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| Purpose: | To provide staff, students, contractors and visitors with a safe and healthy environment for work and study by minimising as far as possible the risks from coming to harm by passing infections between each other or between species. | | |
| Audience: | Staff, students, prospective students, contractors and visitors | | |
| Contact Officer: | Manager, Workplace Health and Safety | Phone: | 6664 |

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Preamble:

The University recognises that staff, students, contractors and visitors working or studying at the University, may, as part of their work or study, be at a potential risk of exposure to infectious diseases and of transmitting these diseases to others. This policy applies to personnel, working on or off campus, who may be at risk of contracting or spreading an infectious disease, including but not limited to:

- (a) clinical work with humans or animals;
- (b) work with organisms that can cause infection, infectious or dangerous organisms;
- (c) handling human blood and body tissue or fluids;
- (d) work with infants, or clients who are immuno-suppressed;
- (e) animal handlers / laboratory and/or research personnel working with animals;
- (f) first aid;
- (g) grounds staff, cleaners, plumbers and security staff where there is a risk of needlestick injury, exposure to blood or body fluids; and
- (h) overseas travelers on University business.

This policy describes immunisation and testing requirements at Murdoch University.

For the purposes of this Policy, the term "Supervisor" includes:

- The School Dean or Administrative Unit Director
- The line manager, grant holder, academic host (for academic visitors) or contract supervisor (for contractors);
- The Unit Coordinator in the case of coursework students; and
- The Principal Supervisor for graduate research degree candidates.

Objectives:

1. To ensure that staff, students, contractors and visitors are aware of and act on their responsibilities in accordance with this policy, associated University policies and legislative requirements with regard to vaccination and testing.

Policy:

1. The University recognises its responsibility to make appropriate vaccinations available to staff potentially at risk of exposure to vaccine-preventable diseases.
2. The University recognises that students, contractors and visitors potentially at risk of exposure to vaccine-preventable diseases may need to have appropriate vaccinations.
3. Schedule 1 will be used by Supervisors as a guide to the vaccinations required by staff, students, contractors and visitors.
4. Staff, students, contractors and visitors may be required to provide evidence of relevant vaccinations to their Supervisor if requested prior to being exposed to any vaccine-preventable risks.
5. The University provides, as appropriate, education and information on immunisation and testing, particularly in areas where a risk has been identified.
6. The University promotes the monitoring of risk of exposure. The University may exclude any individual from any environment where evidence of appropriate vaccinations is not made available, and / or where the Supervisor believes the risks of exposure require such exclusion.

Staff

7. On commencement of employment with the University, staff who will work in risk areas identified as Category A in Schedule 1 or where the relevant Supervisor deems that there is a risk of exposure or exposure of others to infectious diseases, are required to provide evidence of appropriate vaccination, or immunity, to Human Resources.
8. Where vaccination for current staff is necessary due to the risk of exposure or exposing others to infectious diseases, the cost of vaccination of employees shall be met by the School or Administrative Unit.
9. Staff who do not wish to be vaccinated are required to complete the form '*Statement by staff member of conscientious objection to vaccination*'.
 - 9.1 The completed statement is to be sent to Human Resources and placed on the staff member's personnel file.
 - 9.2 Where a staff member has declined to undergo vaccination, their duties may be modified from time to time.
 - 9.3 It is the responsibility of a non-vaccinated staff member to advise their Supervisor.
 - 9.3.1 A Supervisor may advise a staff member to undergo appropriate vaccination/s.
 - 9.3.2 Where a staff member has declined to undergo vaccination, the Supervisor will undertake a risk assessment and advise the staff member if they are to be excluded from any environment or activities due to their vaccination status or if their duties may need to be modified.

Students

10. Courses or units that require students to be vaccinated will include the relevant information in the University Handbook or Unit Information and Learning Guide.
11. Prior to undertaking any activity that puts themselves or others at risk, students in areas identified as Category A in Schedule 1 are required to provide evidence of vaccination or immunity as advised by their Supervisor.
12. Students in areas identified as Category A in Schedule 1 who do not provide evidence of vaccination or immunity, will be excluded from any environment or activity where lack of immunity presents an unacceptable risk to themselves or to

others, as judged by their Supervisor. In some instances it will thus not be possible for a student to complete their clinical training.

- 12.1. Graduate research degree candidates whose are not appropriately vaccinated or who decline to undergo vaccination must consult their Principal Supervisor, and in particular discuss whether completion of the proposed research program remains viable.
13. In accordance with Coursework Regulation 1.23, students who undertake a period of study or work-integrated learning in another institution as part of their Course must observe the requirements of the host institution, including any requirement to be vaccinated.
 - 13.1. Graduate research degree candidates who undertake a period of research in another institution must observe the requirements of that host institution's policy on immunisation.
14. Any student who does not wish to be vaccinated is required to complete the *Statement by student of conscientious objection to vaccination*.
 - 14.1 The completed statement is to be given to the Unit Coordinator or Principal Supervisor, and will be placed on file.
 - 14.2 The Unit Coordinator or Principal Supervisor has the right to determine that the student will be excluded from environments or activities which may place the student or others at risk of exposure to infectious diseases.
 - 14.3 Students who are unable to provide evidence of appropriate vaccination or immunity may not be able to complete the requirements of their course or graduate research degree.
15. Vaccination of students, contractors and visitors shall be at their own cost.

Others

16. Contractors or visitors who do not comply with this policy may not be permitted on campus or University owned property.

Reporting and Record-keeping

17. Where a person becomes aware of being a carrier of a serious infectious disease, they have a responsibility not to put others at risk and must report this to their Supervisor or Unit Coordinator.
 - 17.1. Appropriate steps must be taken by all involved to ensure that the risks of spreading infection are minimised.
18. If either of the situations below occur, the Supervisor or designated School contact should be notified as a matter of urgency and medical advice or support must be sought:
 - 18.1. needlestick contact; or
 - 18.2. potential MRSA (Methicillin-resistant *Staphylococcus aureus*) contact.
19. Confidential records (of both vaccinated and non-vaccinated) must be kept in relation to vaccination:
 - 19.1. By the School for students. The School will provide reminders as required in order to maintain immunity.
 - 19.2. By the Human Resources Office for staff. Human Resources will provide reminders as required in order to maintain immunity.
 - 19.3. By the School or Administrative Unit for contractors and visitors.

Supporting Procedures:

There are no supporting Procedures.

Supporting Guidelines:

There are no supporting Guidelines.

Supporting Standards:

There are no supporting Standards.

Performance Indicators:

1. Staff, students, contractors and visitors are immunized appropriately.

Related Documents:

Coursework Regulations

Work Integrated Learning Policy

References:

[The Australian Immunisation Handbook, 9th Edition.](#) NHMRC 2003.

[Infection control guidelines for the prevention of transmission of infectious diseases in the health care setting.](#) Department of Health and Ageing 2004.

[Health Department of Western Australia, Public Health.](#)

Approval and Implementation:

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|--------------------------------|-----------------------------|
| Approval Authority: | Academic Council |
| Responsible Officer(s): | Secretary, Academic Council |

Revision History: [Most recent approval should appear at the top of the table]

| Version | Date Approved | Effective Date (if later than 'Date Approved') | Next Review Date | Resolution No. (if applicable) |
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SCHEDULE 1

Given the varying nature of duties across the University, it is not possible to list precise requirements for each individual position. Equally, duties and responsibilities change over time. The following is provided as a general guide.

It has been adapted from the Health Department WA, Guidelines - <http://www.health.wa.gov.au/circularsnew/pdfs/12891.pdf>

Each supervisor must determine the level of vaccination required for each position they supervise.

| Category | Risk | Examples | Vaccinations schedule |
|----------|--|--|--|
| A | This category includes all persons who have physical contact with, or potential exposure to, human blood or body substances. | Health Care Workers including dentists, medical practitioners, nurses, allied health practitioners and students including biomedical sciences, laboratory staff, maintenance engineers who service equipment, sterilising service staff, cleaners, and staff responsible for the decontamination and disposal of contaminated materials. | <p>Hepatitis B x 3 doses followed by serological confirmation of immunity</p> <p>Influenza yearly (recommended)</p> <p>Pertussis , (dTpa) within last 10 years (and completed primary course DTPa for tetanus component)</p> <p>Measles, mumps, rubella (MMR) x 2 doses or serological confirmation of immunity</p> <p>Varicella x 2 doses or serological confirmation of immunity</p> <p>Hepatitis A (optional – working in some rural health facilities)</p> <p>Polio (optional – working in region where polio is a risk)</p> |
| B | Rarely have direct contact with Human blood or body substances. May be exposed to infections spread by the airborne or droplet routes, but are unlikely to be at occupational risk from blood borne diseases. | Human hospital ward clerks. | <p>Influenza yearly</p> <p>Pertussis (dTpa) within 10 years</p> <p>Measles, mumps rubella (MMR) x 2 doses,</p> <p>Varicella x 2 doses</p> |
| C | Occupational groups that have no greater exposure to infectious diseases than do the general public. The exact nature of job responsibilities should be taken into account when deciding vaccination requirements and all staff should be encouraged to be fully vaccinated. | Administrative/Office clerical staff, gardening staff and kitchen staff. | Influenza yearly (recommended) |

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| Human Laboratory staff | May have additional vaccination requirements if they are working with, or may be exposed to, specific viral or bacterial organisms, e.g. anthrax, Q fever, meningococcal C, poliomyelitis, Japanese encephalitis, typhoid, yellow fever | Laboratory staff | Laboratory staff should also receive the vaccines noted in category A |
| Working with infants, or potentially immunocompromised humans | May be exposed to infections spread by the airborne or droplet routes, but are unlikely to be at occupational risk from blood borne diseases | Any staff or students involved in clinical work with patients (including psychology or counselling). Education staff and students. | Pertussis, (DTPa) within last 10 years (and completed primary course DTPa for tetanus component) Measles, mumps, rubella (MMR) x 2 doses Varicella x 2 doses Influenza yearly (recommended) |
| Working with animals clinically or production | Working with animal on an ongoing basis either clinically, though animal products, or through research groups, | Veterinary staff and students, staff and student working with production animals. | Hepatitis B x 3 doses followed by serological confirmation of immunity if working with primates Measles, mumps, rubella (MMR) x 2 doses Rabies, plus booster (or titre reading) every two years, if working with bats Tetanus, plus booster every ten years Q fever Influenza yearly TB screening * (recommend if working with primates or elephants) |
| Working with native animals or any fieldwork | Working with animals on a casual basis, undertake fieldwork | Staff and Students in life sciences courses that can come into contact with animals or undertake fieldwork | Tetanus, plus booster every ten years Rabies, plus booster (or titre reading) every two years, if working with bats Influenza yearly (recommended) |
| Travellers | Travellers to developing countries on official University business | Staff and students travelling overseas should seek medical advice at least six to eight weeks before departure | |

*Perth Zoo requires TB screening annually if working with primate or elephants

Guidelines supporting the policy

Australian Government Department of Health and Ageing and National Health and Medical Research Council. The Australian Immunisation Handbook, 9th Edition, 2008. <http://www.health.gov.au/internet/immunise/publishing.nsf/content/handbook-home>

Australian Government National Health and Medical Research Council. Australian Guidelines for the Prevention and Control of Infection in Healthcare, 2010. <http://www.nhmrc.gov.au/node/30290>

Government of Western Australia, Department of Health, Operational Directive OD 0388/12, Health Care Worker Immunisation Policy