1. **INTENT**

Edith Cowan University (ECU) is committed to providing workers, students and visitors with a safe and healthy environment for work and study. Employees, contractors and students working or studying at the University may, as a part of their work or study, be at potential risk of exposure to infectious diseases.

The purpose of this guideline is to outline the process for identifying immunisation requirements, accessing vaccinations and the responsibilities associated with immunisations.

Where Service Centres and Schools have specific immunisation requirements e.g. for student practicums, it is recommended that more detailed Service Centre or School level documentation is developed to meet the requirements of this guideline.

2. **ORGANISATIONAL SCOPE**

All ECU workers and students

3. **DEFINITIONS**

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECU</td>
<td>Edith Cowan University</td>
</tr>
<tr>
<td>Immunisation</td>
<td>The World Health Organisation (WHO) defines immunisation as the process whereby a person is made immune or resistant to an infectious disease, typically by the administration of a vaccine. Vaccines stimulate the body’s own immune system to protect the person against subsequent infection or disease.</td>
</tr>
</tbody>
</table>
### Infectious Disease

The World Health Organisation (WHO) states that infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. Zoonotic diseases are infectious diseases of animals that can cause disease when transmitted to humans.

### Worker

The person who carries out work in any capacity for ECU, including work as:

a. an employee; or
b. a contractor or subcontractor; or
c. an employee of a contractor or subcontractor; or
d. an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or
e. an apprentice or trainee; or
f. a student gaining work experience; or
g. a volunteer.

## 4. GENERAL REQUIREMENTS

### 4.1. Immunisation Guidelines

#### 4.1.1. General Guidelines

- It is recommended that all workers and students are immunised in accordance with the Australian Commonwealth and Department of Health and Ageing Australian Immunisation Handbook guidelines 10th Edition, 2013.
- Workers or students with an infectious disease have a duty of care to minimise the risk of transmission to other workers, students, visitors or when in contact with members of the general public as a result of University activities. This duty of care may include informing their Manager/Supervisor/Clinical Supervisor to enable a risk assessment to be conducted to determine if any alterations to work duties or study activities are required to reduce the risk of transmission.

#### 4.1.2. Identifying Immunisation Requirements

- Some work activities and courses of study may be associated with health risks related to exposure to infectious diseases. Managers and Supervisors have a responsibility to ensure the risk of exposure to infectious disease that are vaccine preventable are minimised as far as is reasonably practicable.
- The risks associated with infectious disease can be determined by undertaking a risk assessment of the proposed work or learning activities prior to commencement. The risk assessment should consider exposure to infectious diseases and the recommended for the proposed work or learning activity.
Workers and students at ECU who may be at greater risk of infectious disease due to their work, research or study activities and may require additional vaccinations include:

- Healthcare workers and students involved with direct patient care
- Workers or students handling or exposed to human tissue, blood or bodily fluids
- Laboratory workers and students working with transmissible human or zoonotic pathogens
- Workers or students in contact with animals, animal blood, tissues, products or waste
- Workers or students in contact with bats
- Workers or students working with children including early childhood education, teaching and childcare workers
- Workers or students exposed to waste water or sewage
- First Aid Officers
- Workers and students working in remote Indigenous communities
- Workers and students travelling internationally to developing countries on University business

Appendix A, Recommended Vaccinations for persons at increased risk of certain occupationally acquired vaccine-preventable diseases, is adapted from the Australian Commonwealth and Department of Health and Ageing Australian Immunisation Handbook guidelines 10th Edition, 2013 and provides detailed information on the recommended vaccinations for persons at increased risk of occupationally acquired vaccine-preventable diseases. The vaccine recommendations in the handbook should be used in conjunction with workplace risk assessment to determine the immunisation requirements of ECU workers and students.

Workers and students travelling internationally should seek medical guidance on required vaccinations at least 8 weeks prior to departure.

Additional guidance on immunisation requirements can also be sought from an individual's General Practitioner, the ECU Student Health Services or through the WA Department of Health.

4.2. Documenting and Communicating Immunisation Recommendations

Where identified, the recommendation for immunisation should be documented and communicated with the relevant parties. This may include:

- Employee immunisation recommendations incorporated in pre-employment medical assessment documentation and position descriptions
- Contractor immunisation recommendations incorporated in the contract documentation.
- Recommendations for immunisations for students included within course outlines and practical placement guides.
4.3. Responsibility for Costs associated with Immunisations

4.3.1. University Workers

The cost of screening and vaccinations recommended by University employees is the responsibility of the School or Centre within which the employee works. Where immunisation is recommended for a contractor engaged by ECU, the contractor’s employer company is responsible for providing evidence the vaccination has been completed.

4.3.2. Students

Students are responsible for the costs associated with screening and vaccinations recommended for completion of tasks, practical placements and research associated with their study at ECU unless otherwise agreed by their School.

4.3.3. Volunteers

Volunteers are responsible for the costs associated with screening and vaccinations recommended for the voluntary activities unless otherwise agreed with the relevant School or Service Centre.

4.4. Arranging Vaccinations

- ECU workers and students who choose to have vaccinations as a result of their work tasks or studies can access these vaccinations through:
  - ECU Student Health Services
  - General Practitioners
  - WA Department of Health

4.5. Declining Vaccination

- ECU workers and students have the right to decline vaccination and choose not to disclose their immune status.
- Workers and students who decline vaccination should be advised on the resultant health risks related to their work or study.
- In instances where workers and students decline vaccination or refuse to disclose their immune status, the Declined Vaccination form must be completed.
- Heads of School, Managers and Supervisors are responsible for ensuring that risk assessments are conducted for persons who decline vaccination to determine if there is any alteration required to their work duties or study activities to reduce the potential risk of exposure to infectious diseases.
- Where the risk assessment identifies that alterations to work duties or study activities are required, further assessment of the University’s ability to make reasonable accommodation of these alterations should be undertaken.

4.6. Record Keeping

- All documentation provided to ECU related to worker and student immunisations, including Declined Vaccination forms and associated risk assessments where relevant, shall be maintained as a record and be stored in accordance with the University’s records management requirements.
5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this Guideline, the following positions are responsible for:

**Guideline Owner**

The Guideline Owner, the Director Human Resources Services Centre, has overall responsibility for the content of this Guideline and its operation in ECU.

**Deans and Directors**

Deans and Directors have a strategic and operational responsibility to ensure that the requirements of this Guideline are implemented in their Business Units.

Where Schools have specific immunisation recommendations e.g. for student practicums, Heads of School are responsible for ensuring that School level documentation is developed to meet the requirements of this Guideline.

**Managers and Supervisors**

Managers and Supervisors are responsible for:

- Ensuring the requirements of this Guideline, and any School level processes and procedures related to immunisation are implemented, monitored and reviewed.
- Advising non-immune persons at potential risk of exposure to infectious disease to be vaccinated and workers and students who decline vaccination of the resultant health risks related to their work or study.
- Ensuring the Declined Vaccination Form is completed by all workers and students who decline vaccination.
- Conducting risk assessments for persons who decline vaccination to determine if there is any alteration required to their work duties or study activities to reduce the potential risk of exposure to infectious diseases.

**Safety and Employment Relations Team**

The Safety and Employment Team is delegated the strategic responsibility for reviewing and amending the Guideline and supporting documentation as appropriate.

**Workers and students**

ECU workers and students are required to comply with the content of this Guideline and to seek guidance in the event of uncertainty as to its application.
6. RELATED DOCUMENTS

The guideline is supported by the following documents:

Available from the Health and Safety pages of the HR Service Centre website:
- Declined Vaccination Form

7. CONTACT INFORMATION

For queries relating to this document please contact:

<table>
<thead>
<tr>
<th>Guideline Owner</th>
<th>Director Human Resources Service Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Enquiries Contact:</td>
<td>Safety and Employment Relations Team</td>
</tr>
<tr>
<td>Telephone:</td>
<td>08 6304 2302</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:osh@ecu.edu.au">osh@ecu.edu.au</a></td>
</tr>
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</table>

8. APPROVAL HISTORY

<table>
<thead>
<tr>
<th>Guideline Approved by:</th>
<th>Director Human Resources Services Centre</th>
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<tbody>
<tr>
<td>Date Guideline First Approved:</td>
<td>December 2015</td>
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<tr>
<td>Date last modified:</td>
<td></td>
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<tr>
<td>Revision History:</td>
<td>1.0: New guideline</td>
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<tr>
<td>Next Revision Due:</td>
<td>December 2018</td>
</tr>
<tr>
<td>HPRM File Reference</td>
<td>SUB/68658</td>
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### Appendix A: Recommended vaccinations for persons at increased risk of certain occupationally acquired vaccine-preventable diseases


<table>
<thead>
<tr>
<th>Occupation</th>
<th>Recommended Vaccine</th>
</tr>
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<tbody>
<tr>
<td><strong>Health Care workers and students</strong></td>
<td></td>
</tr>
</tbody>
</table>
| All Health Care Workers - includes all workers and students directly involved in patient care or the handling of human tissue, blood or body fluids | • Hepatitis B  
• Influenza  
• MMR (if non-immune)  
• Pertussis (dTPa)  
• Varicella (if non-immune) |
| Health Care Workers and students who work in remote Indigenous communities or with Indigenous children in NT, Qld, SA and WA | Vaccines listed for all Health Care Workers plus:  
• Hepatitis A |
| **Workers and students who work with children** | | |
| All persons working with children including:  
• Staff and students working in early childhood education and care  
• School teachers including student teachers  
• Outside School areas care  
• Child counselling services workers  
• Youth Services Workers | • Influenza  
• MMR (if non-immune)  
• Pertussis (dTpa)  
• Varicella (if non-immune) |
| Staff working in early childhood education and care | Vaccines listed for all persons working with children plus:  
• Hepatitis A |
<p>| <strong>Laboratory Personnel including workers and students</strong> | | |
| Laboratory personnel handling veterinary specimens or working with Q fever organism (<a href="https://www.health.gov.au/immunise">Coxiella burnetii</a>) | • Q Fever |
| Laboratory personnel handling either bat tissues or lyssaviruses (including rabies virus and Australian bat lyssavirus) | • Rabies |
| Laboratory personnel routinely working with specific organisms | | |
| <strong>Anthrax</strong> | Bacillus anthracis |
| <strong>Smallpox</strong> | Vaccinia poxviruses |
| <strong>Poliomyelitis (IPV)</strong> | Poliomyelitis virus |
| <strong>Typhoid</strong> | <em>Salmonella enterica</em> subspecies <em>enterica</em> serovar <em>Typhi</em> (S. Tyhpi) |
| <strong>Yellow Fever</strong> | Yellow Fever virus |
| <strong>Quadrivalent meningococcal conjugate vaccine (4vMenCV)</strong> | Neisseria meningitides |
| <strong>Meningococcal B (MenBV)</strong> | Japanese encephalitis virus |
| <strong>Japanese encephalitis</strong> | |</p>
<table>
<thead>
<tr>
<th>Workers and students working with specific communities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers who make frequent visits to remote Indigenous communities in NT, Qld and WA</td>
<td>• Hepatitis A</td>
</tr>
<tr>
<td>Workers assigned to the outer Torres Strait Islands for a total of 30 days or more during the wet season</td>
<td>• Japanese encephalitis</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Workers and students who work with animals</th>
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</thead>
<tbody>
<tr>
<td>Workers and students who have contact with at-risk animals including kangaroos and bandicoots</td>
<td>• Q Fever</td>
</tr>
<tr>
<td>Persons who come into regular contact with bats, both flying foxes and microbats</td>
<td>• Rabies</td>
</tr>
<tr>
<td>Persons handling poultry and swine</td>
<td>• Influenza</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Workers and students exposed to human tissue, blood, bodily fluids or sewage</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Workers and students who have regular contact with human tissue, blood or body fluids and/or used needles or syringes</td>
<td>• Hepatitis B</td>
</tr>
<tr>
<td>Plumbers or other workers in regular contact with untreated sewage</td>
<td>• Hepatitis A</td>
</tr>
<tr>
<td></td>
<td>• Tetanus (dT or dTpa)</td>
</tr>
</tbody>
</table>