**Vaccination processes**

[Organisation] Vaccination process for employees (and directly engaged contractors)

**Step 1: Conduct a draft risk assessment and prepare a draft vaccination policy**

For employees[[1]](#footnote-1) who do not come within the coverage of the COVID-19 Public Health Response (Vaccinations) Order 2021, [Organisation] must undertake a risk assessment in relation to those employees to assess whether there is sufficient risk justifying mandatory vaccination for any roles/areas of [Organisation]. This risk assessment should include consideration of the likelihood of an employee being exposed to COVID-19 in the performance of their role, and the consequences for others if that employee is exposed to COVID-19. [Organisation] should consider the nature of the role itself, how the particular duties and responsibilities of the role impact the risk of being exposed and the potential consequences of exposure.

WorkSafe New Zealand has published a list of relevant risk factors to consider when undertaking the risk assessment, which include, but are not limited to:

* How many people does the employee carrying out the particular role come into contact with
* How easy will it be to identify the people who the employee comes into contact with
* How close is the employee carrying out the tasks in proximity to other people
* Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions.

A full list of these risk factors can be found here. [Organisation] should also consider other controls that could be used to reduce the risk of contracting COVID-19. The results of the risk factor discussion and the impact of any additional controls that could be used should then be assessed.

After completing the risk assessment and reached preliminary conclusions regarding mandatory vaccinations for roles within [Organisation], a draft vaccination policy should be prepared.

**Step 2: Consult with workers, unions, and health and safety representatives on the draft risk assessment and draft vaccination policy**

[Organisation] should then consult with workers, unions and health and safety representatives in relation to the draft policy, and the risk assessment conducted. The relevant parties should be given a reasonable opportunity to provide their feedback on the draft vaccination policy and the risk assessment. [Organisation] should consider all feedback received with an open mind.

Organisations have a number of specific consultation obligations, including:

* A duty, as an employer, to act in good faith towards its employees (and unions). The duty of good faith requires [Organisation] to provide employees access to all relevant information and an opportunity to comment on such information, in situations where [Organisation] is proposing to make a decision that will, or is likely to, have an adverse effect on the continuation of an employee’s employment (such as, in relation to mandatory vaccination); and
* A duty, as a person conducting a business or undertaking under the Health and Safety at Work Act 2015, to engage with workers so far as is reasonably practicable in relation to matters of health and safety (including when making decisions about ways to eliminate or minimise risks to health and safety, such as mandatory vaccinations). Similar to the duty of good faith, [Organisation] is required to provide workers with relevant information, an opportunity to comment on that information and contribute to the decision-making process, as well as taking their views into account before a decision is made.

**Step 3: Finalise and confirm the risk assessment and mandatory vaccination policy**

After considering the feedback provided during the consultation process, the organisation should confirm its decision in relation to the risk assessment and the policy and provide employees with a copy of the finalised risk assessment and policy. Advise employees in writing of requirements of vaccination policy and encourage them to get vaccinated. Continue to actively discuss with employees the benefits of vaccination and the health and safety risks of not being vaccinated.

**Step 4: Collect information regarding vaccination status**

Request required contact and vaccination information. Receive, compile and securely store contact and vaccination information (including proof of vaccination). If no information received, you must assume that the employee is not vaccinated, and notify the employee that you are treating the employee as not being vaccinated.

**Step Plan**

Has employee had first dose (by date, day, month)?

> if yes, employee is able to work at [Organisation]

> if no, meet with employee to establish reasons why not vaccinated, and confirm with the employee that their role can only be performed by a vaccinated employee. Advise the employee that they cannot be onsite.

 > Does an exemption apply?

 > if yes, can employee safely be onsite?

 > if no, seek legal advice

> if yes, implement health and safety mitigations in consultation with employee

 > update vaccination record with evidence provided

 > employee is able to work at [Organisation]

> if no, is the employee willing to get vaccinated?

 > if no, consult with employee to determine if they can carry out work in way that minimises the risks associated with that employee carrying out their role while unvaccinated (such as working from home, providing alternative duties, or if necessary, discretionary leave (may be unpaid,

or the board/committee may consider paid leave should apply)

 > if yes, confirm employee’s new working arrangements

 > if no, are there alternatives to dismissal: e.g. redeployment, leave?

 > if yes, confirm employee’s new working arrangements

 > if no, seek legal advice

 > if yes, actively encourage and support employee to get vaccinated. If vaccination provided during working hours no absence should be recorded

 > once employee provides evidence of vaccination = is able to work at [Organisation]

Has directly engaged contractor had first dose (by date, day, month)?

> if yes, directly engaged contractor is able to work at [Organisation] facility

> if no, does an exemption apply?

if no = advise directly engaged contractor that cannot be onsite and work cannot proceed

if yes = can directly engaged contractor safely be onsite.

if no = advise directly engaged contractor that cannot be onsite and work cannot proceed. [Organisation] can consider termination of agreement with directly engaged contractor.

 if yes = implement health and safety mitigations in consultation with directly engaged contractor

 > update vaccination record with evidence provided

 > directly engaged contractor is able to work at [Organisation] facility

[Organisation] Vaccination process for indirect third-party contractors (e.g. food and beverage, cleaning)

**Step 1:** [**Optional] Notify indirect third-party contractors that a process is being undertaken**

As an optional first step, it is open to [Organisation] to notify its indirect third-party contractors and provide them with advanced notice of the fact that that it will be undertaking a risk assessment and preparing a draft vaccination policy, which it will be finalising and providing to the indirect third-party contractor.

**Step 2: Provide indirect third-party contractors with finalised risk assessment and mandatory vaccination policy**

[Organisation] should confirm its decision in relation to the policy and risk assessment and provide indirect third-party contractors with finalised risk assessment and mandatory vaccination policy.

**Step 3: Collect information regarding vaccination status**

Given the potential for the staff of indirect third-party contractors to change frequently, [Organisation] can either:

* Request contact and vaccination information from staff of indirect third-party contractors. Receive, compile and securely store contact and vaccination information (including proof of vaccination); or

Reach agreement with indirect third-party contractors that only vaccinated staff will be provided to [Organisation], and request that such staff provide proof of vaccination on entry (in which case, [Organisation] will not need to store such information).

Has staff member of indirect third-party contractor had first dose (by close of date, day, month)?

> if yes, staff member is able to work at [Organisation] facility / activities

> if no, staff member they cannot be on site until they have been vaccinated.

[Organisation] Vaccination process for volunteers and members

**Step 1: Provide volunteers and members with finalised risk assessment and mandatory vaccination policy**

Once [Organisation] has finalised the risk assessment and the vaccination policy (in consultation with workers, unions and health and safety representatives), [Organisation] should advise volunteers and members in writing of requirements of vaccination policy and encourage them to get vaccinated. Continue to actively discuss with volunteers and members the benefits of vaccination and the health and safety risks of not being vaccinated.

**Step 2: Collect information regarding vaccination status**

[Organisation] can either:

* Request contact and vaccination information from volunteers and members Receive, compile and securely store contact and vaccination information (including proof of vaccination). If no information received, you must assume that the volunteer / member is not vaccinated; or
* Request that volunteers and members provide proof of vaccination before entering facilities or taking part in activities (in which case, [Organisation] will not need to store such information).

Has volunteer / member had first dose (by close of date, day, month)?

> if yes, volunteer is able to participate at [Organisation] facility / activities

> if no, advise volunteer / member they cannot be on site until they have been vaccinated

1. For the purposes of this guide, “employees” includes directly engaged contractors. [↑](#footnote-ref-1)