


The Australian Kidney Foundation t/a Kidney Health Australia

Workplace Mandatory COVID-19 Vaccination Policy

VERSION CONTROL

Version	Date	Author	Description / Changes
1.0	October 2021	Rohit Chand, COO	Corporate COVID-19 Vaccine Policy

APPROVAL

Version	Date	Chief Executive Officer	
1.0	November 2021	Signature:	

Definitions, Terms, Acronyms

CEO means Chief Executive Officer (or person formally appointed in writing to act in that capacity for a nominated period of time).

Human Resources Department – The responsibility for human resources department is undertaken by the COO of KHA, assisted by the EA to CEO.

Employee means any person employed by KHA either on a fulltime, part time or on a casual basis.

KHA means The Australian Kidney Foundation t/a Kidney Health Australia

Volunteers means any person volunteering their services to KHA.

1. Purpose

Kidney Health Australia (**KHA**) is committed to providing a safe and healthy working environment for all Employees, whether at a place of work provided by KHA, at client premises or at home (**workplace**).

In accordance with relevant work health and safety laws, KHA has a duty to provide and maintain a safe workplace, so far as reasonably practicable. In light of this obligation, we are adopting this policy to safeguard the health of our Employees and their families; our Volunteers, our customers and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. The rollout of the COVID-19 vaccine is an important safety measure being driven by various government bodies to assist the community, including organisations like KHA and its clients, to continue providing a safe and healthy work environment.

This policy will comply with all applicable laws and is based on guidance from the Centers for Infectious Disease Control and Prevention and local health authorities, as applicable.

2. Policy Scope

This policy and procedure applies to all people working for KHA and/or at KHA facilities, including but not limited to Employees and Volunteers.

Our Policy

KHA is committed to continually striving towards a safe and healthy working environment, including taking all reasonably practicable steps required to protect Employees, clients, and visitors from the risk of COVID-19. Our COVID-19 Vaccination Policy will continue to be informed by any applicable laws and Government directions.

Given the industry in which KHA operates, KHA considers that implementing a mandatory vaccination policy is a reasonably practicable measure to help ensure a safe workplace at KHA.

COVID-19 vaccinations are an important factor in assisting with KHA's workplace health and safety obligations. KHA has determined that all Employees and Volunteers are required to be vaccinated and this is a lawful and reasonable direction that must be complied with by all Employees. All KHA Employees and Volunteers must ensure that vaccination is undertaken on the advice of a health practitioner.

Exemptions from the above policy requirements will be considered on a case-by-case basis, with the example of exemptions considered on medical grounds for employees who cannot receive the vaccination for health reasons subject to any applicable government health orders, for others who are not likely to be in contact with any other members of the population.

Employees who have concerns about being vaccinated should immediately speak with their manager/supervisor directly to raise concerns and consider speaking to their GP. If an Employee believes they have a medical exemption, they should provide a sufficient medical certificate providing sufficient reasoning for their inability to receive a vaccine.

3. Process (demonstration of compliance)

- All employees will be required to provide proof of vaccination (& associated booster injections) to the human resources department by the 1st Dec 2021
 - In most cases, KHA will not record an employee's vaccination status information unless the employee consents and the collection is reasonably required for KHA's functions and activities. However, consent to collection is not required if the collection is required or authorised by law (for example, under the current Government directions in Victoria, KHA is required legally to collect/hold this information).
 - All KHA volunteers will be required to provide proof of their vaccination to the relevant KHA Volunteer Manager.
 - For the purposes of this process, an Employee or Volunteer may provide their COVID-19 digital certificate or alternatively, may provide a copy of their immunisation history statement, using the Medicare or Individual Healthcare Identifier services through

myGov. If an employee cannot obtain proof online, they can contact their vaccination provider or call the Australian Immunisation Register and ask for a statement to be sent via post.

- Visitors, suppliers, and others will also be required to show proof of their vaccination (& associated booster injections), including booster shots as per government directives as a condition of entry to KHA offices.

4. Covid Safe Workplace

KHA wants to take all reasonable steps to ensure it provides a Covid safe workplace for its Employees, Volunteers, and visitors and therefore will also be implementing the following steps in conjunction with its vaccination policy:

- All attendees to the office need to check in using the QR code
- Physical distancing
 - keeping a 1.5 meters distance
- Hand washing and hygiene
 - having hand sanitizer stations in the office; entry, exit, bathrooms.
 - Instruct employees to limit contact with others – no shaking of hands or touching objects unless necessary
- Cleaning
 - all areas in the office are cleaned at least daily
- Symptoms
 - will direct employees and volunteers to stay home if they are displaying symptoms of COVID-19