



## VACCINATION POLICY

ID No: FBC-18-602

Version: 2.0

Applies to:

- All Board Members, staff, contractors and volunteers

Applicable Standards:

- Covid-19 National Rollout Strategy
- Australian Technical Advisory Group on Immunisation Handbook
- Australian Immunisation Handbook
- National Health and Medical Research Council in collaboration with the Australian Commission on Safety and Quality in Health Care, Australian Guidelines for the Prevention and Control of Infection in Healthcare 2019

Applicable Legislation:

- Work Health and Safety Act 2012
- Public Health Act 1997
- Emergency Management Act 2006

Some dangerous epidemic or endemic diseases can be prevented, in whole or in part, by appropriate vaccinations. Family Based Care Tasmania (FBC) believes that, in such circumstances, communities and, by extension, employers have a duty to at-risk populations.

The purpose of this policy is to outline the strategies and actions that FBC intends to take to prevent the transmission of infectious diseases through the use of vaccination.

### Definitions

For the purpose of this policy:

**Infectious diseases** mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites, or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic.

Employees, contractors, consultants and volunteers will be referred to as '**staff**' or '**staff members**'.

**Client** includes all service users including NDIS participants.

### Policy

FBC will, where appropriate, encourage or, if necessary, require its employees, contractors, volunteers, clients, and visitors to be vaccinated, where in the opinion of the Board, vaccinations for the disease:

- have been officially approved as safe and effective by the relevant agency;
- are readily available to employees, contractors, volunteers, clients, and visitors; and
- will offer protection to employees, contractors, volunteers, clients, and visitors involved in FBC's operations.

FBC will be guided by the information and directions provided by local health authorities and its workplace health and safety obligations.

## **Consultation**

FBC will consult with employees and (as far as practicable) volunteers, clients, and stakeholders in the implementation of this policy.

FBC will endeavour to accommodate the concerns of employees, volunteers, and clients unwilling to become vaccinated, unless this creates an unacceptable risk to health and safety.

## **Exemptions**

FBC will accept appropriate medical exemptions from these vaccine requirements (considering the requirements of any relevant direction or orders) and will as far as is reasonably practicable endeavour to accommodate the reasonable health related concerns of employees, volunteers, and clients with such exemptions.

FBC may, at its discretion, subsidise any reasonable medical expenses incurred by any employees directed by FBC to obtain vaccinations for the disease.

FBC may, at its discretion, offer any employee who has received the vaccination in question additional paid entitlements to cover any period the person suffers from side-effects from the vaccine

## **Responsibilities**

The Chief Operating Officer (COO) is responsible for:

- Consulting staff and clients regarding their attitudes to vaccination,
- Ensuring that staff are aware of the epidemic procedures in effect at any time,
- Giving notice of these procedures to staff, clients, and any persons likely to be affected, and
- Instituting any administrative measures necessary to facilitate these procedures.

## **Events**

The Chief Executive Officer (CEO) will consider on a continuing basis whether any events involving the attendance of unvaccinated staff, clients, or members of the public should be changed, rescheduled, or cancelled to minimise the risk of infection.

## **Work procedures**

The CEO:

- will issue appropriate instructions to ensure all government directives dealing with vaccination practices are put into effect;
- will in addition consider on a continuing basis whether:
  - it is necessary or appropriate for nominated staff to work from home,
  - staff travel (or other activities that may cause them to come into contact with other people in Australia or overseas) should be modified or terminated,
  - arrangements for staff who work with clients or the public should be modified to minimise risks for all parties;
- may require any member of staff to not attend the workplace, and/or to work from home, or, if this is not feasible or appropriate, to take Personal Leave, Annual Leave, or Leave Without Pay;
- may require any or all staff to be sufficiently vaccinated if this is necessary to protect other employees, clients, or members of the public;
- may require any member of staff to provide satisfactory evidence that they are sufficiently vaccinated;
- may require any member of staff to provide satisfactory evidence that they are fit to return to work.

## Vaccinations

The CEO will consider whether the best medical advice supports requiring employees to receive appropriate vaccinations.

The CEO will consider whether relevant direction or orders applying to the staff or the workplace requires employees to receive sufficient vaccinations.

FBC will consult with staff regarding the circumstances and scope of any such requirement.

FBC will wherever feasible allow appropriate medical exemptions (considering the requirements of any relevant direction or orders) to any such requirement.

The CEO will consider whether the protection of staff, clients, and contractors from infection may require that restrictions be placed on unvaccinated persons accessing the premises.

## Contractors and Suppliers

The CEO will consider on a continuing basis whether arrangements with existing contractors and suppliers need to be modified or supplemented to ensure uninterrupted service delivery.

Authorised by:



Date: 09 December 2021

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President of the Board