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| C:\Users\z9801168\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\D90HK2AH\UNSW Landscape.png | Immunisation Protocol(SoMS\_HS\_029) |
| **Faculty/Division** | **School/Unit** |
| Medicine | Medical Sciences |
| **Document number** | **Initial issue date** | **Current version** | **Effective date** | **Next review date** |
| SoMS\_HS\_029 | 21/05/2012 | 2.0 | 29/01/2018 | 29/01/2021 |

1. **Purpose – context for development of the protocol**

This document indicates the approach to immunisation of workers within SoMS

1. **Scope – to which positions/groups does the protocol apply**

This protocol applies to all SoMS staff, first aiders, students and visiting workers who may be at risk of an occupationally-acquired infection for which immunisation is available.

1. **Definitions and acronyms used**

Workers – Includes SoMS staff, students and visiting workers

1. **Protocol statement**

SoMS shall ensure that all reasonably practicable measures are taken to eliminate or reduce the risk of occupationally-acquired infections. All workers in SoMS have the opportunity to receive immunisations relevant to their work, at no cost to themselves.

1. **General requirements**
	1. Supervisors must ensure that all reasonably practicable controls are implemented to prevent or minimise the risk of acquiring an infectious disease. Some individuals do not become immune even after immunisation, therefore it is imperative that good laboratory practice and all other control measures are followed to minimise risk.
	2. Prior to appointment to a position where immunisation is usually required, Supervisors should discuss this with potential candidates.
	3. The immunisation process should begin as soon as possible after it is confirmed that a worker will be working in SoMS.
	4. All first aiders are recommended to have Hepatitis B immunisation.
	5. Only SoMS-enrolled students who are based in the Wallace-Wurth precinct shall receive reimbursement; others should refer to local-placement arrangements.
2. **Immunisation process**
	1. Supervisors, along with the worker, complete form HS427 to determine what immunisation is required.
	2. If the worker does not need immunisation or already has all the required immunisations, they sign the Declaration and the form is filed in their personal/student record.
	3. If the worker requires immunisation they sign the Declaration and the Supervisor signs the Authorisation for immunisation.
	4. The worker must arrange their own immunisation, through [University Health Services](http://www.healthservices.unsw.edu.au/) or their local doctor. Bring a copy of form HS427 to explain what immunisation is required and why. *Note: Q-fever vaccination is not offered by the UNSW University Health Services, the nearest clinic is at Sydney University Medical Centre*.
	5. The worker should provide all receipts for immunisation to the School. The Honours & Postgraduate Research Administrator accepts receipts from students. The Research Manager accepts recepts from others.
	6. If a worker does not wish to receive immunisation they complete form HS079 and it is filed in their personal/student record.
	7. A copy of staff forms held centrally and original returned to the laboratory Research Support Officer.
	8. Honours & Postgraduate Research Administrator keeps student files.
	9. For information about the different immunisations see HS435, HS425, HS426 referenced above.
	10. Booster doses of Hepatitis B, Hepatitis A, and Q-fever are not currently recommended for healthy individuals (reference The Australian Immunisation Handbook 10th Edition); however, advice should be sought at the time of initial immunisation. If a booster is required for the work-related purposes the same process should be followed.

**Worker and supervisor complete form HS427**

**Immunisation needed:**

Supervisor signs Authorisation

**No immunisation needed:**

No further action

**Decline immunisation:**

Worker completes form HS079

**Worker arranges immunisation**

Make appointment at University Health services/local doctor

**Staff give receipt to Research Manager. Students give receipt to Honours & Postgraduate Research Administrator**

**File all forms in personnel records**

Staff records held centrally. Student records with the Honours & Postgraduate Research Administrator

1. **Travelling overseas**
	1. Workers travelling overseas on SoMS business must complete the [Risk Assessment for Overseas Travel](https://safety.unsw.edu.au/sites/default/files/documents/HS_RA_05%20Overseas%20travel.doc) and seek advice about the recommended immunisations for the destination country (this can be arranged at the [University Health Service](http://www.healthservices.unsw.edu.au/content/staff-members)).
	2. Immunisations can take several months to take effect; therefore, advice should be sought as soon as possible once travel is confirmed.
	3. Where travel is related to SoMS work and immunisations are recommended then these will be funded by the school.
	4. The risk assessment should be authorised by the Supervisor.
2. **Emergency arrangements**
	1. If a worker is exposed to an infectious substance seek first aid and inform the Supervisor.
	2. If required, go to the UNSW Health Services or report to the nearest casualty department or your local doctor. A blood sample and prophylactic treatment may be required depending on the level of exposure.
	3. Contact NSW Health Needlestick Injury Hotline for confidential advice / counselling (1800 804 823 – this is a free 24-hour service)
	4. Report the incident on the on-line hazard reporting system through MyUNSW.
3. **Roles and responsibilities**

## Workers:

## To take responsibility for their own immunisation status

## To complete forms HS427/HS079

* To arrange appointments at the University Health Services or Local Doctor for immunisations
* To provide receipt of immunisation costs to the School’s Research Manager or Honours & Post-grad Research Administrator
* Report any incidents that involved exposure to an infectious substance.

## Supervisors:

## To inform potential and new staff, students and visiting workers of the any potential risk of infectious diseases as a result of the work they will be undertaking

## To assess the need for immunisation for each worker (including those on work-related travel)

## To ensure that completed forms are filed with the relevant person.

## Research Manager/ Honours & Postgraduate Research Administrator:

* To reimburse work-related immunisation upon receiving a receipt and confirming HS427 has been completed

## Head of School:

* To ensure that workers and supervisors are following the immunisation protocol.
* To ensure that immunisations required for working in SoMS are funded through the school’s budget

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| Accountabilities |
| Responsible Officer | Peter Gunning, Head – School of Medical Sciences |
| Contact Officer | Cristan Herbert, Chairperson SoMS Level 3 HS Consultation Committee |
| Supporting Information |
| Related Documents | HS435 [Immunisation Guide (Tetanus, Hep A, Hep B, Q fever)](https://www.gs.unsw.edu.au/policy/documents/HS435.pdf) HS079 [Immunisation - Decline of Immunisation Form](https://safety.unsw.edu.au/sites/default/files/HS079_Decline_immunisation_Form.doc)HS427 [Immunisation - Questionnaire and Authorisation Form](https://safety.unsw.edu.au/sites/default/files/HS427_Immunisation_Questions_Authorisation.doc)NSW Health Department [Occupational Assessment, Screening and Vaccination Against Specified Infectious Diseases](http://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2011_005.pdf)Committee of Deans of Australian Medical Schools, [Guidelines for the infectious diseases policies and programs for medical students](http://www.medicaldeans.org.au/wp-content/uploads/Infectious-Disease-Policy.pdf)[The Australian Immunisation Handbook 10th Edition, 2013](http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/Handbook10-home) |
| Superseded Documents | SoMS\_HS\_027 (v1.1) 14/02/2014 |
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| Version | Approved by | Approval date | Effective date | Sections modified |
| 2.0 | Chairperson, SoMS L3 HS Consultation Committee | 29/01/2018 | 29/01/2018 | Reviewed, administrative updates. |