

1. Heads of Power

Workplace Health and Safety Act 2011;
 Work Health and Safety Regulation 2011;
 Local Government Act 2009

2. Intent

The purpose of this policy is to establish the framework for reviewing, making, recording and exercising delegations made pursuant to the Local Government Act 2009 (Qld).

3. 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.

Council's employee immunisation program is voluntary and all 'At Risk' employees, as identified by job category and risk assessment, are to be offered access to immunisation. The positions identified as 'At Risk' and their immunisation requirements are tabled at the end of this policy.

4. Definitions

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 2009</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.

5. 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,

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.

6. 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.

7. 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 Workplace Health and Safety Supervisor in the nominated timeframe.
- Grounds for refusals for immunisation are to be outlined in the Immunisation Objection Form. The completed form is to be returned to Workplace Health and Safety Supervisor.

8. Existing Employees

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

Grounds for refusals for immunisation are to be outlined in the Immunisation Objection Form. The completed form is to be returned to Workplace Health and Safety Supervisor.

9. 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.

10. 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.

11. 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 Supervisor.
- 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 Workplace Health and Safety Supervisor.
- Where an employee objects to immunisation, Managers/Supervisors are 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.

12. Human Resources Responsibilities

Council's Workplace Health and Safety Supervisor and 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 Forms.

- That the Immunisation Forms are appropriately filed on an employee's personnel file.

13. Immunisation Appointments

Immunisations can be administered at the Aurukun clinic or any 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.

14. Immunisation Boosters

It is the employee's responsibility to ensure their immunisations are current. Workplace Health and Safety maintains a confidential Register of Immunisations to monitor employee immunisation compliance.

15. 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.

16. Immunisation Costs

16.1. 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.

16.2. 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.

16.3. Redeployment and Secondment

If a position is made redeployed or seconded to a position that requires immunisations, Council will absorb the costs of the immunisations.

16.4. Immunisation Boosters

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

16.5. 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 Supervisor as a prescribed serious illness.

17. Associated Documents

- Immunisation Consent Form
- Immunisation Objection Form
- Vaccine Preventable Certification Form

18. Document Controls

Council will review this policy every two years or as required by changes to Queensland Health Occupational immunisations recommendations or best practice.

19. Policy Owner

People, Culture and Safety Manager.

Positions Identified as 'At Risk' and Immunisation Requirements

[Occupational immunisations | Health and wellbeing | Queensland Government](#)

Position	Immunisation Requirements	Department
All staff working in Remote Indigenous Communities	Hepatitis A	All employees based in Aurukun and employees that make frequent visits
People who work with children	Influenza Measles Rubella (German Measles) Whooping cough (pertussis) Mumps Chickenpox (varicella) Hepatitis A Hepatitis B	Community Services
People who work with animals	Q Fever Rabies Influenza Hepatitis A	Community Services
Cleaners	Tetanus Hepatitis A Hepatitis B	Infrastructure Services
Plumbers & Electricians	Tetanus Hepatitis A Hepatitis B	Infrastructure Services

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Town Services Employees/Trades Assistants/Carpenters	Tetanus Hepatitis A	Infrastructure Services
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Responsible Department: Human Resources

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