

VACCINATION AND IMMUNISATION POLICY AND PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	PROCEDURE	1
	Risk of exposure	1
	Identified high risk activities and groups	2
	Administration	3
5	RESPONSIBILITIES	4
	Compliance, monitoring and review	4
	Reporting.....	4
	Records management.....	4
6	DEFINITIONS	4
	Terms and definitions.....	4
7	RELATED LEGISLATION AND DOCUMENTS.....	4
8	FEEDBACK.....	5
9	APPROVAL AND REVIEW DETAILS.....	5
10	APPENDICES	6
	Health and allied health course activities.....	6
	Nursing and midwifery course activities.....	6
	Health-related disciplines.....	7

1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. As such, this policy and procedure outlines how CQUniversity will manage the risks associated with exposure to disease/s which may be preventable by vaccination.

2 SCOPE

- 2.1 This policy and procedure applies to employees, students, contractors and their employees, and visitors whilst at CQUniversity worksites, including individuals participating in work activities that are conducted off site.

3 POLICY STATEMENT

- 3.1 Employees, students, contractors, and others, as part of their work, study or presence at the University, may be at risk of exposure to diseases, including some which are preventable by vaccination. Such situations will be made known to participants, assessed and managed.

4 PROCEDURE

Risk of exposure

- 4.1 A vaccine/s may be identified as a measure to provide immunity for particular diseases. These include, but are not limited to, Hepatitis A, Hepatitis B, Polio, Rabies, Tetanus, Tuberculosis, Typhoid Fever, Yellow Fever, etc.

- 4.2 Participants in activities that may involve environments with a high risk of exposure to diseases will be provided information and advice about such activities and risks and how to manage those risks. Refer to the [Appendices](#) for activity requirements.
- 4.3 The provision of relevant vaccination and immunisation information will be provided to specified parties:
- Employees must be made aware of the recommended vaccinations as part of the local specific business area induction.
 - Students must be made aware of the required vaccinations to maximise protection for participating at each specific laboratory session for the duration of their course. Requirements will be provided in line with relevant course or unit specifications (e.g. course entry requirements, unit profiles/information in the [CQUni Handbook](#))
 - Where duties or work placement is provided by the Queensland Government or other agency facilities, there is an obligation to observe and comply with the immunisation requirements of those agencies.
- 4.4 Unless otherwise stated in this policy and procedure, the risk assessment process will be used to determine the requirement for vaccinations. When this results in identifying a requirement for immunisation:
- Employees (including visiting scholars, honorary fellows, employees travelling on University business) will be reimbursed for out-of-pocket costs of required vaccinations (following reimbursement from Medicare or health fund if available) by the Division/Directorate.
 - Students will be responsible for their own vaccination and screening (testing) costs, including coursework, laboratory work and relevant work placements.
 - All others (e.g. contractors, visitors) will be responsible for their own costs.
- 4.5 Prior to undertaking any vaccination program, employees should consult the following websites and/or seek professional medical advice:
- Qld Health: <https://www.qld.gov.au/health/conditions/immunisation>
 - TMVC Travel Doctor: www.traveldoctor.com.au
 - Vaccines.gov: www.vaccines.gov
 - WorkSafe Qld:
 - [First Aid in the Workplace Code of Practice](#)
 - [Vaccine-preventable diseases and immunisation programs](#)

Identified high risk activities and groups

- 4.6 High risk activities:
- a) working with infectious organisms
 - b) working with human blood or body fluids
 - c) working with children or the elderly
 - d) working in specific high-risk communities
 - e) clinical work with humans
 - f) working with animals
 - g) travel (domestic and international) on university business to regions with a risk of exposure to infectious diseases
 - h) exposure to human faeces or intestinal contents
 - i) others as determined via the risk assessment process.
- 4.7 High risk groups:
- a) appointed first aid officers
 - b) cleaners and maintenance employees

- c) employees and students engaged in high risk research activities
- d) employees and students engaged in nursing, health and allied health course activities
- e) employees and students engaged in laboratory activities
- f) others as determined via the risk assessment process.

Administration

- 4.8 New employees identified as 'at risk' will provide an immunisation record upon or soon after commencement. This will detail the employee's immunity to the relevant vaccine-preventable disease/s from past infection or vaccination.
- 4.9 If an employee is unsure of their immunity or vaccination history or is identified as non-immune and/or incompletely immunised, and is 'at risk' of acquiring a vaccine-preventable disease, medical confirmation will be provided by the employee. Where identified through the risk assessment process, the employee will be requested to undergo an appropriate immunisation program.
- 4.10 Most vaccines provide a high level of protection and confirmation of immunity following vaccination is not usually necessary. However, employees 'at risk' of occupational exposure to Hepatitis B should have a blood test between four and eight weeks after completing their course of vaccination to confirm that they have adequate protection. Employees who fail to respond to Hepatitis B vaccination may gain immunity following additional doses of the vaccine. Persistent non-responders will be considered 'at risk' and this risk must be managed.
- 4.11 All reasonable steps will be taken to encourage non-immune workers identified as 'at risk' to get vaccinated.
- 4.12 Failure to comply with a request to seek immunity from vaccine-preventable disease/s may lead to an increased risk of serious illness and may result in incapacity to undertake work and/or study that places them at risk of infection.
- 4.13 Employees will be advised of relevant health risks related to their work or course of study and will contact their supervisor or Unit Coordinator for advice.
- 4.14 Students will be advised of the relevant vaccination requirements in such health care or other facilities, the possible impact this will have on their work placement and future work prospects in such facilities, and an incapacity to complete practical requirements for studies. Such students will need to contact their Unit Coordinator for advice.
- 4.15 If workers refuse the required vaccination/s, are unable to be vaccinated for medical reasons, or do not respond to vaccination/s, a risk assessment process will be undertaken to determine the most appropriate way to provide alternative protection. Consideration will be provided to the way in which the particular disease/s are spread.
- 4.16 Appropriate controls to protect non-immune workers may include one or a combination of the following:
- Preventative measures: work restrictions, safe work practices, additional training, and personal protective equipment
 - Outbreak management measures: work restrictions and exclusion to protect the employee and prevent further outbreak
 - Post-exposure protocols: possible provision of treatment by medical personnel and procedures to be implemented following exposure.
- 4.17 Employees who decline vaccination will provide advice in writing (e.g. email) as a 'Note for File' to the People and Culture Directorate via their supervisor and Dean/Director/Head of Business Area.
- 4.18 Students who decline vaccination may, but are not obliged to, provide advice in writing (e.g. email) to their Unit Coordinators as a record.
- 4.19 For the period between vaccination and immunity onset, the risk assessment process will be adopted to address risk to ensure controls are in place to prevent exposure to disease.

- 4.20 Individuals are responsible for maintaining and retaining their own vaccination records, and associated blood and other test results.
- 4.21 Business areas will maintain and retain vaccination/immunisation records for individuals who receive vaccinations or who are vaccinated against diseases as identified in the risk management process. Records of the risk management process will also be kept by the business areas.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 Workers have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other people. They must comply with any reasonable instruction and cooperate with any reasonable policy document relating to health and safety at the workplace. Details are in the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 5.2 The Safety and Wellbeing Unit will assist management and others to facilitate compliance, monitoring and review.
- 5.3 The Safety and Wellbeing Manager is responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy and procedure.

Reporting

- 5.4 Non-compliance with this policy and procedure will be reported and investigated as an incident under the [Incident and Hazard Reporting and Investigation Procedure](#).

Records management

- 5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).
- 6.2 Other definitions in relation to work health and safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides)

Terms and definitions

'At Risk' people: workers who take part in an identified high-risk activity or group, or who have been assessed through the risk assessment process as being above a tolerable level of risk in relation to being exposed to a vaccine-preventable disease.

Workers: CQUniversity employees, students, contractors and their employees, and all visitors whilst at CQUniversity worksites, including individuals participating in work activities that are conducted off site.

7 RELATED LEGISLATION AND DOCUMENTS

[CQUni Handbook](#)

[Occupational Health and Safety Policy](#)

[Incident and Hazard Reporting and Investigation Procedure](#)

[The Australian Immunisation Handbook](#)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	22/06/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Planning and Development Committee 16/01/2004
Amendment Authority and Date	Vice-Chancellor and President 09/05/2011; Vice-Chancellor and President 02/10/2013; Vice-Chancellor and President 4/07/2018; Vice-Chancellor and President 16/07/2018; Vice-Chancellor and President 22/06/2021; Acting Director People and Culture 28/09/2021; Editorial amendment 05/07/2022.
Notes	This document was formerly known as the Vaccination Principles (last approved on 02/10/2013).

10 APPENDICES

Health and allied health course activities

- Participants are required to be immunised for Hepatitis A and Hepatitis B and undergo Tuberculosis Risk Assessment and subsequent testing as deemed necessary prior to commencing their first work/clinical placement. The [Australian Immunisation Handbook](#) should be used as a guide when considering current suitable methods of Tuberculosis testing.
- Blood test results confirming immunity status against Hepatitis A and B should be provided as vaccination does not always ensure immunity. Refer to the relevant School's non-seroconversion process.
- Course/unit laboratory manuals will contain the risk categorisation for each laboratory activity and their respective immunisation/vaccination requirements. Teaching employees must direct students to this section of the manual during laboratory induction sessions.
- Work/clinical placement manuals must contain the risk categorisation for all activities and immunisation/vaccination requirements for students.
- Further information is provided on [diseases and infection prevention](#) (via the Queensland Health website).

Nursing and midwifery course activities

- Participants are required to be immunised for Hepatitis B and undergo Tuberculosis Risk Assessment and subsequent testing as deemed necessary prior to commencing their first work/clinical placement. The [Australian Immunisation Handbook](#) should be used as a guide when considering current suitable methods of Tuberculosis testing.
- Students are required to be screened for blood borne viruses every three years.
- Students who are completing work/practical placement in remote Indigenous communities will require to be immunised for Hepatitis A.
- Nursing and Midwifery students have a responsibility to prevent the transmission of blood-borne viruses (BBVs) from themselves, to their patients and their co-workers whilst on placement.
- All registered students must comply with the Communicable Diseases Network Australia (CDNA) guidelines: Australian national guidelines for the management of healthcare workers living with blood borne viruses and healthcare workers who perform exposure prone procedures at risk of exposure to blood borne viruses, as current and as revised in the future. These guidelines are relevant to healthcare practitioners and students who perform Exposure Prone Procedures (EPPs) and who are living with a blood-borne virus. If these guidelines are not being met, treating practitioners have an obligation to notify the Australian Health Practitioner Regulation Agency (AHPRA).
- To comply with the above guidelines, students who are living with a BBV are expected to:
 - be under the ongoing care of a treating doctor with relevant expertise
 - undergo testing every three years
 - comply with prescribed treatment
 - have ongoing viral load monitoring at the appointed times
 - not to perform EPPs if particular viral load or viral clearance criteria are not met (see detailed information within guidelines for specific BBV)
 - release monitoring information to the treating doctor
 - if required, the release of health monitoring information to a designated person within the University in the event of a potential exposure incident to assess the requirement for further public health action.

Health-related disciplines

DISCIPLINE	COVID-19	Influenza	Hepatitis A	Hepatitis B	Pertussis	Measles	Mumps	Rubella	Varicella	BBV	Tuberculosis
Allied Health Services	*	✓	•	✓	✓	✓	✓	✓	✓	X	••
Cardiac Physiology	*	✓	•	✓	✓	✓	✓	✓	✓	X	••
Clinical Psychology	*	*	•	*	*	*	*	*	*	X	*
Chiropractic	*	X	•	X	X	X	X	X	X	X	X
Community Services	*	*	•	*	*	*	*	*	*	X	*
Disability	*	*	•	*	*	*	*	*	*	X	*
Echocardiography	*	✓	•	✓	✓	✓	✓	✓	✓	X	••
Emergency Health Care	*	✓	•	✓	✓	✓	✓	✓	✓	X	••
Exercise and Sport Sciences	*	*	•	✓	✓	✓	✓	✓	✓	X	••
Health Support Services	*	*	•	✓	✓	✓	✓	✓	✓	X	••
Medical Imaging	*	X	•	✓	✓	✓	✓	✓	✓	X	••
Medical Laboratory Science	*	X	•	✓	✓	✓	✓	✓	✓	X	••
Medical Science	*	X	•	✓	✓	✓	✓	✓	✓	X	••
Medical Sonography	*	*	•	✓	✓	✓	✓	✓	✓	X	••
Midwifery	*	✓	•	✓	✓	✓	✓	✓	✓	✓	••
Nursing	*	✓	•	✓	✓	✓	✓	✓	✓	✓	••
Occupational Therapy	*	✓	•	✓	✓	✓	✓	✓	✓	X	••
Oral Health	*	✓	•	✓	✓	✓	✓	✓	✓	✓	••
Paramedic Science	*	✓	•	✓	✓	✓	✓	✓	✓	✓	••
Physiotherapy	*	✓	•	✓	✓	✓	✓	✓	✓	X	••
Podiatry	*	✓	•	✓	✓	✓	✓	✓	✓	X	••
Primary Health Care	*	✓	•	✓	✓	✓	✓	✓	✓	X	••
Social Work	*	✓	•	*	*	*	*	*	*	X	*
Speech Pathology	*	✓	•	✓	✓	✓	✓	✓	✓	X	••

Important: The table provided contains the mandatory vaccination and immunisation requirements for students in health-related courses, and subject to change at short notice.

*Mandatory vaccinations or immunisations may be imposed by state or territory health authorities and placement providers. Students will be informed and required to comply.

• Hepatitis A is recommended (but not mandatory) for placements in remote indigenous communities in Queensland, Northern Territory, Western Australia and South Australia.

•• Tuberculosis requires the completion of a risk assessment document, and the University will inform students if further testing is required upon completion.

BBV refers to Blood Borne Virus screening performed by a Medical Practitioner for Hepatitis B, Hepatitis C and HIV.

Further information for students: [Queensland Health Diseases and Infection Prevention](#); [The Australian Immunisation Handbook](#)