

## 8.16 Employee Immunisation Policy

The service acknowledges their obligation as an employer under the *Work Health and Safety Act 2011*, in ensuring the health and safety of employees and others. This extends to limiting exposure to health and safety risks that may arise from the incidence of vaccine-preventable diseases in the workplace. Vaccination of employees and volunteers is not a mandatory requirement under relevant legislation, however is considered by this service as a best practice approach to prevention of vaccine-preventable diseases outbreak.



### Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Work Health and Safety Act 2011*
- *Duty of Care*
- *Staying Healthy in Childcare*
- *National Quality Standard, Quality Area 4 – Staffing Arrangements; 7.2 Effective leadership builds and promotes a positive organizational culture and professional learning community*
- *Policies: 4.2 – Infectious Diseases, 4.4 – Preventative Health and Wellbeing, 4.14 – Infectious Diseases Response Strategy, 8.10 – Employee Orientation and Induction, 8.13 – Employee Health.*



### Procedures

All employees and volunteers working with children in the service should be up to date with all the vaccinations as recommended for adults.

All employees and volunteers working with children in the service should consider additional/special vaccinations, recommended due to an increased risk of exposure in the workplace.

Information sheets from Queensland Health provide further guidance regarding recommended immunisations for adults, including but not limited to:

- Hepatitis A;
- Measles, Mumps and Rubella (MMR);
- Varicella (Chickenpox);
- Pertussis (Whooping Cough); and
- Hepatitis B - (may be recommended in specific circumstances, such as when providing child care to populations who have a higher prevalence of hepatitis B).

If law or regulations or the service requires immunisation records, Employees/volunteers will be required to complete an Employee Immunisation Record (see 8.16.1) as part of the service employment process.

Each record shall be maintained confidentially in the employee/volunteer's file.

Any expenses associated with completing the immunisation record such as blood tests and medical fees shall be incurred solely by the employee/volunteer.

Any employee or volunteer conscientiously objecting to vaccination shall articulate their position in writing, accepting responsibility for their own individual choice to do so. This document will be maintained confidentially in the employee/volunteer's file.

Conscientious objectors may be required to seek further advice from a medical authority to support their clear understanding of such objection. In such cases additional procedures will be relevant to those employees/volunteers should an outbreak of any vaccine-preventable disease occur in the workplace, this will include, but not be limited to:

- Exclusion from the workplace; and/or;
- Restrictions as advised by the relevant health authority.

Such exclusion would be without pay if that person is a paid employee of the service.

Please note:

The service is encouraged to access the information sheets available for child care from:  
<https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards/child-care/immunisation-in-early-childhood-education-and-care-services>

These may be provided to educators for further information and should be sourced and dated in the policy when accessed.

The Australian Immunisation Handbook is available from:  
<https://www.health.gov.au/topics/immunisation?language=und>

## References

<http://www.health.qld.gov.au/immunisation/consumers/babies.asp#centres> accessed 08/08/11.

Queensland Health, Schools and Early Childhood, Immunisations,  
<https://www.health.qld.gov.au/public-health/schools/immunisation> accessed 09/02/2026

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