

<p><b>Goulburn Ovens Institute of TAFE</b></p> <p><b>Procedure no. CS15-P91</b></p> <p><b>Refer OHS Policy no. CS15</b> <small>(Copy on Web Site)</small></p>	<p><b>Management of Communicable Diseases in the Work Place Procedure</b></p> <p><b>Executive Management approved: 23/3/2005</b> <i>Reviewed: 10/08/2007, 18/04/2011, 28/07/2015, 03/08/2016</i></p> <p><i>Responsible Officer: Manager Safety and Wellbeing</i> <i>Authorising Officer: Executive Manager Human Services</i> <i>Review: Biennial (03 August 2018)</i></p>
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## MANAGEMENT OF COMMUNICABLE DISEASES IN THE WORK PLACE PROCEDURE

### 1. PURPOSE

To provide Institute employees in identified risk areas with a working environment safe from communicable diseases as far as is practicable.

### 2. SCOPE

To ensure that the risk of infection is minimized for Institute employees working or likely to be working in areas or situations that exposes them to infection from a communicable disease.

### 3. DEFINITIONS

Communicable diseases: Any transmittable disease.

### 4. PROCEDURE

- 4.1 Managers together with OH&S Coordinator will identify staff that through the normal course of their work may be exposed to contact with a communicable disease. The OH&S Coordinator will provide this list to the responsible Executive Manager to review annually as per the OHS activities calendar.
- 4.2 OH&S Coordinator will arrange group vaccinations where appropriate, with the cost attributable to the departments involved. All staff are offered the influenza vaccination on an annual basis.
- 4.3 Human Resources Department will maintain records of vaccinations and identified risk areas and the OH&S Coordinator will arrange renewals as required. New staff will be vaccinated or a record of vaccination recorded prior to commencement of employment. Staff not wishing to be vaccinated are under no obligation to do so, however records would be maintained to reflect this.
- 4.4 If any staff member chooses not to be vaccinated, written explanation is to be provided by that staff member stating they refused the vaccination.
- 4.5 Human Resources Department will arrange post vaccination testing where required to ensure effective immunisation has occurred.
- 4.6 Where staff become aware of a situation that may place staff at risk then they will isolate the situation and immediately notify their respective Manager and the People, Capability and Culture department to seek further directions.
- 4.7 Staff who are aware that they have come into contact with a communicable disease will notify their supervisor immediately and respond in accordance with medical directions.

- 4.8 The Staff Induction Manual will include reference to this procedure.
- 4.9 Commercial and Support Managers are responsible for identifying and minimising course situations that may expose students to contact with a communicable disease.
- 4.10 Student diary will include recommended advice of vaccinations to be undertaken and maintained when enrolled in programs likely to be of risk.
- 4.11 Staff engaging contractors working in a potential risk situation must ensure they take all reasonable precautions to minimise risk.

**5. DOCUMENTATION**

- [Occupational Health and Safety Policy – CS15](#)
- [Infectious Waste Procedure – CS15-P76](#)
- [First Aid Procedure – CS15-P80](#)