

# COVID-19 Vaccination Policy

## Contents

1. Objective.....	2
2. Scope/Application.....	2
3. Definitions .....	2
4. Policy Statements.....	2
4.1 Vaccination Register.....	2
4.2 Risk Assessment.....	2
4.3 Reasonable Directions.....	3
4.4 Requirement to be Vaccinated .....	3
4.5 Privacy and Record Keeping .....	3
4.6 Support and Advice .....	4
5. Related Legislation and Documents.....	4
Version Control .....	4
Publication Information .....	4

## 1. Objective

The objective of this policy is to outline the vaccination requirements and recommendations that the NSW Crime Commissioner has determined apply for NSW Crime Commission (Commission) staff in the context of ensuring a COVID safe work environment for employees and other people who attend Commission workplaces.

The Commission's policy is informed by the NSW Government [Guidance for Government Sector Agencies regarding COVID-19 Vaccinations for their Employees](#).

## 2. Scope/Application

This policy applies to all Commission staff employed on an ongoing, temporary or casual basis.

This policy also applies to contractors, consultants, and ANY other persons who attend the Commission premises.

## 3. Definitions

Term	Meaning
COVID-19 Vaccination	COVID-19 vaccination means obtaining a first dose then second dose of a COVID-19 vaccine approved by the Therapeutic Goods Administration for use in Australia.
COVID-19 Risk Assessment	An internal process which the Commission uses to assist with the identification of locations or worksites where vaccination is a control measure against transmission of COVID-19 or serious illness/injury arising from COVID-19.

## 4. Policy Statements

### 4.1 Vaccination Register

The Commission has set up a Vaccination Register to record staff vaccinations. This vaccination register was initially set up for voluntary declarations and later a requirement by staff when vaccinations were mandated by the Commission. This register has been retained and staff who wish to update their vaccination status and or booster status may do so by emailing the People & Culture Manager of that status.

As appropriate the retention of the register will be routinely reviewed and access to the register remains restricted.

### 4.2 Risk Assessment

The Commission routinely conducts COVID-19 risk assessments which originally concluded that all Commission staff should be vaccinated against COVID-19. This assessment is regularly reviewed and updated. This updated policy has changed that requirement to a recommendation of vaccination for COVID-19.

The risk assessment considers the following:

- Worksites or locations where it is necessary to protect workers from further community transmission;
- Where there is a higher risk that employees will be exposed to the virus due to the operating environment (e.g. employees who must work with persons where social distancing is not always possible);
- Employees who work with higher risk populations;
- Where PPE and other control measures, in the given circumstances, are inadequate or there is a risk of failure to sufficiently protect employees and the community.
- The advice and guidance from the NSW Department of Health.

### 4.3 Reasonable Directions

The Commission has legal and moral obligations that arise from the risks associated with COVID-19 and as an employer with a duty of care to its employees to:

- protect staff, visitors to the Commission, and their families from potential sources of infection and within the wider community;
- provide a safe environment for our staff to work together; and
- ensure business continuity for the services.

The Commission, as an employer, has the power to give directions regarding vaccination and providing proof of COVID-19 vaccination (or medical contraindication) if the direction is:

- lawful;
- reasonable;
- within the scope or subject matter of the employee's employment; and
- following a risk based assessment.

Employees are legally obligated to comply with these directions.

### 4.4 Requirement to be Vaccinated

The Commissioner recommends all staff should have received at least two doses of an approved Covid-19 vaccine. Furthermore, the Commission recommends that all staff should consider receiving approved boosters as advised by State and Commonwealth Medical Authorities and/or medical practitioner.

Applicants for new roles advertised by the Commission will be advised that being fully vaccinated is recommended.

### 4.5 Privacy and Record Keeping

Staff vaccination information is necessary for the purpose of conducting risk assessments and to inform future decision making to protect workers and others from risks to their health and safety under the *Work Health and Safety Act 2011* in the context of the current pandemic situation. Staff information may also be used for the purpose of human resources and misconduct processes should non-compliance with this policy occur.

Any information collected by the Commission will be in line with strict privacy considerations. Staff Medical Contraindication Forms will be securely stored on personnel files and kept confidential and will only be accessible to those who are required

to access it in line with the Commission's *Records and information Management Policy*. Staff may request to access this information at any time and can also request that any relevant updates are made to it. Staff should also keep a record of their vaccination evidence and/or medical contraindication.

## 4.6 Support and Advice

Support and advice regarding this policy is available from:

- Managers and Divisional Heads
- People & Culture Manager
- Employee Assistance Program provider, LifeWorks.

## 5. Related Legislation and Documents

The following legislation and policies are related to this policy:

- NSWCC Code of Conduct
- NSWCC Misconduct and Unsatisfactory Performance Policy and Procedures
- NSWCC Records and Information Management Policy
- *Government Sector Employment Act 2013* (NSW)
- *Government Sector Employment Regulation 2014* (NSW)
- *Government Sector Employment Rules 2014* (NSW)
- *Health Records and Information Privacy Act 2002* (NSW)
- *Work Health and Safety Act 2011* (NSW)
- *Work Health and Safety Regulation 2011* (NSW)

## Version Control

Version	Effective date	Update comments	Author
1.0	25 October 2023	Initial version	Governance
2.0	3 March 2023	Updated following further risk assessment	Audit, Risk & People
3.0	30 August 2023	Removal of mandatory vaccination requirement	Chief Operating Officer

## Publication Information

Title	COVID Vaccination Policy
Policy Type	Policy
Policy Number	GOV2021/1
Policy Developer	Chief Audit, Risk & People Officer
Policy Contact	Chief Operating Officer
Approver	NSW Crime Commissioner

A2332538

Version 3.0 – 30 August 2023

Approval date	6 October 2023
Effective date	6 October 2023
Review date	No more than 24 months from the approval date
Supersedes	V 1.0