

COVID Vaccination Tracking

Toolbox Talk

Toolbox Session
August 2021

This Toolbox Talk is to assist you in leading a discussion around the importance of tracking Vaccination status with all employees.

Managers are required to email the toolbox talk attendance record to WHS Support whs.support@endeavour.com.au. The attendance will be collated into a spreadsheet for reporting purposes. Please ensure this is completed by 7 September.

Background

Vaccination remains the best way to protect ourselves, loved ones, colleagues, and the people we support against the impacts of COVID-19, including serious illness or death from the virus.

As an organisation we strongly encourage employees to be vaccinated against preventable diseases including influenza and COVID-19. However, we respect the right of all employees to refuse vaccination.

Why is it so important for us to know your Vaccination status?

To protect the vulnerable people we support, employees, and provide the best possible service in the event of a serious outbreak we require all employees to enter their vaccination status into the vaccination tracker on the intranet, including employees who are unable or choose not to be vaccinated. (see Vaccination and Immunisation Policy QD 4110)

This will allow us to assess the appropriate controls required to protect the worker and customer against infection, this may include such things as additional personal protective equipment, work restrictions (such as restrictions from high-risk activities and environments), providing additional information, instruction, training, and supervision etc.

There may be some instances where the people we support request their support staff to be vaccinated, this would mean identifying vaccinated employees that meet the needs of the person with disability.

We may be required to provide accurate vaccination numbers to external agencies at short notice, there is also a possibility that the Australian or State Governments may make the vaccines compulsory for some high-risk work roles.

What about the people we support and Supported Employees?

The people we support and Supported Employee vaccination status is to be updated in Carelink. We ask that our Support Staff in homes and work sites work with our Supported Employees, people we support, and their families to ensure that their vaccination status is updated and accurate in Carelink. This may require you to reach out to their families to confirm their status.

What you need to do?

- Download your COVID Immunisation Certificate from your MyGov Account, or if you don't wish to be vaccinated go to the next step
- On the Endeavour Intranet Home page click on the Vaccination Tracker link

Bookmarks



COVID-19

Call COVID-19 hotline:
1800 983 006

Vaccination

Information

Consent Form

Vaccination Tracker

Vaccination Eligibility Letter-
support workers

Endeavour ID Card- how to
order



- Enter your name
- If you do not wish to be vaccinated or you're unable to be vaccinated tick the box and select the vaccination type

I do not wish to be vaccinated

*Please select the vaccination you do not wish to receive

- Covid-19
- 2021 Influenza
- Hepatitis A
- Hepatitis B

- If you have received your vaccination, Select your vaccination type
- Enter Date of vaccine
- Due date for dose 2 (if applicable)
- Add your immunisation certificate as an attachment
- Click Submit
- Once you've had your second dose, go back into the tracker and update with your completed immunisation certificate from MyGov

Note: All information regarding vaccination status and records of vaccination is confidential and will only be disclosed if required by law or if appropriate in the circumstances. Employees will not discuss details outside of the proper settings and ensure every individual's right to privacy is upheld and respected (refer to Privacy Policy (QD 5013)).

