

IMMUNISATION STANDARD

SCOPE

This Standard relates to all activities conducted at Monash University locations and affiliates in Australia and applies to staff, students, associates, and visitors.

This Standard sets out the immunisation recommendations for staff, students, associates and visitors who are potentially at risk of exposure to vaccine-preventable diseases and tuberculosis due to their work or study. External contractors are generally responsible for ensuring that their staff are appropriately immunised (although Monash may require the right to audit these processes and/or vaccination/screening records). The Monash Health Safety & Wellbeing (HSW) team is available to provide guidance.

1. Abbreviations

DHS	Department of Health, Victoria, or relevant local Health Department
HSW	Monash Health Safety & Wellbeing
UHS	Monash University Health Services
WHO	World Health Organisation

2. Immunisations and screening covered under this Standard

This Standard applies to all activities which may expose the worker to the following vaccine-preventable diseases:

- Australian bat lyssavirus (ABL) and rabies
- COVID-19
- Hepatitis A
- Hepatitis B
- Influenza
- Japanese encephalitis (JE)
- Measles, mumps and rubella (MMR)
- Meningococcal ACWY
- Meningococcal B
- Pertussis
- Poliomyelitis (Polio)
- Q-Fever
- Tetanus and diphtheria
- Typhoid
- Varicella

This Standard also applies to all activities which may require that a worker be vaccinated for the welfare of animals used in research:

- Hepatitis A
- Hepatitis B

- Measles, mumps and rubella (MMR)
- Poliomyelitis (Polio)
- Tetanus and diphtheria

This Standard also applies to all activities which may require that a worker be screened for infection for the welfare of animals used in research:

- Tuberculosis (TB)

3. Should I be immunised?

If you are in one of the at-risk groups described above, if a risk assessment indicates that you may be exposed to a vaccine-preventable disease, or you are not sure of your need for immunisation, you should first speak with your Biosafety Officer or Safety Officer. If further assistance is required, contact [Health Safety & Wellbeing \(HSW\)](#).

Staff and students located within a healthcare setting and students on placement in a healthcare setting must comply with the COVID-19 vaccination direction of the host organisation.

Staff and students are required to follow government orders where a regulation, public health order, direction or other legally enforceable requirement issued by, or on behalf of, the Commonwealth of Australia or any state or territory within Australia with jurisdiction over the relevant University location is in place.

4. Work/Study-related travel immunisations

Risks associated with travel

When travelling overseas it is important to consider health risks within the country you are visiting as part of your work or study. Health risks can vary from one region to another and over time, and within each country there may be new outbreaks. New vaccines may be available and if a period of time has lapsed since your past vaccinations, you may need boosters. For these reasons it is important you visit your doctor, travel clinic or Monash University Health Services (UHS) well before your trip to discuss the vaccines you might need.

5. How to arrange immunisation or screening

1. Refer to the [Immunisation Grid](#).
2. Complete the [Universal Immunisation Form](#).
3. Submit the completed form as per the instructions on the form.
4. HSW will provide instructions on how to arrange immunisation or screening.

6. Who pays for immunisations or screening and related costs?

If you are in one of the at-risk groups described above or are required to be vaccinated or undergo screening as part of your work or Postgraduate/Honours study with Monash University, including travel related to your work or study, your faculty/unit pays for the immunisation course. Undergraduate students will be responsible for their own costs associated with immunisation.

7. Responsibility

A comprehensive list of HSW responsibilities is provided in the [HSW Roles and Responsibilities Standard](#). A summary of responsibilities with respect to immunisation is provided below.

Monash Health Safety & Wellbeing (HSW) team:

Regarding immunisation, HSW will:

- Provide advice and information to heads of academic/administrative units, supervisors, Biosafety and Safety Officers, local HSW committees and individuals.
- Coordinate the authorisations and course(s) of work-related immunisations.
- Maintain records of individuals who have completed a course(s) of work-related immunisations (where applicable).

Head of Academic/Administrative Unit:

It is the responsibility of the Head of academic/administrative unit to:

- Identify all staff and students who are potentially at risk of exposure to vaccine-preventable diseases.
- Ensure that adequate resources are provided for the immunisation of staff, students and visitors.

Supervisors:

Supervisors are responsible for identifying all staff and students, under their supervision, who are potentially at risk of exposure to vaccine-preventable diseases.

Individuals:

Where a risk assessment has indicated that an immunisation is recommended for an individual or if the individual is not sure if they need to have a work-related immunisation, they should speak to their Biosafety Officer or Safety Officer. If further assistance is required, contact HSW.

Biosafety Officer:

The Biosafety Officer is responsible for providing advice about immunisation at the local level and acting as a liaison between their area and HSW.

Safety Officer:

In areas where a Biosafety Officer has not been appointed, the Safety Officer is responsible for providing advice about immunisation at the local level and acting as a liaison between their area and HSW.

8. Records

For HSW records document retention, please refer to the University's [Information Governance and Recordkeeping Procedure](#).

9. Tools

The following tools are associated with this document:

[Australian Immunisation Handbook - Vaccine preventable diseases](#)

[Australian Immunisation Handbook - Vaccination for people at occupational risk](#)

[Immunisation Grid](#)

[Universal Immunisation Form](#)

DEFINITIONS

Associate	For the purposes of this document 'associates' are defined as contractors, conjoint appointments, affiliates and adjunct appointees.
Government Order	A regulation, public health order, direction or other legally enforceable requirement issued by, or on behalf of, the Commonwealth of Australia or any state or territory within Australia with jurisdiction over the relevant University location.
University location	As defined under 'university precinct' in the Dictionary to the Monash University (Council) Regulations , means the whole or part of any land, building or facility: <ul style="list-style-type: none">● owned or occupied by the University; or● used by it, or by one or more students for the purpose of conducting a University activity.
University activity	As defined under 'university activity' in the Dictionary to the Monash University (Council) Regulations , means an activity carried out on a University location or other place in or outside Australia that is arranged, or conducted, by or on behalf of the University, whether alone or in connection with any other entity.
Visitor	Any person who attends a University location other than as a staff member, student or associate.

GOVERNANCE

Parent policy	HSW Policy
Supporting documents	Monash HSW documents First Aid Standard Using Biologicals and Animals Standard
Supporting schedules	N/A
Associated documents	Australian and International Standards ISO 45001:2018 Occupational Health and Safety Management Systems Other Documents Australian Technical Advisory Group on Immunisation (ATAGI). Australian Immunisation Handbook, Australian Government Department of Health, Canberra, 2018
Related legislation	Occupational Health and Safety Act 2004 (Vic) Public Health and Wellbeing Act 2008
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Content enquiries	hsw@monash.edu

DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1.0	2026	Administrative changes due to: <ul style="list-style-type: none"> • Conversion of Procedure to a HSW Standard • Transition Procedure out of University Policy Bank on to HSW website