

Approved on:		By	Managing Director
Last Reviewed	9 October 2023	By	Quality Committee & WHS Officer
Last Amended	10 November 2023	By	Quality Committee & WHS Officer
Next Review Date	October 2024	By	Quality Committee & WHS Officer
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WORKPLACE VACCINATIONS POLICY

APPLICATION AND SCOPE

South West Personnel (SWP) has an obligation and is committed to providing a work environment without risks to health and safety, so far as reasonably practicable. SWP is committed to encourage those covered by the Scope of this Policy to work together with SWP to find solutions, including vaccination, which may reduce the spread of communicable diseases that suit their individual needs and those of SWP's workplaces.

This policy applies to:

- Workers of SWP (including permanent, casual, on-hire casual)
- Visitors, Host Employers and Customers who enter any of SWP's workplaces.
- Contractors, Sub-Contractors and their workers.

OBJECTIVES

The aim of this Policy is to eliminate the risks associated with communicable diseases. SWP recognises the risk of workers entering the workplace who may have directly, or indirectly, been exposed to various communicable diseases. SWP values its workers and host employers, and acknowledges that early identification of potential carriers of communicable diseases will provide one of the greatest protections against further transmission.

The objectives of this Policy are to ensure that:

- All SWP workers, contractors, host employers and customers are aware and understand the risks of communicable diseases in the workplace.
- All SWP workers comply with host employer site requirements with respect to reporting of symptoms and vaccination status if applicable.
- SWP workers understand that they may face disciplinary action if there is a breach of host employer and/or SWP safe work systems with respect to reporting communicable disease symptoms or falsifying information on any related documentation.

DEFINITIONS

Term	Definition
Assignment	Means the project of the services to be performed by the on-hire worker for the host employer.
COVID-19	The infectious disease caused by the coronavirus, causing respiratory disease and producing symptoms similar to influenza. The illness can range from asymptomatic or mild through to severe disease and death.
SWP Worker	A person employed by SWP in either a permanent, casual or on-hire casual basis.

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Workplace	Any location including land/buildings/vehicles/machinery and or other premises or equipment where work is carried out for or on behalf of SWP and SWP's clients.
Mandate	An authorisation to act quickly to implement a specific situation as advised from time to time by the State and/or Federal Government.
Immunisation	The process of getting the vaccine and becoming immune to the disease following vaccination.
Vaccination	Getting the injection or taking an oral vaccine dose.
Communicable diseases	<p>Diseases that can spread from person to person such as, but not limited to:</p> <ul style="list-style-type: none"> • Chickenpox (Varicella) • COVID 19 • Diphtheria • Flu (Influenza) • Hepatitis A • Hepatitis B • Hib (Hemophilus Influenzae type b) • Measles • Meningococcal disease • Mumps • Pneumococcal disease • Polio (Poliomyelitis) • Rotavirus • Rubella (German measles) • Shingles (Herpes zoster) • Tuberculosis • Whooping Cough (Pertussis)

COVID-19

Where the host employer's work site requires workers to be vaccinated against COVID-19, SWP workers who are not vaccinated or who are not fully vaccinated (except for those that have provided an exemption from a vaccination from a medical practitioner) may not attend the work site and hence carry out their Assignment. This also applies to SWP workers who have not provided satisfactory evidence of vaccination or exemption where this is a requirement.

EMPLOYER REQUIREMENTS

All SWP workers will be expected to comply with State and Federal Government mandates handed down from time to time.

SWP workers will also be provided with information, upon commencement, on site-specific procedures that they must comply with in relation to precautionary measures taken around communicable diseases. These procedures may include proof of vaccination or exemption.

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A SWP worker may also be directed to stay away from their usual place of work, and hence their assignment, if:

- The SWP worker has been identified as having a communicable disease.
- The SWP worker displays flu-like symptoms.
- A COVID-19 vaccination is mandatory as directed by the State or Federal Government or host employer for the industry sector the host employer operates within and the SWP worker is not vaccinated.

VACCINATIONS

SWP will support its workers by:

- Communicating, supporting and encouraging (unless the requirement for vaccination is mandatory) workers to consider vaccination against communicable diseases.
- Providing paid time off for SWP workers up to a maximum of 2 hours to get vaccinated.
- Covering the cost of the vaccine, where one exists, up to \$25.00 upon provision of a receipt.
- Helping to ensure SWP workers have access to reliable and up-to-date information about the effectiveness of vaccinations.

BREACH OF THIS POLICY

An SWP worker who breaches this Policy may face disciplinary action up to and including termination of employment.

Examples of breaches include (but are not limited to):

- Falsifying information on any COVID-19 or medical documentation.
- Breach of adherence to mandates by the State or Federal Government, if applicable.
- Breach of host employer or SWP safe work procedures of adherence to COVID-19 precautionary measures and other communicable diseases.

COMMUNICABLE DISEASES FURTHER INFORMATION

We encourage all who are covered by this Policy to frequently visit the following website for the most up to date health information.

- Western Australian Government Department of Health
<https://www.health.wa.gov.au/>

VARIATION

SWP reserves the right to vary this Policy from time to time.