

KATHERINE TOWN COUNCIL

IMMUNISATION POLICY



TITLE: IMMUNISATION POLICY
ADOPTED BY: COUNCIL
RESPONSIBILITY: CHIEF EXECUTIVE OFFICER
NEXT REVIEW DATE: 01/03/2019

Version	Decision Number	Adoption Date	History
1		28/02/2017	
2			
3			
4			

1. IMMUNISATION POLICY

The Immunisation Policy (Policy) relates to Katherine Town Council (Council).

Infection is caused by pathogens such as bacteria, viruses, protozoa or fungi getting into or onto the body.

2. COMMENCEMENT OF POLICY

The Policy will commence from 01/03/2017; it replaces all other policies, if any, relating to immunisation (whether written or not).

3. SCOPE

Council has a responsibility to make available prompt and appropriate immunisation to workers potentially at risk of exposure to vaccine-preventable disease.

Identified workers most at risk of being exposed to vaccine-preventable disease includes, but not limited to:

- Municipal Services workers
- Recreational and swimming pool workers
- Rangers working with animals
- Cleaners and maintenance workers
- First Aiders

Council may supply immunisation to workers for:

- Hepatitis A
- Hepatitis B
- Tetanus
- Influenza

It shall be at the discretion of the Chief Executive Officer, in consultation with Line Managers, which workers are immunised against potential disease.

4. PURPOSE

Council is committed to advocating awareness of and reducing the risks of exposure to infectious diseases in the workplace. In such, Council promotes continual risk assessment and management of exposure to infectious disease and prompt identification of workers, contractors and visitors potentially at risk, and provision of relevant information and training.

5. POLICY STATEMENT

Council encourages workers to obtain the necessary immunisations, however the ultimate decision rests with the worker and should be made in consultation with the worker's medical practitioner.

Depending on the circumstances and potential to be exposed to a vaccine-preventable disease, it will be at the discretion of the Chief Executive Officer to allow the worker to undertake work that places them at risk of the infection in question.

5.1 Preventing and Managing the Risk of Infection

The first line of defence is ensuring proper personal hygiene practices are adhered to throughout Council, these include:

- Hand washing
- Covering cuts or abrasions with waterproof dressing
- Wearing the appropriate PPE, e.g. gloves

Council will apply risk management principles to help prevent and manage risks to workers and eliminate or minimise hazards in the workplace. When addressing risk factors with the potential to cause illness, Council will consult with the Health and Safety Representatives and workers when:

- Identifying and assessing the risks to health and safety in the workplace
- Making decisions about ways to eliminate or minimise risk
- Making decisions about procedures for monitoring the health of workers or conditions at the workplace or providing information and training for workers on risk and controls

5.2 Manager and Supervisor Responsibilities

- List all job titles and job tasks where there are risks of exposure to infectious diseases;
- Ensure the risk identification process and risk assessments are completed and documented;
- Ensure the development and implementation of control methods and written procedures, where created, are completed;
- Ensure all necessary equipment/personal protective equipment (PPE) and training is provided to workers at risk of exposure;
- Encourage eligible workers including Waste Management outdoor staff to be vaccinated for Hepatitis B;
- Maintain records as required;
- Monitor the workplace to ensure that safe work procedures are followed;
- Investigate and report accidental exposures to infectious diseases;
- Ensure education and training on workplace specific infectious diseases and the exposure control plans are conducted periodically for workers who have been identified of exposure to infectious diseases;
- Consult with the Health and Safety Representatives on challenging issues; and,
- Report all infectious disease exposure, especially those related to blood and body fluids.

5.3 Workers Responsibilities

- Follow safe work procedures to prevent or minimize the potential for exposure to infectious disease;
- Wear personal protective equipment as required and using it as instructed;
- Utilize standard precautions in all situations where the risk of exposure to blood and body fluids may be present;
- Participate in education and training sessions relating to the prevention of transmission of infectious disease;
- Report incidents of exposure to infectious disease to Council;
- Follow specified pre-and post exposure procedures in consultation with a medical practitioner;
- Follow proper response procedures, including clean up;
- Dispose of all sharps (e.g. used needles, broken glass, and razor blades) in sharps containers, and;
- Obtain immediate first aid and medical treatment when required.

6. APPLYING THIS POLICY

Council will communicate this Policy to workers through the induction process

Health and Safety Representatives will communicate this Policy with their relevant workgroups

Council encourages and supports suggestions to create a safe working environment as a result of all possible preventative measures being taken.

7. REVIEWING THIS POLICY

Management will review this policy every two (2) years, unless legislative changes trigger an earlier review, in consultation with workers:

- to assess the effectiveness of the policy;
- by reviewing our overall health and safety performance; and,
- by monitoring the effectiveness of policies and procedures.

8. COMMUNICATING THIS POLICY

This policy (and related procedures) shall be displayed in our workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with access to this policy through their manager/supervisor.

New workers will be provided with a copy as part of their induction.

9. ACKNOWLEDGEMENT

I acknowledge:

- *receiving the Policy;*
- *that I will comply with the Policy; and*
- *there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name:

Signed:

Date:
