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.
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
Appendix: Te Whatu Ora Immunisation Handbook (2024)

Recommended vaccines, by occupational group

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Recommended vaccines</th>
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<tbody>
<tr>
<td><strong>Workers in health care settings</strong></td>
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</table>
| 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: | Tdap – at least every 10 years  
IPV  
MMR  
Varicella  
Influenza, annually  
COVID-19 |
| • school teachers (including student teachers) |                                                                                      |
| • outside school hours carers                  |                                                                                      |
| • child counselling services workers           |                                                                                      |
| • youth services workers                       |                                                                                      |
| **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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| Individuals exposed to human tissue, blood, body fluids or sewage (depending on exposure) | 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  |
| Laboratory staff                                     | Tdap  
|                                                      | IPV  
|                                                      | MMR  
|                                                      | Hepatitis A  
|                                                      | Hepatitis B  |
| Plumbers or other workers in regular contact with untreated sewage | Tdap  
|                                                      | IPV  
|                                                      | MMR  
|                                                      | Hepatitis A  
|                                                      | Hepatitis B  |