OCCUPATIONAL VACCINATIONS PROCEDURE

Section	University Services
Contact	Director Occupational Health & Safety, Wellbeing
Last Review	June 2023
Next Review	June 2025
Approval	Director Occupational Health & Safety, Wellbeing

Purpose:

This document outlines the procedure to ensure a safe workplace is provided for staff whose work activities include potential exposure to occupational infections where effective immunisation vaccines are available.

Scope:

All staff.

Procedure:

Potential exposure:

A suitable risk assessment must be conducted to identify areas of risk where vaccination may be required, or highly recommended.

The potential for exposure to biological pathogens associated with the work task/environment is to be clearly identified in the hazard/risk register.

Where a risk assessment identifies vaccination as a preferred control in relation to the person's position, this will be recorded in the job description.

Vaccination requirements:

Where effective immunisation vaccinations are available for potential high risk work-related biological pathogen exposure, these will be required before the commencement of work and will be stipulated in the job description.

In other identified areas of risk appropriate vaccinations may be offered as a reasonably practical step under the Health and Safety at Work Act 2015.

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New biological pathogens requiring vaccination will be managed according to the Ministry of Health guidelines, and a suitable risk assessment conducted to identify areas of high risk where vaccination may be required, or highly recommended.

Instruction:

Where biological pathogen exposure risks are identified, workers will be advised of the following:

- Description of the hazard/risk.
- Method of transmission.
- Controls to prevent transmission.
- Specifics of immunisation vaccination including effectiveness, side effects, and vaccination procedure.
- Process of consent.
- Privacy and holding of records.
- Options for individuals who choose not to be vaccinated or cannot be immunised.

Employee consent:

Individuals are not obliged to accept the University's offer of vaccination. Where an employee chooses not to have the vaccination, an alternative hazard/risk exposure assessment with control methods must be undertaken to minimise the risk of exposure.

A completed consent form is required prior to any vaccination funded by the University.

Immunisation status records:

Relevant records of vaccination and immunisation status must be maintained on the Employee's occupational health file.

Cost of vaccination:

Costs associated with vaccinations required under this policy for staff will be borne by the University.

Related documents:

Legislation

- Health and Safety Act 2015

Checklists

- Occupational Exposure Risk Assessment

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Appendix: Te Whatu Ora Immunisation Handbook (2024)

Recommended vaccines, by occupational group

Occupation	Recommended vaccines
Workers in health care settings	
Health care staff who work with patients or are working in clinical areas where patient care is being administered e.g. medical staff, nursing staff, other health professional staff and students, health care assistants and allied staff in health care settings, such as cleaning and catering staff	Tdap – at least every 10 years MMR Varicella Hepatitis B Influenza, annually COVID-19
Individuals who work with children	
Early childhood education services staff	Tdap – at least every 10 years IPV MMR Varicella Hepatitis A Hepatitis B Influenza, annually COVID-19
Other individuals working with children, including: • school teachers (including student teachers) • outside school hours carers • child counselling services workers • youth services workers	Tdap – at least every 10 years IPV MMR Varicella Influenza, annually COVID-19
Individuals who work with animals	
Veterinarians, veterinary students, and veterinary nurses	Tdap IPV MMR Influenza, annually
Zoo staff who work with primates	Tdap IPV MMR Hepatitis A Influenza, annually

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Recommended vaccines, by occupational group

Occupation	Recommended vaccines
Individuals exposed to human tissue, blood, body fluids or sewage (depending on exposure)	
Laboratory staff	Tdap MMR Varicella Hepatitis A (if exposed to faeces) Hepatitis B Influenza, annually MenACWY and MenB (if regularly working with *Neisseria meningitidis* cultures) IPV (10-yearly booster doses if handling faecal samples from those coming from high-risk countries) COVID-19
Plumbers or other workers in regular contact with untreated sewage	Tdap IPV MMR Hepatitis A Hepatitis B

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