

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.....	5
8	FEEDBACK.....	5
9	APPROVAL AND REVIEW DETAILS.....	5

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. This obligation includes eliminating or minimising, so far as is reasonably practicable, the risks associated with exposure to disease/s which may be preventable by vaccination.
- 1.2 This policy and procedure aims to assist CQUniversity to assess and manage exposure to disease/s, and thereby meet or exceed its obligations under current legislation.

2 SCOPE

- 2.1 This procedure applies to all employees, students, contractors and their employees, and all 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 CQUniversity, 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 All 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. Sections 4.6, 4.7 and 4.8 below set out a non-exclusive list of potential high risk activities and groups.

- 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 work unit 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 any 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 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 information sheet](#)

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.

4.8 Nursing, 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 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).

Administration

- 4.9 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.
- 4.10 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.
- 4.11 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.
- 4.12 All reasonable steps will be taken to encourage non-immune workers identified as 'at risk' to get vaccinated.
- 4.13 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.
- 4.14 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.
- 4.15 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.
- 4.16 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.
- 4.17 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.
- 4.18 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.
- 4.19 Students who decline vaccination may, but are not obliged to, provide advice in writing (e.g. email) to their unit coordinators as a record.
- 4.20 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.
- 4.21 Individuals are responsible for maintaining and retaining their own vaccination records, and associated blood and other test results.
- 4.22 Schools/Directorates 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 Schools/Directorates.

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 or procedure relating to health and safety at the workplace. Details are in the [Work Health and Safety Roles and Responsibilities Procedure](#).
- 5.2 The Occupational Health and Safety (OHS) Unit will assist management and others to facilitate compliance, monitoring and review.
- 5.3 The National OHS Manager is responsible for monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.4 No additional reporting is required.

Records management

- 5.5 Employees must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

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](#)

[Safety Health Environment Workcover Sustainability \(SHEWS\) Incident and Hazard Reporting and Investigation Procedure](#)

[The Australian Immunisation Handbook](#)

8 FEEDBACK

8.1 University employees and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	National Occupational Health and Safety Manager
Next Review Date	16/07/2021

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 2/10/2013; Vice-Chancellor and President 4/07/2018; Vice-Chancellor and President 16/07/2018.
Notes	This document was formerly known as the Vaccination Principles (2/10/2013).