



Guild guidance on workforce vaccination

The Australian Government's policy is that receiving a vaccination is free and voluntary.

The Government encourages employers and employees to work together to find solutions that suit their individual needs and workplaces.

A collaborative approach in the workplace that includes discussing, planning and facilitating COVID-19 vaccinations is an important part of Australia's vaccine rollout, because having a vaccine is one of the best ways to protect themselves and the community against COVID-19.

Businesses play a vital role in helping support staff in getting the COVID-19 vaccine. Below are five things you can do right now to play your part as an employer in the vaccine rollout.

FIVE THINGS EMPLOYERS CAN DO RIGHT NOW

1. **Communicate, encourage and support your workforce** to get vaccinated by providing employees with access to reliable and accurate information about the vaccine and where employees can get vaccinated
2. **Assist your employees to get vaccinated** where possible by being as flexible as you can be when it comes to staff getting the vaccine. For some employers this could include allowing employees time off or moving around shifts to allow employees to attend vaccination appointments
3. **Have sensible conversations with your workforce.** While some employers may need to consider mandating vaccinations, all employers should have sensible conversations with their workforce about how the workplace will be approaching vaccinations and ensuring all staff are kept safe
4. **Keep accurate and up to date records.** Employers can legally ask staff about their vaccination status, though it is up to the individual employees as to whether they choose to share information or not. If an employee chooses to disclose their vaccination status, all employers should know and understand their privacy obligations in relation to the collection, use and disclose of this sensitive health information
5. **Continue to take preventative measures** to ensure the health and safety of everyone in the workplace. Employers have a legal obligation under WHS Law to as far as is reasonably practicable ensure the health and safety of workers in the workplace. Employers should continue to take precautions to prevent the spread of COVID-19 in the workplace.

For more information on each of the above, see the [Australian Chamber of Commerce and Industry COVID-19 Vaccinations and the Workplace Employer Guide](#).

If you are considering mandatory vaccinations for your employees, follow the guidance provided by the Fair Work Ombudsman [here](#).

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