# **Covid-19 Vaccination Risk Assessment**

## Purpose

The purpose of this assessment is to determine if mandatory vaccination is required for our workers. The risk assessment should be developed in line with the Covid-19 Protection Policy.

Points to note:

* Undertake a risk assessment to identify if a worker should be vaccinated for work health and safety purposes – where the nature of the work itself raises the risk of Covid-19 infection and transmission above the risk faced outside the workplace.
* Follow Employment New Zealand guidance.
* Complete this assessment in consultation with our workers.
* Consider the role rather than the person. Vaccination may be required for some roles within our organisation, and not for others.
* Review the information on the covid19.govt.nz website. We will continue to review and update the information we provide you. However, information changes quickly and, whilst we do our best, we cannot guarantee that we have captured everything.

## Covid-19 Public Health Response (Vaccination) Order 2021

There are certain areas of work which have been mandated for vaccination. These include:

* Border workers.
* MIQ workers.
* Health and disability sector.
* Education.

See the link in the reference section below for more detail.

## Covid-19 Protection Framework (Traffic Light System) Vaccination Certificate Requirements

Covid-19 vaccination certificates are optional for many locations. They are recommended for:

* Hospitality.
* Gatherings, e.g., weddings, funerals, marae, etc.
* Events (indoor and outdoor).
* Close contact businesses.
* Gyms.

Organisations who comply with Covid-19 vaccination certificate (CVC) requirements will need customers to produce CVC and will require relevant workers to be fully vaccinated.

Should organisations decide not to require customers to produce CVC, they must comply with additional public health measures.

## Public Health Measures

These are the measures we have all become accustomed to:

* Limiting access to the site – restricting numbers, staggering shifts, visits, etc.
* Contactless service.
* Use of the Covid-19 QR scanning or other registration of people’s presence.
* Wearing face coverings.
* Gloves.
* Sanitiser or hand washing.
* Regular cleaning of the environment, especially the common touch points.

See the link in the reference section below the Risk Assessment on the following page for more detail.

## Risk Assessment

Does our organisation require mandatory vaccination or is our organisation complying with CVC requirements? Yes / No

If yes – our customer-facing workers must be fully vaccinated.

Note – you may need to complete a risk assessment for each role within the organisation.For example, administration, chefs, cleaners, etc.

1. **Risk factors to consider**

**Other workers who are not customer-facing in organisations complying with CVC requirements**

|  |  |
| --- | --- |
| **Role** |  |
| **Risk Factor** | **Risk**  | **Level of Risk in Our Workplace** |
| How many people does the worker carrying out that work come into contact with? | Lower risk – Very few Higher risk – Many  |  |
| How easy will it be to identify the people who the worker comes into contact with? | Lower risk – Easy to identify, such as co-workers Higher risk – Difficult to identify, such as unknown members of public  |  |
| How close is the worker carrying out the tasks in proximity to other people? | Lower risk - 2 metres or more in an outdoor spaceHigher risk – Close physical contact in an indoor environment  |  |
| How long does the work require the worker to be in proximity to other people? | Lower risk – Brief contact (less than 15 minutes)Higher risk – Lengthy contact (more than 15 minutes) |  |
| Are our customers requiring our workers to be vaccinated? | Lower risk – No Higher risk – Yes |  |
| 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? | Lower risk – Little to none Higher risk – Whole time  |  |
| What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside the workplace?  | Lower risk – Equal or lower to outside the workplaceHigher risk – Higher than outside the workplace  |  |
| If work involves multiple PCBUs – are their workers required to be vaccinated? | Lower risk – Yes Higher risk – No |  |

**Workers in organisations who do not comply with CVC requirements**

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| --- | --- |
| **Role** |  |
| **Risk Factor** | **Risk**  | **Level of Risk in Our Workplace** |
| How many people does the worker carrying out that work come into contact with? | Lower risk – Very few Higher risk – Many  |  |
| How easy will it be to identify the people who the worker comes into contact with? | Lower risk – Easy to identify, such as co-workers Higher risk – Difficult to identify, such as unknown members of public  |  |
| How close is the worker carrying out the tasks in proximity to other people? | Lower risk - 2 metres or more in an outdoor spaceHigher risk – Close physical contact in an indoor environment  |  |
| How long does the work require the worker to be in proximity to other people? | Lower risk – Brief contact (less than 15 minutes)Higher risk – Lengthy contact (more than 15 minutes) |  |
| Are our customers requiring our workers to be vaccinated? | Lower risk – No Higher risk – Yes |  |
| 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? | Lower risk – Little to none Higher risk – Whole time  |  |
| What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside the workplace?  | Lower risk – Equal or lower to outside the workplaceHigher risk – Higher than outside the workplace  |  |
| If work involves multiple PCBUs – are their workers required to be vaccinated? | Lower risk – Yes Higher risk – No |  |

1. **Consider other controls**

Identify any further infectious disease controls you and our workers could implement.

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| **Other Controls** | **Practical – Not Practical** | **Level of Practicability in Our Workplace** |
| Limiting access to the site – restricting numbers, staggering shifts, visits, etc.  | Practical Not practical  |  |
| Contactless service | Practical Not practical |  |
| Use of the Covid-19 QR scanning or other registration of people’s presence  | Practical Not practical  |  |
| Wearing face coverings | Practical Not practical |  |
| Gloves | Practical Not practical  |  |
| Sanitiser or hand washing | Practical Not practical |  |
| Regular cleaning of the environment, especially the common touch points  | Practical Not practical  |  |

1. **Assess the results**

Assess the results of our risk factor discussion and the impact of any extra controls you will implement.

If our risk ratings tend towards higher risk and you are not able to reduce that risk by implementing more controls, you and our workers should consider whether the work should be performed by a vaccinated worker.

If the risk is low and shows that transmission is not higher than the risk from outside the workplace, you may decide not to require the role to be undertaken by a vaccinated worker.

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| --- | --- | --- | --- |
| **Number of Lower Risks** | **Number of Higher Risks** | **Extra Controls** | **Vaccination Required** **Yes / No** |
|  |  |  |  |

Regardless of the outcome, you should still encourage our workers to get vaccinated. You can do this by encouraging discussion, providing access to legitimate information, allowing workers time off to be vaccinated and recognising that some people may experience reactions to the vaccine and need time off, etc.

**Risk Assessment Conducted by:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Date** |
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## References

[https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-worker/](https://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee/)

<https://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-vaccination-and-employment/>

<https://www.legislation.govt.nz/regulation/public/2021/0094/latest/LMS487853.html>

<https://www.health.govt.nz/our-work/diseases-and-conditions/covid-19-novel-coronavirus/covid-19-information-specific-audiences/guidelines-businesses-and-services>