

Vaccination and Immunisation Policy and Procedure



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1 PRELIMINARIES

Commencement

This policy and procedure commence on 22 June 2022

Purpose

This policy and procedure outline how the Polytechnic Institute Australia (“PIA”) will maintain a safe environment for staff and students by minimising risks to health due to diseases that may be preventable by vaccination.

Application

This policy and procedures apply to all PIA staff, students and other visitors who may be on the campus premises.

2 DEFINITIONS

The following definitions apply in this document:

‘At Risk’ people: students or employees 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

Employee: any member of staff employed full-time, part-time, casual or on a contract basis, contractors or their employees.



3 POLICY

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

4 RESPONSIBILITIES

4.1 All PIA Students, Staff and Visitors on site

All PIA students, staff and visitors on site have a responsibility to:

- take reasonable care for their own health and safety
- not adversely affect the health and safety of other people
- follow any reasonable instruction given to them designed to eliminate or minimise the risk of infection to themselves or others at work, including the mandatory use of PPE when and where required
- will advise management immediately when they become aware of contracting any disease that may potentially affect their capacity to participate in specific work activities or where specific work activities may further impact upon their health, safety or welfare or the health and safety of others at work
- subject to medical advice or other defined reasons, actively participate in any recognised immunisation program recommended by an authorised health authority, accepting that such immunisation may be a condition of employment or engagement by the Organisation and
- will inform management if they are not immunised against that disease, should an outbreak of vaccine-preventable disease occur at the workplace. The worker will be directed to consult with their own doctor as soon as possible and may be directed not to attend work during the outbreak.

4.2 The Compliance, Quality and Risk Manager

The CQRM is responsible for supporting managers in facilitating compliance, monitoring, and review.

4.3 The CEO

The CEO is responsible for implementing, monitoring, reviewing, and ensuring compliance with this policy,

4.4 All PIA Staff

All staff responsible for maintaining records must do so in accordance with the Privacy Policy.



5 PROCEDURES

5.1 Risk of Exposure

5.1.1 A vaccine/s may be identified as a measure to provide full or partial immunity for particular diseases. These include, but are not limited to, Hepatitis A, Hepatitis B, Polio, Rabies, Tetanus, Tuberculosis, Typhoid Fever, Yellow Fever, Influenza and COVID-19.

5.1.2 Information regarding relevant vaccination and immunisation requirements will be provided to specified parties:

- Employees must be made aware of the recommended vaccinations as part of induction.
- Students must be made aware of the required vaccinations to maximise protection for being on campus.
- When off-campus work-integrated learning activities occur, there is an obligation to follow the immunisation requirements of the host(s) of the activity.

5.1.3 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 will be reimbursed for out-of-pocket costs of required vaccinations (following any reimbursement from government or private insurance) by PIA.
- Students will be responsible for their own vaccination and any screening (testing) costs, including for visa requirements, coursework, laboratory work and relevant work placements.
- All others (e.g. contractors, visitors) will be responsible for their own costs.

5.2 Controlling Disease Risks

5.2.1 PIA will implement general procedures designed to minimise the risk of infection transmission. These infection control procedures will involve good personal and environmental hygiene, including:

- promotion of regular hand hygiene such as handwashing – washing hands with water and soap for at least 20 seconds or using alcohol-based hand sanitiser to potentially prevent the spread of many pathogens, especially after visiting the toilet, before and after preparing food, and after touching clients/customers or equipment. Wet hands should be dried with a single-use paper towel
- routine environmental cleaning and disinfection, including high contact points such as door handles, lift buttons and telephone equipment as well as high traffic areas such as reception areas



- promotion of respiratory hygiene and cough etiquette, such as covering the nose and mouth with the crook of the elbow or with a tissue when coughing or sneezing, and disposal of the tissue in a closed bin
- requiring any cuts or open wounds to be appropriately treated and covered with a waterproof dressing
- appropriate use of PPE such as gloves when undertaking cleaning and disinfection procedures.

5.3 Administration

- 5.3.1 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.
- 5.3.2 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.
- 5.3.3 All reasonable steps will be taken to encourage non-immune workers identified as 'at risk' to get vaccinated.
- 5.3.4 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 individuals at risk of infection.
- 5.3.5 Employees will be advised of relevant health risks related to their work and will contact their supervisor for advice.
- 5.3.6 Students will be advised of the relevant vaccination requirements in work placements and the possible impact this will have on their future work prospects in such facilities, and any incapacity to complete practical requirements for studies. Such students will need to contact their Unit Coordinator for advice.
- 5.3.7 If students or staff 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.
- 5.3.8 Appropriate controls to protect non-immune students or staff 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.

5.3.9 Employees who decline vaccination will provide advice in writing (e.g., email) to the CEO for their personnel files.

5.3.10 Students who decline vaccination may, but are not obliged to, provide advice in writing (e.g. email) to their Unit Coordinators as a record.

5.3.11 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.

5.4 Supplementary Assessments

5.4.1 Where the supplementary assessment is an examination:

5.4.1.1 The supplementary assessment examination shall normally be of the same duration and format as the final examination; and

5.4.1.2 The examination paper must be different from the paper undertaken by other students in the unit in the study

6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

Wellbeing and Safety Policy and Procedure

Applicable External Standards and Codes

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	2.3.4

7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au for such feedback to be incorporated into a future review.

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8 POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	CEO
Administrator / Responsible for Implementing	Compliance, Quality and Risk Manager
Approval Date	14 June 2022
Next Review Date	10 July 2025

Document History

Month and Year	Version	Amendments
May 2022	1.0	Policy created and endorsed by the CEO
May 2024	1.1	Formatting was updated, including the addition of the document history.