

5.31	IMMUNISATION of STAFF
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Applies to: Management Committee, Staff, Volunteers, Visitors	Version: 1
Specific responsibility: HECIS Co-Ordinator, Management Committee	Date approved: 18/03/25
	Next review date: Jan 2026

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

HECIS is committed to the health and safety of our employees.

Immunisation vaccines are an important tool when it comes to protecting the health of our employees, customers, and community. With the emergence of new and highly contagious pandemic diseases, it's more important than ever that our employees protect themselves and each other by getting fully vaccinated and staying up to date with their vaccines.

HECIS has adopted this voluntary vaccination policy to help protect our employees from vaccine-preventable diseases. This policy also helps preserve the health of our workers' families, customers and visitors, and community members.

Scope

All employees of HECIS are encouraged, but not required, to get vaccinated against vaccine-preventable diseases.

Employees may choose not to get vaccinated for medical reasons. HECIS encourages those employees to talk with their health care provider about how they can protect themselves and others from vaccine-preventable diseases.

Employees may also choose not to get vaccinated for religious reasons. HECIS encourages those employees to talk with their spiritual advisor about their concerns.

HECIS aims to promote and maintain the highest degree of physical, mental and social well-being of all individuals in the workplace. The organisation will comply with all relevant federal and state legislation to ensure a safe workplace and all personnel have a responsibility to ensure a safe workplace by implementing safe systems of work.

HECIS will make resources available to comply with relevant Acts and Regulations associated with workplace health and safety and to ensure that the organisation's workplaces are safe and without risk to health.

HECIS will undertake regular reviews and take steps to enhance workplace health and safety on a continuous improvement basis.

PROCEDURES

Responsibilities of The HECIS Co-Ordinator

The HECIS Co-Ordinator will have primary responsibility for implementation of this policy, and should the outbreak of a vaccine-preventable disease occur shall:

- Identify Staff at a higher risk due to immunisation status and/or pre-existing health concerns
- Re-allocate caseload (temporary or otherwise) children to another staff member where an identified risk exists for them supporting a child/at a particular workplace

- Advise all HECIS Staff (and Management Committee) of any suspected or confirmed case of a vaccine-preventable disease at any HECIS workplace
- Co-ordinate any suitable work-at-home options for Staff (where appropriate work is available)

Responsibilities of The HECIS Management Committee

The HECIS Management Committee shall have responsibility to liaise with the HECIS CoOrdinator to ensure compliance of all NSW Health regulations/requirements.

Responsibilities of staff /volunteers/ visitors

All staff, volunteers and visitors are required to:

- report immediately if they are feeling unwell or with any of the relevant symptoms of a vaccine-preventable disease.
- Staff are to follow all recommendations of NSW Health

HECIS Staff absent from work due to outbreak of a vaccine-preventable disease (whether due to self isolation or other medical supervision) will be required to use applicable personal leave accrual and annual leave in need.

Staff who have exhausted their available leave accrual shall be absent on LWOP.

DOCUMENTATION

Documents related to this policy	
Related policies	Infectious Diseases – COVID 19 C
Forms, record keeping or other organisational documents	HECIS WHS Manual Staff Immunisation records (where provided) to be stored in Staff File NCIRS Adult vaccination factsheet (May 2022) NIP Schedule 9 (from 1/7/2023)

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Signed	Next Review Due
1		HECIS Co-Ordinator	
2		HECIS CoOrdinator	
3		HECIS CoOrdinator	
4		HECIS CoOrdinator	
5		HECIS CoOrdinator	
6		HECIS CoOrdinator	