

Organisational

Mandatory COVID-19 Vaccination Procedure

1. Purpose and Scope

- 1.1. The purpose of this procedure is to outline the way in which Uniting WA is ensuring its compliance with the state Government’s Mandatory COVID-19 Vaccination Policy for WA Workforces, announced on the 20th October 2021.
- 1.2. This Government directive requires that ‘occupations’ working in ‘residential and non - residential community care services which includes disability services, homelessness, mental health, family and domestic violence services’ to have their first dose of a COVID-19 vaccination by the **1st December 2021** and be fully vaccinated by **31st December 2021**.
- 1.3. Uniting WA recognises the unique challenge of the COVID-19 pandemic and the heightened risk of serious illness the virus poses on our service users and workers. This procedure is designed to ensure that all reasonable steps are taken to protect workers and service users from the serious consequences that could arise with the spread of the COVID-19 virus.
- 1.4. The procedure applies to all Uniting WA workers and will be a condition of employment for all appointments made before and after 1st December 2021.

2. Glossary of Terms/Definitions

Term	Definition
2.1. Contraindication	A particular condition which indicates that a particular vaccination should not be used for a particular person
2.2. Employee	A person who is employed under a contract of employment with Uniting WA
2.3. Employer	Uniting WA

<p>2.4. Evidence / Proof</p>	<p>The evidence that demonstrates that a worker has been vaccinated will be either be a Covid 19 digital certificate or an immunisation History statement. (The digital certificate can be accessed via your Medicare online account through 'MyGov'). Workers who, for whatever reason cannot access this certificate will need to provide evidence they have had the vaccination that would satisfy a reasonable person (e.g. a Statutory declaration that they have a booking for a vaccination appointment.)</p>
<p>2.5. Immediate Lead</p>	<p>The person responsible for providing direct support, management and oversight to a worker, or group of workers. This individual may otherwise be termed; 'lead', 'manager', 'supervisor' or 'senior worker'.</p>
<p>2.6. Mandatory Direction / Directive</p>	<p>The WA Government Directive issued on the 20th October 2021.</p>
<p>2.7. Workplace</p>	<p>Inclusive of any location where a worker goes, or is likely to be, within the course of their work.</p>
<p>2.8. Worker/s</p>	<p>Any person who carries out work for Uniting WA, including work as an employee, volunteer, trainee, work experience student, and/or an employee of a labour hire company placed with Uniting WA.</p>
<p>2.9. Service User/s</p>	<p>Any individual deemed to be (or who have previously been) in receipt of Uniting WA's service/s. Service users may also be referred to as 'clients', 'consumers', 'participants', 'young persons', 'person/s in our care', 'tenants' or 'residents'.</p>

3. Interpretation

- 3.1. Uniting WA adopts the view that the mandatory direction will apply to all employees, irrespective of whether they are based in a 'front line' facility (such as, in My Home or in the Tranby Engagement Hub).
- 3.2. The mandatory directive supports Uniting WA to fulfil its duty of care to all its service users, employees and volunteers.

4. Approach

Group 1 – Existing Employees who have had their first vaccination or have been fully vaccinated.

- 4.1. If you fall into the above category, Uniting WA require that you provide evidence that you have had your first vaccination and/or been fully vaccinated by forwarding this to peopleservices@unitingwa.org.au before the following dates:
- If you are employed on a roster (e.g. Individualised Services or Family Group Homes) before the **17th November 2021** so that we can ensure that all rostered employees comply with the Government Direction.
 - All other employees, before the **30th November 2021**.
- 4.2. The information will be collected and stored in accordance with the [Privacy Policy](#).

Group 2 – Existing Employees who have not been vaccinated.

- 4.3. Employees in this category will need to provide evidence that they have had their **first** vaccination before the following dates:
- If you are employed on a roster (e.g. Individualised Services or Family Group Homes) before the **17th November 2021** so that we can ensure that all rostered employees comply with the Government Direction.
 - All other employees, before the **30th November 2021**.
- 4.4. Evidence that they have had their **second** vaccination before the following dates:
- If you are employed on a roster (e.g. Individualised Services or Family Group Homes) before the **17th December 2021** so that we can ensure that all rostered employees comply with the Government Direction.
 - All other employees, before the **31st December 2021**.
- 4.5. If the employee/s have not been vaccinated by the above dates, but have booked an appointment, they need to inform their Immediate Lead.
- 4.6. Uniting WA will provide assistance to employees to ensure they can be vaccinated in the above time frames. This will include, where possible, to amending rosters, start and finish times whilst being mindful of the need to minimise disruption to participants.
- 4.7. Uniting WA understands that some employees may refuse to be vaccinated for personal reasons. Unfortunately, given the mandatory direction, it may not be possible to accommodate this. We will endeavour to address any issues an employee raises on a case-by-case basis. In some circumstances, it may be necessary to review the employee's contract, and this may lead to termination of their employment.

Group 3 – New Appointments

4.8. It will be a requirement that all new employees demonstrate they have evidence to show they comply with the Government Directive before they can take up a position within Uniting WA.

Group 4 – Employees cannot be vaccinated for medical reasons.

4.9. Uniting WA recognises that some employees cannot be vaccinated for various reasons. These employees will need to speak to their Immediate Lead and outline the reasons they cannot be vaccinated. Employees in this situation will need to provide their permanent/temporary exemption, issued by the Chief Health Officer, within the timeframes specified above. This will be included in the confidential register of vaccination status. Information gathered will comply with the requirements outlined in our [Privacy Policy](#).

4.10. All attempts will be made to accommodate legitimate concerns. In some circumstances, where no viable alternative to working on site exists (e.g. working from home) a person may have access leave entitlements or if that is not possible, to take leave without pay.

5. Variations

5.1. Uniting WA reserves the right to vary or change this procedure from time to time.

6. Related Documents

- 6.1. COVID-19 coronavirus: State of Emergency Declarations
- 6.2. Public Health Act 2016 (WA)
- 6.3. Mandatory COVID-19 Vaccination Policy for WA Workforces
- 6.4. Fair Work Act 2009
- 6.5. Occupational Safety and Health Act 1984
- 6.6. Uniting WA Privacy Policy
- 6.7. Uniting WA Code of Conduct
- 6.8. Uniting WA Misconduct and Serious Misconduct Policy

7. Authorisation of any Changes or Retirement



21 October 2021

Approver's Signature

Date

Approver	Chief Executive Officer
Responsible Officer/s	Head of People Services
Document Owner	Principal Practice Lead Employee Relations, Senior HR Business Partner
Specialist advice provided by	<input type="checkbox"/> Cultural Champions <input type="checkbox"/> Child Safe <input type="checkbox"/> LGBTI <input checked="" type="checkbox"/> Other <u>Practice Lead Risk and Compliance</u>
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Next review date	21 October 2022
Date of last review	N/A

8. Version Control

Version No.	Review Date	Reviewer	Comments
0	21/10/2021	Chief Executive Officer	Procedure developed to respond to WA Government's mandatory vaccination direction.