6.05.3 Immunisation

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<th>Business and Governance</th>
</tr>
</thead>
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<tr>
<td>Responsible Officer</td>
<td>Executive Manager</td>
</tr>
</tbody>
</table>

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Introduction

As a consequence of their work related duties for Bega Valley Shire Council (BVSC), some employees may be at greater risk of exposure to some infectious diseases than they would normally experience. Additionally some Council employees work in environments where the risk of passing on infectious diseases may have serious consequences for members of the public. Council therefore recognises it has a duty of care to all employees as well members of the community to provide a safe and healthy workplace. Bega Valley Shire Council’s employee immunisation program is a condition of employment (except for seasonal influenza vaccination which is available to all Council employees on a voluntary basis) for all positions identified as high risk (as identified by job category, model job demand checklist and risk assessment). Employees who work in a high risk area are required to participate in an immunisation against the illnesses listed in this Procedure. The costs associated with this immunisation program will be borne directly by Council and not the affected employee (provided the employee utilises Council’s Nominated Doctor or makes prior arrangements with the Work Health and Safety Coordinator).

As part of the recruitment process it is a requirement that applicants as part of undertaking a pre-employment medical must complete form (Annex C) 6.05.3-1 Immunisation Declaration, which will inform Council of the applicant’s current immunisation status. Applicants may also be requested to provide a copy of their Immunisation History Statement from the Department of Human Services. For applicants to proceed in their recruitment process they may be required, depending on the position and the Model Job Demands Checklist, to have current immunisation status for listed infectious diseases.

Note - Please be advised that if you have a medical reason not to be vaccinated we will accept a valid vaccine exemption as evidence. (Australian immunisation register website medical exemption form), depending on the risk category of the position been applied for this may lead to Council not proceeding with an offer of employment.

Scope

This Procedure applies to all Council employees and successful applicant(s) who are identified as working in a high risk category and are likely to come into contact with or expose other staff/clients (As per Annex A) to infectious diseases due to their work related tasks or the job they perform for Council.

Purpose of staff immunisations

The purpose of this procedure is:

- To ensure the risk of exposing Council clients and members of the public (namely Children, Community Services clients) to infectious diseases is minimised.

- As a duty of care, to ensure all employees at risk of contracting infectious diseases are given the opportunity to be appropriately immunised.

- To clarify the process for successful applicant, employees, supervisors/managers relating to accessing immunisation and monitor immunisation status.

References and associated documents

The following documents relate to this procedure:

- WHS Act 2011;
- WHS Regulation 2017; and
# Glossary of terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hepatitis A</strong></td>
<td>A virus that causes inflammation of the liver and is transmitted by oral–faecal contact from either contaminated food and water or contaminated hand to mouth contact.</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>A virus that causes inflammation of the liver and is transmitted by blood to blood contact or sexual contact.</td>
</tr>
<tr>
<td><strong>Hepatitis C</strong></td>
<td>Hepatitis C is an infectious disease affecting the liver, caused by the hepatitis C virus (HCV). No vaccine against hepatitis C is currently available.</td>
</tr>
<tr>
<td><strong>Influenza</strong></td>
<td>A viral infection that affects mainly the nose, throat, bronchi and occasionally, lungs.</td>
</tr>
<tr>
<td><strong>Measles</strong></td>
<td>A highly contagious virus is spread by coughing and sneezing, close personal contact or direct contact with infected nasal or throat secretions.</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Mumps is a salivary gland infection caused by the <strong>Rubulavirus</strong>.</td>
</tr>
<tr>
<td><strong>Rubella</strong></td>
<td>Rubella (German measles) is caused by the <strong>Rubivirus</strong>.</td>
</tr>
<tr>
<td><strong>Pertussis</strong></td>
<td>Pertussis (Whooping cough) is an illness caused by a bacterium, Bordetella pertussis.</td>
</tr>
<tr>
<td><strong>Varicella</strong></td>
<td>Varicella (chickenpox) is an infection caused by the varicella-zoster virus, which belongs to the herpes group of viruses.</td>
</tr>
<tr>
<td><strong>Seroconversion</strong></td>
<td>Seroconversion is the development of detectable antibodies in the blood directed against an infectious agent. It normally takes some time for antibodies to develop after the initial exposure to the agent. Following seroconversion, a person tests positive in tests based on the presence of antibodies.</td>
</tr>
<tr>
<td><strong>Antibodies</strong></td>
<td>An antibody, also known as an immunoglobulin, is a large Y-shaped protein used by the immune system to identify and neutralize foreign objects like bacteria and viruses.</td>
</tr>
<tr>
<td><strong>Immunisation</strong></td>
<td>The process of bringing about immunity to a particular infective agent (such as a bacterium or virus) by giving a vaccine. The terms vaccination and immunisation are not exactly the same; vaccination is the process of giving a vaccine, while immunisation is the process of both giving a vaccine and the body developing an immune response as a result of the vaccine.</td>
</tr>
<tr>
<td><strong>Vaccine</strong></td>
<td>A product made from whole or extracts of, killed viruses or bacteria, or from live weakened strains of viruses or bacteria.</td>
</tr>
<tr>
<td><strong>Tetanus</strong></td>
<td>Tetanus is an acute, sometimes fatal disease caused by toxins produced by the bacterium Clostridium tetani. These toxins attack the central nervous system, causing severe spasms in the neck and jaw muscles – often making it difficult for patients to open their mouths (hence the term lockjaw). The effects spread, causing breathing difficulties, painful convulsions and abnormal heart rhythms.</td>
</tr>
</tbody>
</table>
Hepatitis A and B

Hepatitis A and B are infectious diseases, which cause the liver to become inflamed (swollen). Within Bega Valley Shire Council some of our staff are at a higher risk of exposure to these diseases as a result of the work they undertake.

Council recognises that it has a responsibility to ensure all employees whose work related activities may be classified as “At Risk” are required to undertake immunisation against Hepatitis A and Hepatitis B.

Successful applicants will be asked to indicate if they have been immunised against Hepatitis A and B in their pre-employment medical forms (as per Annex C).

For existing employees considered “At Risk” as per model job demand checklist or Annex A, the employee is responsible for keeping track of their immunisation status and notifying Council if they require a booster or a status check depending on the immunisation schedule.

Hepatitis A or Hepatitis B screening and vaccination is required for the following Council positions:

- Children’s Services Employees;
- Water and Sewerage Employees;
- Community Services Staff;
- Works Employees (Town Teams);
- Waste Services Employees; and
- Any employee who may through their employment with Bega Valley Shire Council have exposure to this infectious disease.

Hepatitis A & B antibodies pre screening

To avoid the expense of unnecessary vaccination, it is recommended that at risk individuals undergo a pre-screening blood test to determine pre-existing immunity against Hepatitis A and/or B.

BVSC Hepatitis A & B Immunisation Program

Bega Valley Shire Council offers free of charge (to employees), immunisation for Hepatitis A & B for all staff identified as being “at risk” in the workplace.

Measles

Measles is a highly contagious viral disease, which affects mostly children. It is transmitted via droplets from the nose, mouth or throat of infected persons. In malnourished children and people with reduced immunity, measles can cause serious complications, including blindness, encephalitis, severe diarrhoea, ear infection and pneumonia. Measles can be prevented by immunisation.

Unvaccinated young children are at highest risk of measles and its complications, which may include death. Any non-immune person (who has not been vaccinated or previously recovered from the disease) can become infected.

The measles vaccine is incorporated with rubella and/or mumps vaccines (MMR Vaccine) and a single dose vaccination provides long term immunity in most recipients (Note: Protection is greater in two dose vaccine recipients). MMR Vaccine is not recommended in pregnancy due to the theoretical risk of transmission of the rubella component to a susceptible foetus.

Successful applicants will be asked to indicate if they have been immunised against Measles in their pre-employment medical forms.
For employees considered “At Risk” as per model job demand checklist or Annex A, the employee is responsible for keeping track of their immunisation status and notifying Council if they require a booster or a status check depending on the immunisation schedule.

Measles vaccination is required for the following positions:
- Children’s Services Employees; and
- Community Services Staff who through their employment with Bega Valley Shire Council have exposure to this infectious disease

**Isolation of staff with Measles**

Any member of staff who shows signs, symptoms or a diagnosis of measles (especially children’s/community services staff) is required to not attend the workplace as the risk of exposing other employees/clients is too great. Paid personal leave is available for sickness related incidents. For more information about Employee Personal Leave entitlements refer to Local Government State Award and BVSC Leave Procedure.

**Workplace Warnings for employees who contract Measles**

If any employee who shows signs, symptoms or a diagnosis of measles (especially children’s services staff) it is vital that pregnant co-workers or clients (in the case of parents of child care centres) are adequately warned in order to minimise the risk of passing on this disease to any un born babies.

**BVSC Measles Immunisation Program**

Bega Valley Shire Council offers free of charge to employees, immunisation for Measles for all employees identified as being “at risk” in the workplace.

**Mumps**

Mumps is an infection caused by a virus and it is mostly a mild childhood disease. It most often affects children between five and nine years old, however the mumps virus can infect adults as well. When it does, complications are more likely to be serious. As more children receive mumps vaccine, it is expected cases will become more common in older children than in younger ones.

The mumps vaccine is incorporated with rubella and/or measles vaccines (MMR Vaccine) and a single dose vaccination provides long term immunity in most recipients (Note: Protection is greater in two dose vaccine recipients). MMR Vaccine is not recommended in pregnancy due to the theoretical risk of transmission of the rubella component to a susceptible foetus.

Successful applicants will be asked to indicate if they have been immunised against Mumps in their pre-employment medical forms.

For employees considered “At Risk” as per model job demand checklist or Annex A, the employee is responsible for keeping track of their immunisation status and notifying Council if they require a booster or a status check depending on the immunisation schedule.

Mumps vaccination is required for the following positions:
- Children’s Services Employees; and
- Community Services Staff who through their employment with Bega Valley Shire Council have exposure to this infectious disease

**Isolation of employees who have contracted Mumps**

Any member of staff who shows signs, symptoms or a diagnosis of mumps (especially children’s/community services) is required to not attend the workplace as the risk of exposing other employees/clients is too great. Paid
personal leave is available for sickness related incidents. For more information about Employee Personal Leave entitlements refer to Local Government State Award and BVSC Leave Procedure

Workplace Warnings for employees who have contracted Mumps

If any employee shows signs, symptoms or a diagnosis of measles (especially children’s services staff) it is vital that pregnant co-workers or clients (in the case of parents of children at child care centres) are adequately warned in order to minimise the risk of passing on this disease to any unborn babies.

BVSC Mumps Immunisation Program

Bega Valley Shire Council offers free of charge to employees, immunisation for Mumps for all employees identified as being “at risk” in the workplace.

Rubella (German Measles)

Rubella (German Measles) is caused by the Rubivirus. The virus is spread from person to person through direct contact with respiratory droplets from an infected person and through droplets in the air. Congenital rubella syndrome (CRS) is an important cause of severe birth defects.

The Rubella vaccine is incorporated with mumps and/or measles vaccines (MMR Vaccine) and a single dose vaccination provides long term immunity in most recipients (Note: Protection is greater in two dose vaccine recipients). MMR Vaccine is not recommended in pregnancy due to the theoretical risk of transmission of the rubella component to a susceptible foetus.

Successful applicants will be asked to indicate if they have been immunised against Rubella in their pre-employment medical forms.

For employees considered “At Risk” as per model job demand checklist or Annex A, the employee is responsible for keeping track of their immunisation status and notifying Council if they require a booster or a status check depending on the immunisation schedule.

Rubella vaccination is required for the following positions:

- Children’s Services Employees; and
- Community Services

Isolation of employees with Rubella

Any employee who shows signs, symptoms or a diagnosis of Rubella (especially children’s/Community Services employees) is required not to attend the workplace as the risk of exposing other employees/clients to this virus is too great. Paid sick leave is available for sickness related incidents. For more information about Employee Sick Leave entitlements refer to Local Government State Award and BVSC Leave Procedure.

Workplace Warnings for employees who have contracted Rubella

If any employee shows signs, symptoms or a diagnosis of Rubella (especially children’s services employees) it is vital that pregnant co-workers or clients (in the case of parents of child care centres) are adequately warned in order to minimise the risk of passing on this disease to any unborn babies.

BVSC Rubella Immunisation Program

Bega Valley Shire Council offers free of charge to employees, immunisation for Rubella for all employees identified as being “at risk” in the workplace.
**Pertussis (Whooping Cough)**

Pertussis (whooping cough) is a cause of infant death worldwide and continues to be a public health concern even in countries with high vaccination coverage. It is caused by the bacterium *Bordetella pertussis* and this disease is highly infectious and most serious in babies.

Pertussis is a vaccine preventable disease and a single booster dose of adult formulation pertussis vaccine is recommended for carers of young children.

Successful applicants for employment will be asked to indicate if they have been immunised against Pertussis (Whooping Cough) in their pre-employment medical forms.

For employees considered “At Risk” as per model job demand checklist or Annex A, the employee is responsible for keeping track of their immunisation status and notifying Council if they require a booster or a status check depending on the immunisation schedule.

Pertussis vaccination is therefore required for the following positions within Council:

- Children’s Services Employees; and
- Community Services Employees

**Isolation of employees with Pertussis**

Any employee who shows signs, symptoms or a diagnosis of Pertussis (especially children’s/community services is required not to attend the workplace as the risk of exposing other employees/clients is too great. Paid sick leave is available for sickness related incidents. For more information about Employee Sick Leave entitlements refer to Local Government State Award and BVSC Leave Procedure.

**Workplace Warnings for employees who have contracted Pertussis**

If any employee shows signs, symptoms or a diagnosis of Pertussis (especially children’s services employees) it is vital that co-workers or clients (in the case of parents of children in child care centres) are adequately warned in order to minimise the risk of passing on this disease.

**BVSC Pertussis Immunisation Program**

Bega Valley Shire Council offers free of charge to employees, immunisation for Pertussis for all employees identified as being “at risk” in the workplace.

**Varicella (Chickenpox)**

Varicella (Chickenpox) is a highly contagious infection caused by the varicella-zoster virus, which is a member of the herpes group of viruses. It is usually a mild disease that lasts a short time in healthy children. However, it can be severe in adults and may cause serious complications in people of any age. The disease is spread by direct contact with people who are infected and it is often more serious in adults.

Symptoms of varicella take between 10 and 21 days (14 to 16 days on average) to show after infection. The main symptom of varicella is a rash that turns into open lesions (small wounds), which crust over. Varicella virus can reactivate many years after the initial infection and cause shingles (herpes zoster). Varicella is a vaccine preventable disease.

Successful applicants for employment will be asked to indicate if they have been immunised against Varicella (chickenpox) in their pre-employment medical forms.

For employees considered “At Risk” as per model job demand checklist or Annex A, the employee is responsible for keeping track of their immunisation status and notifying Council if they require a booster or a status check depending on the immunisation schedule.
Varicella vaccination is required for the following positions:

- Children’s Services Employees; and
- Any employee who through their employment with Bega Valley Shire Council have exposure to this infectious disease

Isolation of employees with Varicella

If any employee shows signs, symptoms or a diagnosis of varicella (especially children’s services employees) it is vital co-workers or clients (in the case of parents of children at child care centres) are adequately warned in order to minimise the risk of passing on this disease. Paid sick leave is available for sickness related incidents. For more information about Employee Sick Leave entitlements refer to Local Government State Award and BVSC Leave Procedure.

BVSC Varicella Immunisation Program

Bega Valley Shire Council offers free of charge to employees, immunisation for Varicella for all employees identified as being “at risk” in the workplace.

Influenza

Influenza is an acute viral infection that spreads easily from person to person and can affect anybody in any age group. Influenza causes annual epidemics that peak during winter in temperate regions and is a serious public health problem which may cause severe illnesses and deaths.

Influenza is a vaccine preventable disease, but vaccines need to be given each year, because the viruses are always changing.

Isolation of employees with Influenza

Any BVSC employee with symptoms or a diagnosis of influenza is required not to attend the workplace as the risk of exposing other employees/clients is too great. Paid sick leave is available for sickness related incidents. For more information about Employee Sick Leave entitlements refer to Local Government State Award (2017) and BVSC Leave Procedure.

BVSC Influenza Immunisation Program

Bega Valley Shire Council conducts a yearly influenza vaccination program and this service is available to all employees on a voluntary basis.

Tetanus

Tetanus is a severe disease that can result in serious illness and death. Tetanus vaccination protects against the disease. Tetanus occurs when a germ called Clostridium Tetany enters the body through damaged skin and produces a poison called tetanus toxin. This toxin is one of the most potent known poisons.

The tetanus germ is present in soil and manure. You cannot catch tetanus from other people; it is transmitted when puncture wounds come into contact with the tetanus germ.

Council recognises it has a responsibility to ensure all employees whose work related activities may be classified as “At Risk” are given the opportunity to be immunised against Tetanus.

Successful applicants for employment will be asked to indicate if they have been immunised against Tetanus in their pre-employment medical forms.

For existing employees considered “At Risk” as per model job demand checklist or Annex A, Council will pay for a booster vaccination, the employee is responsible for keeping track of their immunisation status and notifying
Council once it has been more than 10 years since the last immunisation or in the event of a puncture wound during the course of their duties.

Tetanus vaccination is therefore recommended for the following Council positions:

- Rangers
- Water/Wastewater Operators
- Any employee who through their employment with Bega Valley Shire Council have exposure to this infectious disease

The tetanus vaccine is provided as one injection. The expected life of the immunisation is 10 years once initial immunity has been built up through childhood vaccinations.

**Responsibilities**

**Bega Valley Shire Council (the Employer)**

Bega Valley Shire Council has a duty of care to ensure the following:

- The Health, Safety and Welfare of their employees as legislated as per the *WHS Act 2011*.
- Council is to meet all necessary immunisation costs to ensure it fulfils its workplace health and safety obligation to employees identified as being at risk.

**People and Governance**

Bega Valley Shire Council’s People and Governance Section are required to ensure the following:

- Provide Vaccination Information to all employees classified as being “At Risk”
- Ensure all employees classified as being “At Risk” complete the relevant Immunisation Declaration Form (Annex B)
- Ensure all applicants for employment classified as being “At Risk” complete the relevant Immunisation Declaration Form (Annex C) as part of their pre-employment medical
- The Workplace Wellbeing Officer will ensure the Immunisation Declaration Form is appropriately registered on Council’s record management system
- The Employee Support Officer will ensure all recruitment advertising of “At Risk” positions will mention that immunisation is a condition of employment

**Supervisor/Manager responsibilities**

For all Manager/Supervisors of employees in positions identified as at risk of exposure to infectious diseases the following is required:

- It is the responsibility of the relevant manager/supervisor to identify (in accordance with legislation) whether a position has a potential risk of exposure to infectious diseases as a result of the work performed for Council
- Discuss the position’s potential risks of exposure to infectious diseases with the new or existing employee
- Advise the employee of their access to an immunisation program prior to commencing the duties at risk
- Ensure terms of this Procedure are implemented and complied with in their areas of responsibility
- Ensure their employee/s completes the relevant immunisation declaration as well as the relevant immunisation record form and ensures the completed forms are returned to the People and Governance Section.
Employee responsibilities

For all employees in positions identified as at risk of exposure to infectious diseases the following is required:

- Participate voluntarily in attending clinics to undergo testing as required for medical assessment and or immunisation.
- Complete the immunisation declaration form and return it to the People and Governance Section prior to receiving any treatment.
- Understand that by volunteering to be immunised by Council’s nominated Doctor it is their responsibility to find out from the medical staff when they are required to receive additional booster/immunisations to complete the program.
- Employees are required to comply with the immunisation schedule recommended by the National Immunisation Schedule and keep track of the immunisations they receive, ensuring a copy of this is kept on Council record management system.
- Any employee who shows signs, symptoms or a diagnosis of any infectious disease listed in this Procedure has a duty of care to other employees and council clients to take leave (i.e. sick or annual etc. as appropriate in accordance with the relevant Award) from the work place in order to prevent exposing others to their illness.
Annex A - Matrix for Immunisations

<table>
<thead>
<tr>
<th>Section/Department of Council</th>
<th>Hep A &amp; B</th>
<th>Measles</th>
<th>Mumps</th>
<th>Rubella</th>
<th>Pertussis (whooping cough)</th>
<th>Varicella (Chickenpox)</th>
<th>Influenza</th>
<th>Tetanus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Services Staff</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Community Services Staff</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Customer Service Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cultural Services Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Rangers Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Water/Wastewater Staff</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Works Staff</td>
<td>✓ ✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Waste Staff</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>All Staff</td>
<td>✓ ✓</td>
<td></td>
<td></td>
<td>✓ ✓</td>
<td>✓ ✓</td>
<td>✓ ✓ +</td>
<td>✓</td>
<td>✓ ✓ +</td>
</tr>
</tbody>
</table>

*Please seek further clarification from Inherent Model Job Demands Checklist and Immunisation Procedure 6.05.3.

^ Town Teams

^^ Any employee who through their employment with Bega Valley Shire Council have exposure to this infectious disease

+ Influenza is highly recommended to staff and BVSC conducts a yearly influenza vaccination program and this service is available to all employees on a voluntary basis, but it is not a condition of employment)
Annex B - infectious diseases immunisation declaration

**Employee Name:** ________________________________  **Staff No:** ________________________________

**Group/Section:** ________________________________  **D.O.B:** ________________________________

I have read the attached information concerning the immunisations and occupational risks regarding the following diseases:

(Please indicate what immunisations you require, as per above procedure and matrix, by placing a ✓ in the relevant circle, or by providing information on previous immunisation)

<table>
<thead>
<tr>
<th>Disease</th>
<th>Require</th>
<th>Previously Immunised</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A and B</td>
<td>☐</td>
<td>☐</td>
<td>___________________________</td>
</tr>
<tr>
<td>Measles/Mumps/Rubella</td>
<td>☐</td>
<td>☐</td>
<td>___________________________</td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>☐</td>
<td>☐</td>
<td>___________________________</td>
</tr>
<tr>
<td>Influenza</td>
<td>☐</td>
<td>☐</td>
<td>___________________________</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>☐</td>
<td>☐</td>
<td>___________________________</td>
</tr>
<tr>
<td>Tetanus</td>
<td>☐</td>
<td>☐</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

I declare that:

☐ I have previously received Immunisations for the diseases I have indicated above and **do not** want further testing or immunisation.

☐ I would like an immunisation status check (if applicable) and a further booster/immunisation if required.

I understand that by agreeing to be immunised by Councils nominated Doctor it is my responsibility to find out from the medical staff when I am required to attend the practice to receive additional booster/immunisations.

I understand it is my responsibility to keep track of my immunisations.

I understand that by agreeing to receive immunisations I will authorise my employer to obtain and release information, either verbal or written, in relation to this immunisation to allow Council to adequately monitor and review the immunisation process.

I understand that all medicines and vaccines carry various risks and benefits and that if I have any concerns regarding my immunisation it is my responsibility to seek further guidance.

Employee’s Signature: ________________________________  Date: ____________________
Annex C - infectious diseases immunisation applicant declaration

### Immunisation Declaration

*Please print clearly with a black pen and complete all sections as required. Completed form should be delivered to the People and Governance Team.*

<table>
<thead>
<tr>
<th>I (please print name)</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>of (address)</td>
<td></td>
</tr>
</tbody>
</table>

I have read Council’s Procedure 6.05.3 - Immunisation, and would like to declare the following...

Please be advised that you may be required to provide a copy of your immunisation history statement, depending on the role that you are applying for.

<table>
<thead>
<tr>
<th>Immunised (yes or no)</th>
<th>Date of Immunisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A &amp; B</td>
<td></td>
</tr>
<tr>
<td>Measles/Mumps/Rubella</td>
<td></td>
</tr>
<tr>
<td>Varicella (Chickepox)</td>
<td></td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td></td>
</tr>
<tr>
<td>Tetanus</td>
<td></td>
</tr>
</tbody>
</table>

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**Applicant Consent to collect information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**Doctor’s Acknowledgement**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

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**Privacy Disclaimer**

Council acknowledges the implications when an individual discloses (or does not disclose) his or her medical record to a third party; therefore will only request such information for reasons relating Workplace Health and Safety. Additionally - Council will clearly articulate the specific reasons for any medical information required, enabling all relevant parties to make an informed decision regarding the release of confidential information. All records obtained by Council in association with this consent form will be managed according to the Privacy and Personal Information Protection (PPiP) Act 1998, the Health Records and Information Privacy Act 2002, as well as Council’s Records Management Policy and Privacy Management Plan.