1. Purpose and Scope

This procedure enacts the 2.10.03 Occupational Health and Safety Policy Statement [7]. It applies to all University of Queensland (UQ) workers, students, contractors and volunteers. The purpose of this procedure is to minimise the risk of persons being exposed to vaccine-preventable diseases whilst working, volunteering, visiting or attending academic or research programs at UQ. The application of this procedure is intended to reduce the risk not only for those within the scope of this procedure but also for the broader community affiliated with UQ. This procedure outlines responsibilities for Supervisors and Managers and provides instruction for those who due to the nature of their activities at the University, may be at higher risk of exposure to vaccine-preventable disease. This procedure should be read in reference to the UQ Vaccination and Immunisation Guideline.

2. Process and Key Controls

2.1 Organisational Unit - Workers

Immunisation or screening requirements for prospective workers must be identified where tasks inherent to a workers role involve potential exposure to vaccine preventable disease (VPD) - refer to section 4 of the guideline to identify roles with associated immunisation and screening requirements.

Where a worker’s role involves interacting in a Queensland Health (QH) clinical facility, the University is obliged to provide appropriate information and training in relation to reducing the risk of being exposed to a workplace hazard. For those who regularly interact in QH clinical facilities, the University must ensure compliance with QH vaccination and screening requirements - refer to QH Vaccination of Healthcare Workers guideline [8] and the ‘Healthcare Worker-Infectious Disease Screening and Vaccination Record’, available from the forms section of this procedure.

‘Healthcare Worker’ Immunisation requirements also apply to prospective UQ workers who will be frequently interacting in UQ clinics and non QH clinical facilities with patients or clients who may be:
• immune compromised,
• have a chronic health condition,
• are pregnant,
• are pre-school age, or
• are elderly.

Specific immunisation requirements for prospective workers may apply where clinical or laboratory based tasks involve handling biological materials or infectious pathogens that are associated with vaccine preventable disease transmission. For example, working with human blood or body fluids or working on a research project with Japanese encephalitis virus - refer to section 4 of the guideline.

Relevant pre-employment immunisation and/or screening requirements for prospective UQ employees must be included as a condition of employment in recruitment advertisements and position descriptions. Further information regarding this condition of employment will be contained in the Letter of Offer.

2.2 Organisational Unit - Students

Immunisation or screening requirements for students must be identified where program requirements involve potential exposure to vaccine preventable disease - refer to section 4 of the guideline to identify roles with associated immunisation and screening requirements.

Where a student's role involves working in a Queensland Health (QH) clinical facility, the University is obliged to ensure compliance with QH Service Directive 047, ‘Vaccine Preventable Disease Screening for Contractors, Students and Volunteers (2016)’. Relevant pre-enrollment immunisation and/or screening requirements for prospective UQ students must be included as a condition of offer for entry to the program - refer to section 3.2 of the guideline and also to the forms section of this procedure.

• Students must refer to pre-placement immunisation requirements for their specific academic program.
• Students who enter QH clinical facilities as part of their program placements must comply with program immunisation requirements prior to QH placements commencing.
• Student immunisation record forms must be completed by a Medical Practitioner and submitted to the University as evidence of compliance.

2.3 Organisational Unit - Postgraduate Students

Immunisation or screening requirements for postgraduate students must be identified where program or coursework requirements involve potential exposure to vaccine preventable disease. Refer to section 4 of the guideline to identify roles with associated immunisation and screening requirements. Where a risk of VPD transmission has been identified, postgraduate students including HDR candidates, must provide evidence to the University that they are adequately immunised prior to placements commencing. Immunisation record forms must be completed by a Medical Practitioner and submitted to the University as evidence of compliance prior to the commencement of placements or coursework associated with VPD risk - refer to section 4.6.4 of this procedure.

3. Key Requirements

3.1 General Immunisation Recommendations

All UQ Workers and Students are advised to have completed the Australian National Immunisation program schedule [9] as recommended by the Australian Government Department of Health and as updated from time to time. International students are advised to check with their health care provider whether the vaccination schedule for their home country is equivalent to the current Australian National Immunisation program schedule [9], as additional vaccinations may be required.

3.2 Occupational Immunisation Requirements

Some UQ workers and students at the University are potentially at risk of being exposed or exposing others to vaccine-preventable disease as a consequence of their work or placement activities. Persons who conduct activities related to the categories listed below must be provided with appropriate information and training, and if indicated, referred for vaccination to minimise the risk of disease transmission occurring in the workplace.

• Work or placements in Queensland Health clinical facilities or those involved with direct patient care in non QH facilities - refer to section 4.1 of the guideline.
• Caring for pre-school age children - refer to section 4.2 of the guideline.
• Laboratory or other activities involving human blood, body fluids or tissue - refer to section 4.3 and
4.7 of the guideline and PPL Guideline 2.60.10 Working Safely with Blood and Body Fluids [10].
- Laboratory activities involving transmissible human or zoonotic pathogens - refer to section 4.3.2 of the guideline.
- Interaction with waste water or sewerage - refer to section 4.4 of the guideline.
- Contact with animals, animal blood, tissues, products or animal waste - refer to section 4.5 of the guideline.
- Contact with bats or ABL virus - refer to section 4.5.1 of the guideline and PPL 2.60.14 Working Safely with Bats and Flying Foxes: Lyssa Virus [11].
- Interaction with pigs or poultry – refer to section 4.5.2 of the guideline.
- First aid activities - refer to section 4.6 of the guideline and refer to PPL Guideline 2.60.10 Working Safely with Blood and Body Fluids [10].
- Healthcare provision in remote indigenous communities - refer to section 4.1.1 of the guideline.
- Work-related travel or fieldwork activities - refer to section 4.8 of the guideline.

Referrals for work or placement vaccinations or immunisation screening can be forwarded to the UQ OHNA using the vaccination referral form located in the 'Forms' section of this procedure.

4.0. Roles, Responsibilities and Accountabilities

4.1. Organisational Unit - Authorised Recruitment Officer

Immunisation requirements relevant to a position appointment must be included in recruitment advertising, position descriptions and letters of offer. Reference to section 4.0 of the guideline and the UQ New Worker OH&S Induction Checklist [12] and can assist the authorised recruitment officer for the organisational unit to identify roles where pre-employment immunisation requirements will need to be considered. The Vaccinations and Immunisations guideline provides information about mandatory immunisation requirements and/or immunisation screening for prospective employees whose role requires them to work in a hospital or clinical health facility. Further advice can also be obtained by contacting the UQ Occupational Health Nurse Advisor (OHNA) or UQ Health Care.

For existing workers currently employed or engaged by the University who are identified as being at risk of VPD exposure due to their work or research activities, the organisational unit must provide adequate information and resources in relation to seeking appropriate vaccinations.

4.2 Supervisors, Managers and Academic Principal Advisors

Supervisors/Managers/Academic Principal Advisors must ensure that persons under their supervision, who may be at risk from VPD transmission due to the inherent requirements of work or research related tasks, are provided with adequate information and resources in relation to seeking appropriate vaccinations. The UQ New Worker OH&S Induction Checklist [12] and section 4 of the guideline can assist in identifying roles where vaccination requirements will need to be considered.

Supervisors and managers responsible for creating position descriptions must inform the relevant authorised recruitment officer about specific immunisation requirements for prospective staff prior to the development of recruitment documents. The Vaccinations and Immunisations Guideline provides further detail about immunisation requirements for prospective employees whose role requires them to work in a hospital or clinical health facility. Further advice can also be obtained from the UQ OHNA or UQ Healthcare.

Academic Principle Advisors developing proposals for HDR projects must consider as part of the project development, whether the prospective HDR candidates will be subject to specific immunisation requirements relevant to the position or project.

Supervisors, Managers and Academic Principle Advisors are responsible for continually reviewing immunisation requirements for their charges if and when the nature of work or research tasks is subject to change.

4.3 Health Safety and Wellness

UQ Health Safety and Wellness (HSW) provides overall direction, co-ordination and leadership to the University on occupational health and safety matters including relevant vaccination and screening requirements to minimise the likelihood of vaccine preventable disease exposure and transmission occurring in the workplace. Local Safety co-ordinators are responsible for communicating information about transmissible disease hazards relevant to their workplace and for promoting and facilitating cooperation between workers, students and management in the implementation of this HSW procedure and
4.4 UQ Workers

All UQ Workers have a duty to comply with safe working procedures including infection control measures. These measures include appropriate immunisation against VPD to protect themselves and others in the workplace. All UQ workers are advised to have completed the National Immunisation Program Schedule [9] as recommended by the Australian Government Department of Health and in accordance with periodic updates. UQ workers should also refer to the UQ New Worker induction checklist [12] and section 4 of the guideline to assist in identifying appropriate occupational immunisation requirements.

UQ Workers can reduce the risk of infectious disease exposure to themselves or transmission to others by the following means:

- Compliance with pre-employment or placement immunisation requirements and also for specified roles, projects or placements - see section 4 of this guideline.
- Preparing or referring to a risk assessment or SOP prior to commencing activities involving biological material.
- Seeking advice about working with high risk biological material from the UQ Biosafety Advisor or UQ Institutional Biosafety Committee.
- Seeking advice for work-related travel from UQ Health Care service or from a specialist travel clinic.
- Provision of appropriate immunisation prior to being exposed to situations associated with a risk of vaccine preventable disease transmission.

4.4.1 UQ Workers (Employees)

In addition to the duties described in section 4.4, for existing UQ workers (employees) identified as requiring vaccinations or immunisation screening for VPD due to the inherent requirements of their activities at the University, the University must provide adequate information and resources in relation to vaccination and/or immunisation screening provision - see section 5.2.

4.4.2 Prospective UQ Workers (Employees)

For prospective UQ employees, immunisation requirements appropriate to the role must be identified and included in recruitment advertising, position descriptions and letters of offer as a condition of employment.

4.4.3 Working in a Queensland Health Facility

Existing and prospective workers who currently work or intend to work in a QH clinical facility must ensure compliance with Queensland Health vaccination and immunisation screening requirements [13]. Roles in QH facilities are subject to risk assessment [14] which for most healthcare workers will require them to supply evidence that they are vaccinated against Hepatitis B, Measles, Mumps, Rubella, Varicella and Pertussis or supply evidence they are not susceptible to these diseases. Refer to Queensland Health Vaccination of Healthcare Workers Guideline [15] and the forms section of this procedure [16].

Persons who do not have direct face to face contact with patients in a QH clinical facility but may still be exposed to human blood or body fluids in the course of their work must be vaccinated against hepatitis B and/or provide proof of immunity or a Statement of Susceptibility - see section 4.3.1 and 4.6 of guideline.

4.4.4 Working in a non - QH hospital or clinical facility

Prospective UQ workers who are required to regularly work in a non QH hospital or clinical facility with persons who are:

- immune compromised,
- have a chronic health condition,
- are pregnant,
- are pre-school age, or
- are elderly.

are obliged to comply with pre-requisite immunisation requirements in accordance with section 4.4 above and appropriate to Healthcare Workers as described in section 4.4.3 of this procedure.

Also refer to section 4.1 of the guideline and the UQ Healthcare Worker Form located at the forms section of this procedure [16].

4.5 Contractors
All contractors must comply with UQ Health and Safety procedures to maintain a safe working environment. The University must ensure that where a risk of vaccine preventable disease transmission is identified in a workplace, that contractors required to work in these areas are provided with adequate information to reduce the risk of vaccine preventable disease (VPD) transmission for their workers. This information should include immunisation requirements where appropriate. Specific local site induction must be provided to contracted workers prior to entering a workplace where a risk of infectious disease transmission exists e.g. in laboratories where biological pathogen research is conducted or in UQ Veterinary clinics where there may be a risk of zoonotic disease transmission.

4.6 Students

All students are advised to have completed the National Immunisation Program Schedule [9] as updated from time to time and as recommended by the Australian Government Department of Health - see guideline, section 3.2.

For prospective students, immunisation requirements must be included in the enrolment information for their particular academic program. Students undertaking healthcare related courses should refer to 4.4.3 of this document and section 4.1 of the guideline and the forms section of this procedure [16] for vaccination requirements relevant to their program. Students enrolling in veterinary school programs must refer to the immunisation requirements for their program and section 4.5 of the guideline.

Students can reduce the risk of infectious disease exposure to themselves or transmission to others by the following means;
- Compliance with pre-enrolment entry requirements for specified course program.
- Provision of appropriate immunisation prior to being exposed to situations associated with a risk of vaccine preventable disease transmission.

4.6.1 Residential Students

Students living in residential colleges are particularly vulnerable to transmission of certain vaccine preventable diseases if they remain unvaccinated. Residential students are strongly advised to review and update their vaccination status as per the recommendations provided in the Australian Immunisation Handbook (10th edition) and in section 3.2.1 of the guideline.

Vaccination against meningococcal disease is particularly recommended for adolescents and young adults. A government funded vaccination program against meningococcal disease caused by A, C, W and Y serotypes is currently available for all 15 - 19 year olds. Vaccination against meningococcal disease caused by type B serotype is particularly recommended for those living in close quarters such as student residential accommodation. This vaccination should be given to students prior to entry to such risk settings or as soon as possible after entry. This vaccination is currently not funded by the National Immunisation Program. see section 5.6 of the guideline for further detail.

Annual Influenza vaccination is also highly recommended for students living in residential accommodation. Please refer to your college admission requirements.

4.6.2 Healthcare Students

Students placed in QH clinical facilities must be verified as being immunised against or not susceptible to, hepatitis B, measles, mumps, rubella, varicella and pertussis prior to Queensland Health clinical placements. Students who undertake ‘exposure prone procedures’ (EPP) as a requirement of their admitted program must also submit an EPP Declaration in relation to blood borne virus screening - see section 4.1 of the guideline.

Health care students interacting in clinical areas of Queensland Health facilities must also be assessed for their risk of developing tuberculosis and becoming infectious in the future (i.e. screening for latent tuberculosis) - see section 5.11 of the guideline.

Healthcare students must refer to the forms section of this procedure [17] to access the relevant student immunisation record form for their course Program.

4.6.3 Students interacting with human blood or body fluids

Students who are exposed to unscreened human blood or body fluids in the course of their work or study are required by the University to be adequately immunised against hepatitis B and provide proof of immunity or a Statement of Susceptibility. Please refer to section 4.3.1 and 5.2 of the guideline.

4.6.4 Post-graduate Students /HDR Candidates
Students applying for admission to higher degree programs must refer to admission immunisation requirements for their individual academic program or research project. In addition, immunisation requirements must be considered in risk assessments specific to on-going academic or research projects during the program. For example, when a HDR candidate is placed in a Queensland Health clinical facility or they are interacting in non QH clinical facilities with patients or clients who are:

- immune compromised,
- have a chronic health condition,
- are pregnant,
- are pre-school age, or
- are elderly.

HDR candidates placed in clinical facilities as described above, must provide evidence to the University that they are adequately immunised prior to placements commencing. They must review and submit the ‘Healthcare Worker-Infectious Disease Screening and Vaccination Record’ which is located at the forms section of this procedure [16]. The form must be completed and signed by their medical practitioner.

Specific immunisation requirements for postgraduate students and HDR candidates also apply where clinical or laboratory based tasks involve handling biological materials or infectious pathogens that are associated with vaccine preventable disease transmission. For example - working with unscreened human blood or working on a research project with Japanese encephalitis virus. Immunisation record forms must be completed by a Medical Practitioner and submitted to the University as evidence of compliance prior to the commencement of placements associated with VPD risk.

Post-graduate or HDR candidates can reduce the risk of infectious disease exposure to themselves and/or transmission to others by the following means:

- preparing or referring to a risk assessment or SOP prior to commencing activities involving biological material,
- seeking advice from the relevant Faculty, School or Centre Safety Co-Ordinator or Manager,
- compliance with entry immunisation requirements for the specified graduate program or placement, or
- provision of appropriate immunisation prior to being exposed to situations associated with a risk of vaccine preventable disease transmission.

5.0 Costs

5.1 Students, volunteers and other workers not employed by the University

Costs for work or course related vaccinations and immunisation screening for undergraduate students, volunteers and other workers who are not employed by the University are not covered by the Pharmaceutical Benefit Scheme, Medicare, Queensland Health or by the University. Persons with full private medical coverage (which has hospital and ancillary cover) may receive partial reimbursement for vaccine costs from their insurance funds.

5.2 UQ workers

Prospective UQ workers are responsible for costs of vaccination and immunisation screening requirements if specified as a pre-employment or pre-placement requirement as outlined in the letter of offer.

For existing workers, the relevant Faculty, School or Centre is responsible for resourcing vaccinations and pathology tests (e.g. for proof of immunity) if required to prevent work-related transmission of VPD or are for work-related placements or travel.

5.3 Postgraduate / HDR Students

Postgraduate students including Higher Degree Research candidates should consult with their Supervisor or local Workplace Health and Safety Co-Ordinator about funding arrangements for their relevant organisational unit. Vaccination and immunisation screening requirements directly relating to HDR projects would normally be sourced from the relevant organisational unit or research group.

6.0 Monitoring and Review

The relevant organisational unit must ensure a reliable immunisation compliance monitoring system is in place for students and workers. For some programs, vaccinations and screening requirements need to be
periodically repeated therefore immunisation compliance monitoring systems must include a recall/reminder tool to ensure on-going compliance with this procedure.

7.0 Recording and Reporting

Information collected by the University in relation to immunisation requirements is for the primary purpose of protecting workers and students from the risk of vaccine preventable disease exposure or transmission due to the inherent requirements of their work, study or research activities. The information provided may be disclosed to Queensland Health or other placement organisations where the disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: http://ppl.app.uq.edu.au/content/1.60.02-privacy-management [18]

Student and Worker immunisation records will be retained by the University for a period of twenty five years after the student or worker has left the University.

7.1 Student Records

Immunisation records pertaining to students will be assessed for compliance relevant to the requirement of their program. The record will be stored in the students university record. Students who fail to comply, have incomplete records or require periodic immunisation boosters or screening will be notified of outstanding immunisation compliance requirements.

7.2 UQ Worker (employee) Records

Immunisation records pertaining to a UQ workers role will be assessed for compliance relevant to the role. The record of compliance verification will be stored in the workers employment record. Workers failing to comply with immunisation requirements or who have incomplete immunisation records, relevant to their role will be notified of outstanding immunisation compliance requirements.

7.3 HDR Student Records

Immunisation records pertaining to HDR students will be assessed for compliance by a suitably qualified person and the record will be stored in the students record. HDR students who do not comply or who have incomplete immunisation records, relevant to their position will be notified by the Graduate School of outstanding immunisation compliance requirements.

8.0 Failure to Comply

The advice in this procedure is intended to protect the UQ community and also patients within healthcare facilities associated with UQ. Failure to comply with relevant immunisation compliance requirements can lead to an increased risk of serious illness occurring and will therefore result in students or workers being denied placements or being unable to undertake tasks that place them or others at risk of VPD transmission.

8.1 Workers

For UQ workers, non-compliance with immunisation requirements or an inability to comply due to health reasons may impact the ability to fulfil the requirements of the employment or placement position. In these circumstances supervisors should contact their local HR [19] Officer for further advice.

8.2 Students/ HDR Candidates

For some students and HDR candidates, failure to comply or an inability to comply due to health reasons may result in a situation where the student/HDR candidate is unable to complete the practical requirements of their degree or higher degree program. Further advice can be obtained by contacting the relevant Student Admissions team or Graduate School Admissions team.

8.0 Appendix

8.1 Definitions, Terms, Acronyms

HCW- Healthcare worker - person who provides care to patients in a hospital, health service or community care setting
HDR – Higher Degree by Research

**HR [19]** - Human Resources

**Immunisation** - the process of inducing immunity to an infectious agent by administering a vaccine

**MMR Vaccine** - Measles, Mumps, Rubella vaccine

**Postgraduate Student** - a student enrolled in a course or program leading to the award of a postgraduate certificate or diploma or a masters or doctoral degree of the University

**QH** - Queensland Health

**Student** - a student enrolled in the University

**Statement of Susceptibility** - letter from a medical officer, infection control practitioner or vaccine service provider stating that an individual is not susceptible to a specific disease

**Undergraduate Student** - a student enrolled in undergraduate academic programs at the university

**UQ Worker** - For the purposes of this procedure, this includes:

- **UQ Workers (employees)** - includes all continuing, research (contingent funded), fixed term and casual employees as well as apprentices and trainees; and
- **UQ Worker (non-employees)** - includes HDR candidates, sabbatical/visiting academics/researchers, vacation scholars, volunteers and students on work experience.

**Vaccination** - the administration of a vaccine; if vaccination is successful, it results in immunity

**VPD** - Vaccine preventable disease

## 9.0 Meta Data for Document Management

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Links:

[3] https://ppl.app.uq.edu.au/content/2.60.08-vaccinations-and-immunisation#Procedures