

IMMUNISATION PROCEDURE

1 Scope:

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

2 Purpose:

To provide a process outlining:

- The obligations of employees and W&S; and
- Risk control options to avoid possible infection of a vaccine preventable disease.

3 Related Documents:

Primary

Immunisation Policy

Secondary

Work Health and Safety Act 2011

Discipline Procedure

First Aid in the Workplace Code of Practice 2014

How to Manage Work Health and Safety Risks Code of Practice 2011

Immunisation Refusal and Acknowledgement of Risk Form

Register of Immunisations

Safeplan First Aid Management Procedure

Safeplan Skin Penetrating Injuries - Infection Control Procedure

The Australian Immunisation Handbook

4 Definitions:

To assist in interpretation, the following definitions apply:

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	Rockhampton Regional 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> .

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Department: Corporate Services

Section: Workforce and Strategy

Page No.: Page 1 of 13

Immunity to a Disease	Having a protective level of resistance to a particular infectious disease.
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.
Non Responder	A person who has been vaccinated against an infectious disease, but who has documented evidence that they have not developed a protective level of resistance to the disease.
PPE	Personal protective equipment
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.
WHSQ	Workplace Health and Safety Queensland
W&S	Workforce and Strategy
Post-exposure Prophylaxis	Any preventive medical treatment started immediately after exposure to a pathogen (such as a disease-causing virus), in order to prevent infection by the pathogen and the development of disease.

5 Procedure:

5.1 Independent Review

A review of Council positions was undertaken by an independent registered health professional and those positions where immunisation was recommended were identified. Identified positions with recommended immunisations are listed in Appendix 1 and 2.

5.2 New Employees

5.2.1 As detailed in the Immunisation Policy, required immunisations for new employees are listed as a condition of employment.

5.2.2 Within one month of the new employee's commencement date the new employee must provide (to W&S) evidence from a registered health professional that they have commenced the required immunisation program.

5.3 Restricted Tasks

5.3.1 The implementation of work restrictions may be required for employees who have no immunity to vaccine preventable diseases, who perform at risk activities, work in at risk environments or have contact with persons infected with a vaccine preventable disease.

5.3.2 Some immunisations require a period of time before immunity is obtained. In areas of moderate or high risk, an employee's tasks should be restricted until this period has lapsed. A risk assessment must be conducted to identify controls to implement safe work practices, requirements for additional training and the provision of PPE to employees.

5.4 Management of a Vaccine Preventable Disease Outbreak

Corporate Improvement and Strategy use only

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Version: 3
Reviewed Date: 23 October 2015

Department: Corporate Services
Section: Workforce and Strategy
Page No.: Page 2 of 13

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

5.4.2 W&S should seek advice from an expert source, such as Queensland Health, for how to appropriately manage the outbreak.

5.5 First Aid Officers

5.5.1 Employees appointed as an Appointed First Aid Officer are issued with an appointment letter outlining their immunisation responsibilities. The letter is to be completed, signed and submitted to W&S for placement on the employee's personnel file.

5.5.2 Existing Appointed First Aid Officers must comply with immunisation responsibilities. Appointed First Aid Officers who refuse to comply with their immunisation responsibilities may forfeit the Appointed First Aid Officer role.

5.6 Volunteers

5.6.1 Volunteers operating in an at risk work environment are provided with the necessary information, instruction, training and supervision of risks of vaccine preventable diseases and safe work practices to be implemented to prevent spreading contagious diseases within the workplace.

5.6.2 Council should review safe work practices and, if necessary, implement further controls to minimise the risk of vaccine preventable diseases to volunteers. Controls may include additional training and the provision of PPE to volunteers.

5.6.3 Non-immune volunteers are restricted to work in low at risk environments. The relevant department should review work practices and if necessary implement work restrictions and provide PPE where appropriate.

5.7 Contractors

Contractors are responsible for ensuring their employees, agents and representatives are appropriately immunised for vaccine preventable diseases. Contractors may be requested to provide evidence of immunisation records at any time during the term of the agreement. Contract documentation for work involving activities that put contractors at risk must specify relevant control measures to be implemented to reduce the risk of exposure to vaccine preventable diseases.

5.8 Reimbursement of Immunisation Costs

5.8.1 As detailed in the Immunisation Policy, some immunisation costs are absorbed by Council. In these instances the employee is to provide a copy of the paid invoice to their relevant department personal assistant for reimbursement (following reimbursement from Medicare or other health fund if applicable). The personal assistant is to then forward a copy of the invoice to W&S for recording and filing.

5.8.2 Costs are absorbed by the relevant department.

5.9 Recordkeeping

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 27 May 2014
Version: 3
Reviewed Date: 23 October 2015

Department: Corporate Services
Section: Workforce and Strategy
Page No.: Page 3 of 13

Copies of employee immunisation documents are kept on the employee's personal file and remains confidential. Records include:

- Records or statements from a registered health professional;
- Completed Immunisation Refusal and Acknowledgement of Risk Forms; and
- Associated blood tests and other relevant test results.

Employees should maintain their own records of immunisations.

5.9.1 Register of Immunisations

W&S maintains a confidential register of employee immunisations that:

- Records immunisation records received;
- Identifies employees who are not immunised;
- Details costs absorbed by Council;
- Monitors employee immunisation compliance;
- Lists dates of required immunisation boosters;
- Details required vaccinations and timeframes; and
- Notes received Immunisation Refusal and Acknowledgement of Risk Forms.

5.10 Immunisation Refusal

Employees identified as requiring immunisations that refuse immunisation, are unable to be immunised for medical reasons or does not respond to immunisation must provide details of their refusal and take responsibility for their decision by completing the Immunisation Refusal and Acknowledgement of Risk Form. The completed form is to be submitted to W&S for placement on the employee's personnel file.

Immunisation refusal should be limited as it is listed as a position requirement for at risk employees.

5.10.1 Immunisation Refusal without Reason

Employees that refuse immunisation without reason will be dealt with in accordance with the Discipline Procedure.

5.11 Encouragement of Employees to be Immunised

Supervisors/managers are to encourage employees to be immunised. Information about the relevant vaccine-preventable diseases and the benefits of immunisation should be provided to employees.

5.12 Risk Assessments

5.12.1 A risk assessment to determine the most appropriate method of protecting against vaccine-preventable diseases must be conducted by the employee and their supervisor for the following scenarios:

- Employees who refuse immunisation;
- Employees unable to be vaccinated for medical reasons; and
- Employees who do not respond to immunisation.

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 27 May 2014
Version: 3
Reviewed Date: 23 October 2015

Department: Corporate Services
Section: Workforce and Strategy
Page No.: Page 4 of 13

Section 7 of the Immunisation Refusal and Acknowledgement of Risk Form is to be used to conduct the risk assessment.

5.12.2 The risk assessment should give consideration to the way in which the relevant vaccine preventable disease is spread.

5.12.3 Control measures must be implemented to ensure vaccine preventable disease exposure to at risk employees is minimised. Measures may include:

- Ensuring appropriate work placement and adjustment;
- Implementing work restrictions;
- Reviewing work practices to ensure safe procedures are in use;
- Providing additional information, instruction, training and supervision;
- Providing PPE; and
- Applying outbreak management measures (for example: work restrictions and exclusion to protect the employee and to prevent further outbreak).

5.12.3 The employee's manager should review the completed risk assessment to ensure the most appropriate methods of protecting the employee against infection have been identified.

5.12.5 Appropriate ways to protect non-immune employees may include a combination of preventative measures, outbreak management measures and post-exposure protocols.

5.13 Exposure to a Vaccine Preventable 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 post-exposure prophylaxis can be administered.

An employee who suffers a skin penetrating injury must follow the Safeplan Skin Penetrating Injuries - Infection Control Procedure.

5.13.1 Work-caused Infections

Work-caused infection of a vaccine preventable disease requires notification to WHSQ as a prescribed serious illness. These notifications are to be made by the Safety Supervisor or delegate.

6 Review Timelines:

This procedure will be reviewed when any of the following occur:

- 6.1** The related information is amended or replaced; or
- 6.2** Other circumstances as determined from time to time by the General Manager.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Corporate Services
Procedure Owner	Manager Workforce and Strategy

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 27 May 2014
Version: 3
Reviewed Date: 23 October 2015

Department: Corporate Services
Section: Workforce and Strategy
Page No.: Page 5 of 13

**ROSS CHEESMAN
GENERAL MANAGER**

Corporate Improvement and Strategy use only

Adopted/Approved: Approved, 27 May 2014
Version: 3
Reviewed Date: 23 October 2015

Department: Corporate Services
Section: Workforce and Strategy
Page No.: Page 6 of 13

Appendix 1 – Positions Identified as ‘At Risk’ and Immunisation Requirements

Position Title	Immunisation Requirements	Department	Section
Administration Officer	Twinrix, Tetanus, Qfever	Community Services	Local Laws
Arboriculture Gardener	Twinrix, Tetanus, Lyssavirus	Community Services	
Airport Facilities Coordinator	Twinrix, Tetanus	Corporate Services	
Apprentice Carpenter	Twinrix, Tetanus	Community Services	
Apprentice Electrician	Twinrix, Tetanus	Regional Services Community Services	
Apprentice Fitter & Turner	Twinrix, Tetanus	Regional Services Corporate Services	
Apprentice Mechanic	Twinrix, Tetanus	Corporate Services	
Assistant Coordinator Airport Operations	Twinrix, Tetanus	Corporate Services	
Assistant Environmental Health Officer	Twinrix, Tetanus, Lyssavirus	Community Services	
Assistant Materials Officer	Twinrix, Tetanus	Corporate Services	
Assistant Sports Groundsperson	Twinrix, Tetanus	Community Services	
Assistant Technical Officer	Twinrix, Tetanus	Regional Services	
Building Surveyor	Twinrix, Tetanus	Regional Services	
Cadet Civil Designer	Twinrix, Tetanus	Regional Services	
Carpenter	Twinrix, Tetanus	Community Services	
Child Care Assistant	Twinrix, Tetanus, MMR (measles, mumps, rubella), Varicella (chickenpox), Pertussis (Whooping Cough), Influenza	Community Services	
Civil Construction Engineer	Twinrix, Tetanus	Regional Services	
Civil Construction Trainee	Twinrix, Tetanus	Regional Services	
Civil Design Assistant	Twinrix, Tetanus	Regional Services	
Civil Designer	Twinrix, Tetanus	Regional Services	
Civil Works Manager	Twinrix, Tetanus	Regional Services	
Cleaner	Twinrix, Tetanus	Community Services	
Compliance Administration Officer	Twinrix, Tetanus	Corporate Services	
Concretor/Formsetter	Twinrix, Tetanus	Regional Services	
Coordinator Airport Operations	Twinrix, Tetanus	Corporate Services	
Coordinator Civil Design	Twinrix, Tetanus	Regional Services	
Coordinator Collections	Twinrix, Tetanus	Regional Services	
Coordinator Infrastructure Operations	Twinrix, Tetanus	Regional Services	
Coordinator Network Services	Twinrix, Tetanus	Regional Services	
Coordinator Operations and Planning	Twinrix, Tetanus	Regional Services	

Position Title	Immunisation Requirements	Department	Section
Coordinator Parks Operations	Twinrix, Tetanus	Community Services	
Coordinator Parks Recreation Services	Twinrix, Tetanus	Community Services	
Coordinator Rural Operations	Twinrix, Tetanus	Regional Services	
Coordinator Strategic Infrastructure	Twinrix, Tetanus	Regional Services	
Coordinator Treatment & Supply	Twinrix, Tetanus	Regional Services	
Civil Works Manager	Twinrix, Tetanus	Regional Services	
Design Engineer	Twinrix, Tetanus	Regional Services	
Development Compliance Officer	Twinrix, Tetanus	Regional Services	
Development Engineer	Twinrix, Tetanus	Regional Services	
Director City Child Care Centre	Twinrix, Tetanus, MMR (measles, mumps, rubella), Varicella (chickenpox), Pertussis (Whooping Cough), Influenza	Community Services	
Early Childhood Teacher	Twinrix, Tetanus, MMR (measles, mumps, rubella), Varicella (chickenpox), Pertussis (Whooping Cough), Influenza	Community Services	
Electrician	Twinrix, Tetanus	Regional Services Community Services Corporate Services	
Electrical Projects Officer	Twinrix, Tetanus	Community Services	
Engineering Surveyor	Twinrix, Tetanus	Regional Services	
Engineer Waste Facilities and Services	Twinrix, Tetanus	Regional Services	
Environmental Health Officer	Twinrix, Tetanus, Lyssavirus	Community Services	
Field Officer	Twinrix, Tetanus	Community Services	
First Aid Officers (Appointed)	Hep B, Tetanus	All Departments	
First Aid Officers (Mandatory, Required in PD)	Hep B, Tetanus	All Departments	
Fitter and Turner	Twinrix, Tetanus	Corporate Services	
Gardener	Twinrix, Tetanus	Community Services	
Gardener - Irrigation	Twinrix, Tetanus	Community Services	
Gardener/Grave Operative	Twinrix, Tetanus	Community Services	
Gardener/Utilities	Twinrix, Tetanus	Community Services	
Graduate Civil Engineer	Twinrix, Tetanus	Regional Services	
Graduate Engineer	Twinrix, Tetanus	Regional Services	

Position Title	Immunisation Requirements	Department	Section
Group Leader	Twinrix, Tetanus, MMR (measles, mumps, rubella), Varicella (chickenpox), Pertussis (Whooping Cough), Influenza	Community Services	
Infrastructure Planning Engineer	Twinrix, Tetanus	Regional Services	
Labourer	Twinrix, Tetanus	Regional Services	
Labourer Pathways Cleansing	Twinrix, Tetanus	Community Services	
Leading Hand Fitting & Fabrication	Twinrix, Tetanus	Corporate Services	
Leading Hand Mechanic	Twinrix, Tetanus	Corporate Services	
Local Laws Officer	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Maintenance and Livestock Assistant	Twinrix, Tetanus, Q Fever	Community Services	
Maintenance Planner	Twinrix, Tetanus	Regional Services	
Maintenance Safety/Security Officer	Twinrix, Tetanus and Lyssavirus	Corporate Services	
Manager Civil Operations	Twinrix, Tetanus	Regional Services	
Manager Local Laws	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Materials Officer	Twinrix, Tetanus	Corporate Services	
Mechanic	Twinrix, Tetanus	Corporate Services	
Mechanical Fitter	Twinrix, Tetanus	Regional Services	
Mechanical & Electrical Engineer	Twinrix, Tetanus	Regional Services	
Network Systems Engineer	Twinrix, Tetanus	Regional Services	
Operational Works Administrator	Twinrix, Tetanus	Regional Services	
Pest Management Officer	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Plant Operator/Gardener	Twinrix, Tetanus	Community Services	
Plant Operator/Labourer	Twinrix, Tetanus	Regional Services Community Services	
Plant Operator/Truck Driver	Twinrix, Tetanus	Regional Services	
Plant Operator/Waste Facility Officer	Twinrix, Tetanus	Regional Services	
Plumbing & Drainage Inspector	Twinrix, Tetanus	Regional Services	
Process Systems Technician	Twinrix, Tetanus	Regional Services	
Project Engineer	Twinrix, Tetanus	Regional Services	
Property Pest Management Officer	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Roads Inspector	Twinrix, Tetanus	Regional Services	
Senior Cemeteries Operations Officer	Twinrix, Tetanus	Community Services	

Position Title	Immunisation Requirements	Department	Section
Senior Civil Designer	Twinrix, Tetanus	Regional Services	
Senior Development Compliance Officer	Twinrix, Tetanus	Regional Services	
Senior Environmental Engineer	Twinrix, Tetanus	Regional Services	
Senior Environmental Health Officer	Twinrix, Tetanus, Lyssavirus	Community Services	
Senior Gardener	Twinrix, Tetanus	Community Services	
Senior Infrastructure Planning Engineer	Twinrix, Tetanus	Regional Services	
Senior Materials Officer	Twinrix, Tetanus	Corporate Services	
Senior Waste Facilities Officer	Twinrix, Tetanus	Regional Services	
Senior Infrastructure Engineer – Floodplain Management	Twinrix, Tetanus	Regional Services	
Service Truck Driver	Twinrix, Tetanus	Regional Services	
SES Controller	Twinrix, Tetanus	Regional Services	
Sign Maker	Twinrix, Tetanus	Regional Services	
Soil Tester	Twinrix, Tetanus	Regional Services	
Special Projects Officer	Twinrix, Tetanus	Community Services	
Sports Groundsperson	Twinrix, Tetanus	Community Services	
Strategic Mapping/Disaster Management Officer	Twinrix, Tetanus	Regional Services	
Street Cleaner	Twinrix, Tetanus	Community Services	
Street Sweeper	Twinrix, Tetanus	Regional Services	
Street Sweeper Driver	Twinrix, Tetanus	Regional Services	
Supervisor	Twinrix, Tetanus	Community Services Regional Services	Open Spaces Construction & Maintenance
Supervisor - Building & Maintenance	Twinrix, Tetanus	Community Services	
Supervisor - Construction	Twinrix, Tetanus	Regional Services	
Supervisor - Mechanical	Twinrix, Tetanus	Regional Services	
Supervisor Arborist	Twinrix, Tetanus, Lyssavirus	Community Services	
Supervisor Cemeteries	Twinrix, Tetanus	Community Services	
Supervisor Electrical	Twinrix, Tetanus	Regional Services	
Supervisor Environmental Health	Twinrix, Tetanus, Lyssavirus	Community Services	
Supervisor Facilities	Twinrix, Tetanus	Corporate Services	
Supervisor Fitting & Fabrication	Twinrix, Tetanus	Corporate Services	
Supervisor Local Laws	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Supervisor Maintenance	Twinrix, Tetanus	Regional Services	
Supervisor Meter Reading	Twinrix, Tetanus	Regional Services	
Supervisor Operations	Twinrix, Tetanus and Lyssavirus	Corporate Services	
Supervisor Operations	Twinrix, Tetanus	Regional Services	
Supervisor Parks	Twinrix, Tetanus	Community Services	

Position Title	Immunisation Requirements	Department	Section
Supervisor Pest Management	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Supervisor Support Services	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Supervisor Vector Management	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Supervisor Waste Operations	Twinrix, Tetanus	Regional Services	
Supervisor Workshop	Twinrix, Tetanus	Corporate Services	
Supervisor Zoo	Twinrix, Tetanus, Qfever	Community Services	
Survey Technical Officer	Twinrix, Tetanus	Regional Services	
Systems Administrator	Twinrix, Tetanus	Regional Services	
Team Leader	Twinrix, Tetanus	Regional Services Community Services	
Team Leader	Twinrix, Tetanus, Lyssavirus	Community Services	Tree Maintenance
Team Leader	Twinrix, Tetanus, Qfever	Community Services	Zoo
Team Leader - Building & Maintenance	Twinrix, Tetanus	Community Services	
Team Leader - Construction	Twinrix, Tetanus	Regional Services	
Team Leader - Grader Operator	Twinrix, Tetanus	Regional Services	
Team Leader - Irrigation	Twinrix, Tetanus	Community Services	
Team Leader - Nursery	Twinrix, Tetanus	Community Services	
Team Leader - Zoo	Twinrix, Tetanus, Q Fever	Community Services	
Team Leader Electrical	Twinrix, Tetanus	Community Services	
Team Leader Maintenance	Twinrix, Tetanus	Regional Services	
Team Leader Waste Collections	Twinrix, Tetanus	Regional Services	
Team Leader Waste Facilities	Twinrix, Tetanus	Regional Services	
Technical Assistant - Survey	Twinrix, Tetanus	Regional Services	
Technical Officer	Twinrix, Tetanus	Regional Services	Civil Operations Engineering FRW
Technical Officer – Infrastructure Compliance	Twinrix, Tetanus	Regional Services	
Technical Officer - Maintenance	Twinrix, Tetanus	Regional Services	
Trade Waste Support Officer	Twinrix, Tetanus	Regional Services	
Traffic Engineer	Twinrix, Tetanus	Regional Services	
Treatment & Supply Officer	Twinrix, Tetanus	Regional Services	
Treatment Plant Operator	Twinrix, Tetanus	Regional Services	
Truck Driver/Plant Operator	Twinrix, Tetanus	Regional Services	
Truck Driver/Labourer	Twinrix, Tetanus	Community Services Regional Services	
Vector Management Officer	Twinrix, Tetanus, Qfever, Lyssavirus	Community Services	
Venue Maintenance Officer	Twinrix, Tetanus	Community Services	Arts and Heritage
Warehouse Trainee	Twinrix, Tetanus	Corporate Services	

Position Title	Immunisation Requirements	Department	Section
Waste Facility Officer	Twinrix, Tetanus	Regional Services	
Waste Utility Worker	Twinrix, Tetanus	Regional Services	
Water Meter Reader	Twinrix, Tetanus	Regional Services	
Water Quality Officer	Twinrix, Tetanus	Regional Services	
Welder Fabricator	Twinrix, Tetanus	Corporate Services	
Workshop & Restoration Team Leader	Twinrix, Tetanus	Community Services	
Zoo Keeper	Twinrix, Tetanus, Qfever	Community Services	

Appendix 2 – Immunisation Schedule Pre and Post Testing

Type of Immunisation	Pre-Immunisation Testing	Post Immunisation Testing Required	Schedule	Booster Requirements	Further Information
Twinrix	Not recommended	No	3 doses - 0, 4 weeks and 6-12 months	Not required	
Hep A only - Monovalent	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 - Monovalent	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	Essential - Skin test and blood test required before immunisation.	No	Single dose	Not required	Recommend employee has results of test/record of vaccination entered onto Q fever register (www.qfever.org)
Lyssavirus	Not recommended	See 'Booster requirement' & 'Further Information'	3 doses - 0, 7 days and 28 days	For people who have ongoing risk of potential lyssavirus exposure from bats/flying foxes: Every 2 years either a titre level check (preferred) or booster dose is recommended.	Irrespective of immunisation status, any person who receives bites/scratches from a bat/flying fox, or exposure to bat saliva or bat/flying fox brain tissue onto the persons mucous membrane (eg eyes, nose, mouth) or non intact skin, will need same day assessment and may require post exposure prophylaxis.
MMR (measles, mumps and rubella)	Not recommended	No	2 doses, minimum of 4 weeks between each dose.	Not required	
Varicella (Chicken Pox)	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		