



# Vaccination Policy

## DOCUMENT AUTHORISATION

<b>RESPONSIBLE OFFICER:</b>		WHS COORDINATOR			
<b>REVIEWED BY:</b>		Council			
<b>REVIEW DUE DATE:</b>		27 October 2025			
<b>VERSION NUMBER:</b>		9			
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<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>APPROVED / ADOPTED BY:</b>
9	27/10/2022	12.10/22	Document reflects the updated policy template. Update of references. Inclusion of definitions. Update of vaccinations required by workers in line with NSW public health orders. Vaccination checklist updated.	WHS Coordinator	Council
8	26/09/2019	19.09/19	Update of references to Acts and Regulations.	WHS Coordinator	Council
7	28/07/2016	12.07/16	Updates to references, expansion of workforce groupings.	WHS Coordinator	Council

Note: Document Control continued at Appendix A

*A/ [Signature]*  
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General Manager

*2-11-2022*  
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Date

## ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging, and to Torres Strait Islander people and all First Nations people.

## PURPOSE

The purpose of this policy is to:

- Assist Council in the management of communicable, infectious and notifiable diseases by offering to Council employees an immunisation program;
- Assist Council in the management of vaccination requirements in accordance with relevant health guidelines; and
- Comply with work health and safety, best practice and Council's general duties as a PCBU under the *Work Health and Safety Act 2011* and the *Work Health and Safety Regulation 2017* regarding the control of infectious diseases in the workplace.

## APPLICABILITY

This policy applies to all Council staff, managers and supervisors.

## OUTCOMES

Glen Innes Severn Council in consultation with staff and medical professionals, has developed the Vaccination Policy in accordance with the 11<sup>th</sup> edition of the *Australian Immunisation Handbook 2018 update*, the Australian Government's Immunise Australia Program and *AS/NZS ISO 31000:2018 for Risk Management*. Recommendations in the immunisation publications are based on the best scientific evidence available.

Glen Innes Severn Council is committed to having policies and procedures in place to manage the risk from infectious diseases.

In particular, Glen Innes Severn Council must ensure that:

- Employees are informed about correct risk management procedures;
  - Employees have access to vaccinations as an appropriate risk control measure;
  - Medical assistance and support is provided for employees who fall victim to a workplace related infection; and
  - Council provides the vaccinations to employees as listed in *Table 1* at Council's expense.
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## Procedures

- Consult with staff about infectious disease and the control measures required;
- Complete a risk assessment for work activities / workplaces that could be at risk;
- Return to home policy if found to be suffering from an infectious disease;
- Provide voluntary vaccination of staff where appropriate, in line with recognised workplace health guidelines;
- Consider changed work arrangements (including restricted hours or removal from duties) for vulnerable employees or employees at risk of exposing others;
- Introduce, where practical, barrier protection practices (i.e. use of gloves, masks and appliances to avoid direct contact or open exposure);
- Provide information, instruction, training and supervision;
- Record information relating to the infectious diseases program; and
- Review the infectious diseases program every three (3) years or earlier if required.

## ROLES AND RESPONSIBILITIES

### Managers and Supervisors

Managers and supervisors are responsible for ensuring the following procedures are implemented within their workgroup:

- Ensuring employees are aware of the hazards and risks associated with communicable and infectious diseases;
- Liaising with the WHS Coordinator for employees' access to vaccinations;
- Ensuring risk control measures are in place to limit exposure and spread of infection;
- Monitoring the risk management procedures as required; and
- Monitoring staff sick leave records as required.

### Employees

Employees are responsible for carrying out all activities in a safe manner in accordance with procedures and training undertaken. In particular employees are to:

- Provide to the WHS Coordinator when requested evidence of their current immunisation status by providing a copy of their AIR Immunisation History Statement, from the Australian Immunisation Register and/or a record from their Doctor;
  - Report to their supervisor, as soon as practical, any incidence of work related infectious disease; and
  - Undertake appropriate risk management procedures in the workplace.
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## WHS Coordinator

The WHS Coordinator is responsible for ensuring the following actions are implemented:

- Immunisations - All vaccine is administered by prior arrangement by a qualified provider. Arrangements are made by the WHS Coordinator in consultation with the workplace supervisors;
- Pathology - All blood tests are to be arranged through Council's WHS Coordinator in consultation with a qualified provider and workplace supervisors; and
- Records - The WHS Coordinator will maintain records of employee vaccinations and advise individuals if and when further vaccinations are required.

## DEFINITIONS

**Australian Immunisation Register (AIR)** A database that holds records of vaccinations given to people of all ages who are registered with Medicare in Australia.

**AIR Immunisation History Statement** lists all immunisations given to a child since 1996 and adult immunisations from October 2016. It states their current immunisation status for age.

**Communicable diseases** are diseases that can spread from person to person and can include but are not limited to: common cold, influenza, hepatitis B, mumps, measles and chicken pox.

**Immunisation** The process of inducing immunity to an infectious agent by giving a vaccine.

**Infectious diseases** are caused by infectious agents (bacteria, viruses, parasites and fungi and their toxic products). Many **infectious diseases** are also **communicable diseases**, meaning they can be passed from one person or animal to another. They include but are not limited to: chicken pox, COVID-19, influenza, hepatitis B, Japanese encephalitis, legionnaires disease, measles, meningococcal, monkey pox, mumps, Q fever, Ross River virus, tetanus, pertussis (whooping cough).

**Notifiable Diseases** include but are not limited to: COVID-19, tetanus, mumps, measles, rubella, meningococcal disease, pertussis ("whooping cough"), poliomyelitis.

**PCBU:** Person Conducting a Business or Undertaking has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers while the workers are at work in the business or undertaking.

**NSW Public Health Order:** relate to just a small range of very serious notifiable conditions including but not limited to COVID-19. Public health orders are measures of last resort and are only used where voluntary measures are not adopted to prevent a public health risk.

**Vaccination** is when an individual receives a vaccine either by a needle or drops in the mouth.

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## POLICY STATEMENT

Glen Innes Severn Council is committed to providing a safe and healthy workplace through the management of vaccinations. Glen Innes Severn Council will do what is reasonably practicable to ensure a safe and healthy workplace.

Glen Innes Severn Council considers a safe and healthy workplace is a joint responsibility between Council and its workers.

Vaccination is only one part of keeping workplaces safe and healthy. Council as a PCBU must continue to apply all reasonably practicable control measures such as good hygiene, regular cleaning and PPE even when workers have been vaccinated for infectious diseases.

## LEGISLATION AND SUPPORTING DOCUMENTS

### Relevant Legislation, Regulations and Industry Standards include:

- *Work Health and Safety Act 2011;*
- *Work Health and Safety Regulation 2017;*
- *Public Health Act 2010;*
- *Australian Immunisation Handbook 2018 updated, 18 May 2022;*
- *AS/NZS ISO 31000:2018 for Risk Management; and*
- *NSW Public Health (COVID-19 Care Services) Order (No 2) 2022.*

### Relevant Council Policies and Procedures include:

- Pandemic Business Continuity Plan 2020 – 2023;
- WHS Health Monitoring Procedure; and
- Glen Innes Aggregates Safety Management System.

## VARIATION AND REVIEW

The Vaccination Policy shall be reviewed every three (3) of years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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## Table 1 Occupational Immunisation Guidelines

The information is an extract from the *Australian Immunisation Handbook*, and can be used as a guide to help identify Council employees that require vaccinations:

Worksite	Vaccine
<b>Persons who work with children</b>	
<ul style="list-style-type: none"> <li>Children, Youth and Family Services</li> </ul>	<ul style="list-style-type: none"> <li>MMR (if non-immune) #</li> <li>Pertussis (whooping cough) #</li> <li>Varicella (if non-immune) #</li> <li>Hepatitis A *</li> <li>Meningococcal #</li> <li>COVID -19 +</li> </ul>
<b>Persons who provide home care services</b>	
<ul style="list-style-type: none"> <li>Life Choices Support Services – Direct care staff</li> </ul>	<ul style="list-style-type: none"> <li>Hepatitis A *</li> <li>Hepatitis B *</li> <li>Influenza</li> <li>COVID-19 +</li> </ul>
<ul style="list-style-type: none"> <li>Life Choices Support Services – all other staff</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 +</li> </ul>
<b>Persons who work with animals or regularly in saleyards</b>	
<ul style="list-style-type: none"> <li>Saleyard workers</li> <li>Integrated Water Services – as required</li> <li>Rangers</li> </ul>	<ul style="list-style-type: none"> <li>Q fever *</li> </ul>
<b>Workers exposed to human tissue, blood, body fluids or sewage</b>	
<ul style="list-style-type: none"> <li>Integrated Water Services</li> <li>Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Hepatitis A *</li> <li>Hepatitis B *</li> </ul>
<b>Workers exposed to used needles or syringes</b>	
<ul style="list-style-type: none"> <li>Integrated Water Services</li> <li>Landfill</li> <li>Recreation and Open Spaces inc aquatic/sports centres, cleaners</li> <li>Works</li> </ul>	<ul style="list-style-type: none"> <li>Hepatitis B *</li> </ul>
<b>If exposed to a tetanus prone injury</b>	
<ul style="list-style-type: none"> <li>All workers</li> </ul>	<ul style="list-style-type: none"> <li>Tetanus</li> </ul>
<b>Voluntary annual vaccine</b>	
<ul style="list-style-type: none"> <li>All workers</li> </ul>	<ul style="list-style-type: none"> <li>Influenza</li> </ul>

# immunisation – should be considered if employee has never had the disease or there is an outbreak

\* titre test (blood test) is required

+ as required by NSW Public Health Orders

**This list is not exhaustive and other factors and measures may need to be considered.**

## Appendix A

### Document Control Continued

PREVIOUS VERSIONS:	DATE:	RESOLUTION NO:	DESCRIPTION OF AMENDMENTS:	AUTHOR / EDITOR:	REVIEW / SIGN OFF:
6	22/8/2013	14.8/13	Updated to reflect changes in title of WHS Act and Regulation, reference to updated Immunisation Handbook tenth edition released in 2013 and an organisational move to a three (3) year policy review time frame.	WHS Coordinator	Council
5	26/4/2012	14.4/12	Updated to reflect changes to references to WHS Act 2011 and associated regulations and changes to Councils organisational structure.	WHS Coordinator	Council
4	28/04/2011	19.04/11	no significant changes.	WHS Coordinator	Council
3	22/10/2009	13.10/09	no significant changes.	WHS Coordinator	Council
2	24/07/2008	14.07/08	Updated to conform to the recommendations contained in the Ninth Edition of the Australian Immunisation Handbook, released in 2008.	WHS Coordinator	Council
1	17/08/2006	2.08/06	New policy developed to fulfil OHS requirements and compliance with StateCover's OHS Self Evaluation Audit.	WHS Coordinator	Council