EMPLOYEE VACCINATIONS

POLICY NUMBER: NDIS STAFF 17

INTENT

The purpose of this policy is to outline the strategies and actions that Real Living Options Association Inc. intends to take to prevent the transmission of infectious diseases through the use of vaccination.

DEFINITION

***Vaccination**: an administration used to give vaccines orally or by injection to improve the immune system development and fight against infectious diseases.*

***Infectious Diseases**: illnesses caused by the spread of microorganisms (bacteria, fungi or parasites) or prions (abnormal pathogenic agents that are transmissible) to humans from other humans, animals or the environment, including food and water.*

POLICY STATEMENTS

- Some dangerous epidemic or endemic diseases can be prevented, in whole or in part, by appropriate vaccinations. Real Living Options Association Inc. believes that, in such circumstances, communities and, by extension, employers, have a duty to at-risk people.
- Real Living Options Association Inc. will, where appropriate, encourage, or if necessary require, its employees, contractors and volunteers to be vaccinated in circumstances where vaccinations for a disease:
    - have been officially approved as safe and effective by the relevant agency; and
    - are readily available to employees, contractors and volunteers.
- Where there is a government health directive or mandate for the requirement of a vaccination by an employee, contactor or volunteer to engage in work for Real Living Options Association Inc., the Service will abide by the directive or mandate as per its legal obligations.

PROCEDURES

- Real Living Options Association Inc. (the Service) supports vaccinations for all members of the community where it has been proven to assist a person with immunity from a disease, and as such encourages all staff to be vaccinated.
- The Service respects peoples' individual beliefs and choices where it relates to being vaccinated and will only enforce the vaccination of its employees where it is mandated by law.
- The Service also respects the choice and control of its Participants and if a Participant requests their support to be provided only by support workers who are vaccinated against a specific infectious disease, it will ensure as far as practicable that this happens.
- Vaccination is not a condition of employment by the Service, but new employees will be informed that not being vaccinated may limit some of their work opportunities.
- For the purpose of providing support to Participants, a register of employees who have been vaccinated against COVID-19 and/or Influenza will be maintained. Employees are not required to disclose and provide evidence of their vaccination status but without evidence it will be assumed they are unvaccinated for the purpose of providing support.
- Where there is a cost for vaccination, the Service will reimburse any staff member. This reimbursement is only for the cost of the vaccine and does not cover the cost of attending a medical specialist while these vaccines can be administered for free at various facilities.
- The Service will keep all employees informed of any changes to this policy or any new health directives or mandates that may affect the ongoing employment and/or work opportunities of its employees.

DELEGATIONS

General Manager

- Ensure the functional areas of Real Living Options Association Inc. under their control complies with the Work Health and Safety Act 2011(Qld), any state and federal government industry mandates and all applicable standards and legislation. As a supervisor, the General Manager has an obligation to ensure the workplace health and safety of all Employees and others under their control by preventing or minimising their exposure to risk.

- Ensure as far as practicable that all employees are informed of any changes to this policy or any new health directives or mandates that may affect their ongoing employment and/or work opportunities.

Support Manager

- Responsible for the employment of support workers and as such, advising any new employees of this policy and how it relates to their vaccination status and employment opportunities.

Administration Officer

- Responsible for maintaining the compliance register and vaccination status of all employees.
- Responsible for informing the Rostering team of the vaccination status of new employees or as updated.

Rostering Officer

- Responsible for ensuring that the choice of each Participant as to whether they have a preference for staff who are vaccinated or unvaccinated is maintained in the Akuety software.
- Responsible for ensuring support workers allocated to the provision of support meet the requirements/requests of each individual Participant.

RELATED DOCUMENTATION

Policy NDIS WHS 2 Hazard Identification and Risk Management.
Policy NDIS WHS 10 Contagious Diseases and Pandemic Response.

REFERENCES

Australian Technical Advisory Group on Immunisation (ATAGI).
Australian Government Department of Health, Disability and Ageing.

AMENDMENTS/REVIEWS

Amended 02/07/2026.