

UDIA Western Australia Workplace COVID-19 Vaccination Policy

Purpose

The purpose of this policy is to facilitate the protection of the health and safety of all people who attend the Urban Development Institute of Australia Western Australia's (UDIA WA) workplace by requiring all such persons to be fully vaccinated against COVID-19.

Application

This policy applies to any visitors (**Visitors**) as well as all employees (permanent or casual), contractors, labour hire personnel, interns or secondees who may be performing work at UDIA WA's workplace. (**Workers**).

This policy applies with immediate effect, noting the interim arrangements as set out below.

Definitions

In this policy, the following terms have the meaning as set out below:

Approved Vaccine means any COVID-19 vaccination that have been provisionally registered for use in Australia by the Therapeutic Goods Administration.

UDIA WA Authorised Representative means any current employee of UDIA WA.

Fully Vaccinated means having obtained the manufacturer's recommended dosage of any Approved Vaccine. For example, where a two-dose schedule is recommended by the manufacturer, a person will be considered fully vaccinated when they have received both doses of the vaccine. This may evolve to require booster shots of an Approved Vaccine as required.

Recognised Contraindication means a reaction to an Approved Vaccine that is recognised by the manufacturer of that vaccine.

Workplace means Unit 26, Level 1, 3 Wexford Street, Subiaco WA.

Visitor means any person that is not a UDIA WA Worker.

Requirement to be vaccinated

As of 31 January 2022, it will be a requirement of attending the UDIA WA worksite that any Visitor or Worker must be Fully Vaccinated against COVID-19, unless they have been granted an exemption by UDIA WA in accordance with this policy. Vaccination must be undertaken on the advice of an accredited health practitioner (including health practitioners at any authorised COVID-19 vaccination centres).

All Visitors and Workers will be required to provide evidence acceptable to UDIA WA of being Fully Vaccinated. UDIA WA will accept for these purposes a copy of your Immunisation History Statement, or alternatively a copy of your COVID-19 Digital Certificate (both of which can be obtained through your MyGov account). Workers must e-mail the document to tsteinbeck@udiawa.com.au. Visitors must provide a copy of your Immunisation History Statement or COVID-19 Digital Certificate for sighting by a UDIA WA authorised representative prior to gaining access to the UDIA WA workplace.

Vaccine availability

UDIA WA recognises that not all Workers may be able to access an Approved Vaccine at present.

Any Worker who is not currently Fully Vaccinated must by 20 January 2022 provide evidence to UDIA WA of confirmed bookings to become Fully Vaccinated.

UDIA WA will accept screenshots of an email or text message by way of evidencing a Worker’s appointment to obtain an Approved Vaccine.

Any Workers who are unable to make a booking for an Approved Vaccine due to current access limitations can email tsteinbeck@udiawa.com.au for further information.

UDIA WA will continue to monitor the advice from the Department of Health and will inform all Workers of any developments.

Exemptions

UDIA WA understands that not all Workers will be able to receive an Approved Vaccine, including due to medical conditions for which there is a Recognised Contraindication to receiving any of the Approved Vaccines.

Any employees who have such a medical condition are required to provide medical evidence satisfactory to UDIA WA of the medical condition and the reason for which they are unable to receive any of the Approved Vaccines. Any medical certificate provided in this respect must be issued by a duly qualified medical practitioner with a current and valid registration and must clearly identify the medical condition, and specify that the Worker’s medical condition gives rise to a Recognised Contraindication in respect of all Approved Vaccines. UDIA WA reserves the right to contact the issuing medical practitioner to verify the authenticity of any such medical certificates.

Any Worker who is unable to become Fully Vaccinated for any other reason, including by reason of a sincerely held religious belief, religious practice or religious observance, must email tsteinbeck@udiawa.com.au prior to 20 January 2022. Requests for an exemption will be considered by UDIA WA on a case-by-case basis.

In order to ensure the health and safety of Workers at UDIA WA’s workplace, individuals granted an exemption may be subject to conditions or restrictions related to their job, facility access and/or safety requirements (e.g. masking).

Information provided to UDIA Western Australia

Any information provided to UDIA WA in accordance with this policy will be treated confidentially by UDIA WA, and will be used only for determining compliance with this policy, and to enable UDIA WA to undertake statistical analysis with respect to vaccine coverage amongst its workforce.

Any Worker who provides information to UDIA WA in accordance with this policy is expected to provide accurate and truthful information to UDIA WA. Failure to do so will be considered serious misconduct, and may result in termination of employment.

Obtaining information about vaccination

We advise you in the first instance to consult with your accredited health practitioner about any concerns you may have in relation to receiving an Approved Vaccine, including the process for obtaining an Approved Vaccine.

Information about making a booking to receive an Approved Vaccine can be found:

Western Australia	13 COVID (13 268 43) or https://rollup.wa.gov.au/
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We encourage all Visitors or Workers to raise any further issues with the CEO.

Compliance

Employees of UDIA WA who fail to comply with this policy will be subject to disciplinary action, which may include termination of employment.

For all other Workers, compliance with this policy is a condition of accessing the UDIA WA worksite. UDIA WA reserves the right to refuse entrance to any Worker who does not comply with this policy.

Operation of this policy

UDIA WA will be continuously monitoring and assessing the operation of this policy in line with the latest information from Government and health authorities. UDIA WA may amend, withdraw or replace this policy from time to time at its sole discretion.

Signed



Tanya Steinbeck
CEO

January 2022

ENDORSED