



# Workplace COVID-19 Vaccinations

October 2021



A step-by-step guide to help you understand when COVID-19 vaccinations are required in the workplace.

1. Review our [Fact Sheet](#) to understand your obligations and options regarding vaccinations in the workplace
2. Visit your State or Territory Government health website to identify whether staff in your workplace or industry are required to receive a COVID-19 vaccination
3. If the Government does not require employees to get vaccinated in your workplace, undertake this [Risk Assessment](#) to help you identify whether it is reasonable to require employees to get vaccinated
4. If the Government requires some or all of your employees to get vaccinated, or you determine the vaccination is necessary in your Risk Assessment, notify your employees using the Direction to Vaccinate Memorandum
5. If the Government does not require your employees to get vaccinated, or you determine the vaccination is not necessary in your risk assessment, a direction to vaccinate is unlikely to be considered reasonable at this time. Consider the below to reduce the likelihood of infection spread in the workplace:
  - Encourage employees to get vaccinated by issuing a memorandum to staff
  - Use the Risk Assessment and implement your COVID Safety Plan to reduce the spread of infection in the workplace. You can download our helpful [COVID safety plan kit](#) and [workplace ready resource pack](#) to make sure you comply with any restrictions and prepare your workplace for staff and visitors
  - Permit staff to work from home where possible. To set your business and employees up for success, use our [working from home kit](#)
6. If an employee has refused to get vaccinated after a direction for any reason, contact the advice team for advice and options tailored to your situation

If you require further advice regarding the above, contact our Advice Team on 1300 651 415 or by emailing [advice@employsure.com.au](mailto:advice@employsure.com.au)