox"/>	<input type="checkbox"/>	
Hepatitis B	<input type="checkbox"/>	<input type="checkbox"/>	
Influenza	<input type="checkbox"/>	<input type="checkbox"/>	
Tetanus	<input type="checkbox"/>	<input type="checkbox"/>	
Other			

I declare that:

- I have previously received Immunisations for the diseases I have indicated above and **do not want** further testing or immunisation.
- I would like an immunisation status check (if applicable) and a further booster/immunisation if required.
- I **do not want** testing or immunisation.
- I **would** like to be immunised for the disease indicated above.

I understand that by volunteering to be immunised by Councils nominated Doctor it is my responsibility to find out from the medical staff when I am required to attend the practice to receive additional booster/immunisations.

I understand it is my responsibility to keep track of my immunisations by completing the BVSC Immunisation Record Form and returning the completed form to the Human Resources Section.

I understand that by agreeing to receive immunisations I will authorise my employer to obtain and release information, either verbal or written, in relation to this immunisation to allow Council to adequately monitor and review the immunisation process.

I understand that all medicines and vaccines carry various risks and benefits and that if I have any concerns regarding my immunisation it is my responsibility to seek further guidance.

I understand that once my immunisations are complete I will inform Human Resources so that a serological conversion (immunisation status) blood test can be arranged.

Employee Signature:..... **Date:**.....