**COVID-19 Vaccination Policy**

***This sample policy may be used to outline a business’s expectations of their workers around COVID-19 vaccination. For information on how to tailor this policy to suit your individual business needs, please seek independent legal advice.***

**Objective**

*<Insert business name*> is committed to its work (occupational), health and safety duty of care to ensure, as far as reasonably practicable, the health and safety of its workers and others in the workplace. It is acknowledged that COVID-19 is a highly transmissible and dangerous virus and that vaccination against COVID-19 is a safe and effective measure to minimise exposure to and spread of the virus.

***<include the following if business is mandating vaccination, otherwise delete>***

The nature of our business is one where:

* *<List factors that heighten risk of exposure to COVID-19 here. Examples below>*
* *Workers are required to have close contact with people who are particularly vulnerable to the health impacts of COVID-19 (for example, employees working in health care or aged care).*
* *There is frequent interaction between workers and other people such as customers, other employees or the public in the normal course of employment (for example, service providers and stores providing essential goods and services).*
* *We are currently operating in an area with ongoing community transmission and heightened risk of exposure to COVID-19.*
* *There is a public health order in place mandating the vaccination of workers <insert details>.*

To this end, *<Insert business name*> has determined that all workers covered by this policy are required to be fully vaccinated against COVID-19 as a necessary measure to ensure the safety of everyone in the workplace.

***<include the following if business is not mandating vaccination, otherwise delete>***

*<Insert business name*> strongly encourages all workers covered by this policy to be fully vaccinated against COVID-19 as an important measure to ensure the safety of everyone in the workplace.

For the purposes of this policy, ‘fully vaccinated’ means a person has received at least two doses of a COVID-19 vaccine that has been approved for use in Australia.

In addition to the vaccination requirements of this policy, workers are reminded of their obligations to comply with all other safety protocols, including:

* *<Insert examples of other safety protocols including space limits, continued use of masks, social distancing, personal hygiene/washing hands, complying with COVIDSafe work plan>*

**Scope**

This policy applies to *<insert roles and/or departments covered by this policy here. Consider whether employees, contractors, students, and volunteers are included.*>.

The vaccination requirements of this policy do not apply to:

* Workers who are exempt from vaccination due to health or medical grounds; and
* Persons for whom COVID-19 vaccines have not been approved for use.

Workers must notify management as soon as reasonably practicable if they have an exemption. *<Insert business name*> may reasonably require a worker to provide appropriate medical evidence of their exemption. All other exemption requests will be considered on a case-by-case basis.

Workers who are exempt from vaccination must continue to comply with all other elements of this policy and all other work (occupation) health and safety protocols.

**Worker Responsibilities**

All workers covered by this policy must:

* Consider seeking their own independent medical advice as to the potential health effects involved in receiving the vaccine.
* *<Include if business is mandating vaccination, otherwise delete>* Have received the first dose of an approved COVID-19 vaccine by *<insert date*>, and thereafter make arrangements to be fully vaccinated.
* *<Include if business is mandating vaccination, otherwise delete>* Be able to provide appropriate evidence of their vaccination status if we so request. Accepted forms of evidence include *<insert evidence requirements, e.g. digital COVID-19 vaccination certificate, medical contraindication certificate*>.
* *<Include if business is mandating vaccination, otherwise delete>* Notify management as soon as reasonably practicable of their objection to or exemption from vaccination against COVID-19.
* Comply with this policy as far as reasonably practicable and notify management of any breaches of this policy.
* Continue to comply with any other safety protocols in place to minimise exposure to COVID-19.

**Management Responsibilities**

To facilitate this policy, management must:

* Consult with workers to discuss and consider the effects this policy will have on their working arrangements.
* Consider the circumstances of each individual worker to determine the reasonableness of any vaccination requirements.
* Reasonably accommodate workers to make arrangements to receive their vaccines during work time, if necessary.
* Grant appropriate leave entitlements during and after vaccination depending on the circumstances.
* Ensure that all workers are aware of and understand this policy.
* Handle worker vaccination information in a sensitive and confidential manner, having regard to the obligation to ensure health and safety.
* Consider any exemption requests in a manner that is timely and free from discrimination.
* Investigate and respond to any breaches of this policy in a timely manner.

##### Consequences of breaching this policy

***<include the following if business is mandating vaccination, otherwise delete>***

Appropriate action will be taken against a person who is found to have breached this policy. These measures will depend on the nature and circumstance of each breach and could include:

* Identifying alternative working arrangements,
* Agreement to take a period of leave,
* A verbal or written warning,
* Disciplinary action up to and including dismissal of the person engaging in the behaviour in breach of this policy.

NOTE: This section does not apply to those who are exempt from the vaccination requirements of this policy (as established in the section “Scope”).

***<include the following if business is not mandating vaccination, otherwise delete>***

Although *<insert business name*> is not requiring mandatory COVID-19 vaccination, all workers are reminded of their work (occupational) health and safety obligations to ensure, as far as reasonably practicable, the health and safety of everyone in the workplace, including other workers, themselves, and visitors to the business. Any breach of WHS obligations may result in disciplinary action, up to and including termination of employment.

|  |  |
| --- | --- |
| For more information and support, please contact the friendly team at  AVA HR Advisory Service  P: **1300 788 977 |** Email: **hrhotline@ava.com.au | Chat online** | |
|  | Disclaimer  This document does not constitute human resource or legal advice and should not be relied upon as such. It is intended only to provide a summary and general overview on matters of interest and it is not intended to be comprehensive. You should contact the AVA HR Advisory Service or seek professional advice before acting or relying on any of the content.  © Wentworth Advantage Pty Ltd 2021 |