

IMMUNISATION POLICY (MANAGEMENT DIRECTIVE)

1 Scope:

This policy applies to Rockhampton Regional 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.

2 Purpose:

To ensure reasonable preventative measures are taken to avoid possible infection of a vaccine preventable disease.

3 Related Documents:

Primary

Nil

Secondary

Work Health and Safety Act 2011

First Aid in the Workplace Code of Practice 2014

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

Immunisation Procedure

Immunisation Refusal and Acknowledgement of Risk Form

Register of Immunisations

Workplace Health and Safety Declaration

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> .
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.

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Region	Area defined by the electoral boundaries of Rockhampton Regional 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.
W&S	Workforce and Strategy Unit

5 Policy Statement:

5.1 New Employees

5.1.1 Employment Conditions

New employees that 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 for continued appointment to the position.

Failure to complete the immunisation conditions of employment and the employee responsibilities listed in section 5.1.2 may result in termination.

5.1.2 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 W&S by the date specified in the employee's appointment letter.
- Grounds for refusals for immunisation are to be outlined in the Immunisation Refusal and Acknowledgement of Risk Form as detailed in the Immunisation Procedure. The completed form is to be returned to W&S by the date specified in the employee's appointment letter.

5.2 Existing Employees

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

5.3 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 programs.

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5.4 Contractors

Council tender documentation requires contractors to sign a Workplace Health and Safety Declaration stating that 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.

Failure to comply with these conditions may result in a breach of contract and will be dealt with in accordance with the relevant contract.

5.5 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.

5.6 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.

5.7 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.

5.8 Immunisation Costs

5.8.1 New Employees

Costs associated with the immunisation appointment, the administration of the vaccine and obtaining records or statements are the responsibility of the new employee.

5.8.2 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.

5.8.3 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.

5.8.4 Immunisation Boosters

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

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5.8.5 Outbreaks of Vaccine Preventable Diseases

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

6 Review Timelines:

This policy 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 CEO.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Corporate Services
Policy Owner	Manager Workforce and Strategy
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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