

COVID-19 Vaccination Policy

Approved by: Julie Tickle, Chief People and Culture Officer
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1. Introduction

TAFE NSW is committed to continuing to provide a safe workplace in response to the ongoing COVID-19 pandemic. To improve the approach to managing the ongoing COVID-19 pandemic, TAFE NSW has made the decision that before the beginning of Term 1 commences on Monday 31 January 2022 all workers are required to have received a COVID-19 vaccine (first and second doses). This control aims to support TAFE NSW continuing to be the public provider of essential vocational education and training across the State, and mitigates the risk to the health, safety and wellbeing of the community.

2. Purpose

The purpose of this policy is to outline TAFE NSW's position and requirements for all workers to receive a COVID-19 vaccine (first and second doses) before the beginning of Term 1 on Monday 31 January 2022. The decision by TAFE NSW is a:

- reasonably practicable control introduced to minimise the risk to health, safety and wellbeing of all workers that attend a TAFE NSW site; and
- reasonable and lawful direction.

This policy operates in addition to any COVID-19 vaccine (first and second doses) requirements expressed in Commonwealth and/or NSW legislation including any public health orders that apply to workers and/or students such as those undertaking work placements.

3. Scope

This policy applies to all workers who are defined as:

- TAFE NSW employees who are employed on a permanent (full-time or part-time), temporary (full-time or part-time), or casual basis;
- Contingent labour;
- people who perform work for TAFE NSW under a contract for service including, but not limited to, a consultant, contractor, subcontractor or third party operator; and
- TAFE NSW employed apprentices and trainees, volunteers, and students gaining work experience on TAFE NSW sites.

This policy applies to all workers as defined above who:

- are required as part of their employment or engagement to attend a TAFE NSW site;
- participate in any authorised offsite work activities (which excludes TAFE NSW offsite markers / assessors).

This policy does not apply to:

- TAFE NSW students except for those referred to above;
- visitors and members of the public; and

- TAFE NSW offsite markers / assessors (who always perform their work offsite and who never attend a TAFE NSW site).

4. Policy

4.1 Requiring a COVID-19 vaccination (first and second doses) for all workers is reasonably practicable to minimise risk to health, safety and wellbeing

COVID-19 is a highly infectious disease that has potentially serious adverse health implications for those that become infected. As lockdown measures have ended, all TAFE NSW workers who are or will be in physical contact with each other are at an increased risk of community transmission.

Taking reasonably practicable steps such as requiring all workers to receive a COVID-19 vaccine (first and second doses) before the beginning of Term 1 on Monday 31 January 2022 when the majority of TAFE NSW students will return to TAFE NSW sites supports the health, safety and wellbeing of all workers. It also minimises the risk of:

- transmission of COVID-19; and
- disruption to the provision of vocational education and training that supports business continuity.

4.2 Evidence of COVID-19 vaccination status

All TAFE NSW employees and contingent labour are required to show evidence of their COVID-19 vaccination status to their line manager. The line manager must make a record of having sighted the evidence of the worker's COVID-19 vaccination status before the beginning of Term 1 on Monday 31 January 2022. The record will be made by the line manager in the form required by TAFE NSW. People who perform work for TAFE NSW under a contract for service will be required to show evidence of their COVID-19 vaccination status which is not required to be recorded.

No worker is required to submit an electronic or hard copy of their COVID-19 vaccination status to TAFE NSW to keep a record.

The COVID-19 vaccination status refers to having received:

- both the first and second doses of a COVID-19 vaccine; or
- a [COVID-19 vaccine medical contraindication certificate](#) (which must be in the form approved by the NSW Chief Medical Officer).

Evidence of having received both the first and second doses of a COVID-19 vaccine or a [COVID-19 vaccine medical contraindication certificate](#) includes a worker's:

- online immunisation history statement;
- COVID-19 digital certificate via the Service NSW app; or
- COVID-19 digital certificate via the Australian Immunisation Register.

If evidence in the form of a [COVID-19 vaccine medical contraindication certificate](#) is incomplete and/or it appears the medical condition does not meet the criteria, the medical contraindication certificate will be reviewed by the TAFE NSW People and Culture team. This may include workers being required to provide additional medical information at their expense.

4.3 Booster COVID-19 vaccine (third and subsequent doses)

All workers are encouraged to get a booster of the COVID-19 vaccine to ensure the highest level of protection against the risk of COVID-19. A booster is a third dose that follows on from the first and second doses of a COVID-19 vaccine and may include subsequent doses. A booster is not a requirement of this policy.

4.4 Non-compliance

If a worker:

- chooses not to receive a COVID-19 vaccine (first and second doses) before the beginning of Term 1 on Monday 31 January 2022; or
- cannot produce evidence of a [COVID-19 vaccine medical contraindication certificate](#) before the beginning of Term 1 on Monday 31 January 2022; or
- chooses not to demonstrate their COVID-19 vaccination status,

steps will be taken by the relevant General Manager and the TAFE NSW People and Culture team to bring the worker’s employment or engagement to an end.

5. Responsibilities

Position	Responsibility
Managing Director	The Managing Director is the sponsor of this policy.
Chief People and Culture Officer	The Chief People & Culture Officer is the approver of this policy.
Head of Work Health and Safety Head of Workplace Relations	The Heads of Work Health and Safety and Workplace Relations are the responsible officers for the periodic review of this policy.
Line managers	Verify the COVID-19 vaccination status of TAFE NSW employees and contingent labour in their team by sighting and making a record that it has been sighted before the beginning of Term 1 on Monday 31 January 2022; and/or Verify the COVID-19 vaccination status of workers who perform work for TAFE NSW under a contract for service including a consultant, contractor, subcontractor or third party operator by sighting evidence of their COVID-19 vaccination status. A record does not need to be made.
Workers	Provide evidence of their COVID-19 vaccination status to be sighted by their line manager before the beginning of Term 1 on Monday 31 January 2022.

6. Contacts

Accountable Officer	Chief People and Culture Officer
Responsible Officers	Head of Work Health and Safety Head of Workplace Relations

7. Document History

No	Effective	Approved by	Amendment
1	22 November 2021	Chief People and Culture Officer	Initial Publication.
1.1	16 December 2021	Chief People and Culture Officer	<ul style="list-style-type: none"> • Insertion of contingent labour. • Clarify requirements to sight only and not record COVID-19 vaccination status for workers engaged under a contract for service.