

VACCINATION POLICY AND PROCEDURE

Responsible Officer	Chief Executive Officer
Approved by	Board of Directors (BoD)
Approval date	28 October 2021
Commencing date	29 October 2021
Review by	October 2022
Relevant Legislation and Policies	<ul style="list-style-type: none"> • Fair Work Act 2009 • Anti-Discrimination Act 1977 (NSW) • Equal Opportunity Act 2010 (VIC) • Educational Services (Post-Secondary Education) Award 2020 • Work Health and Safety Act 2011 (NSW) • Work Health and Safety Regulation 2017 NSW • NSW Codes of Practice • Model Codes of Practice • Occupational Health and Safety Act 2004 (VIC) • Occupational Health and Safety Regulations 2017 (VIC) • Compliance Codes and Codes of Practice (VIC) • Education Services for Overseas Students Act 2000 (ESOS Act) and ESOS Regulations 2019 • Higher Education Standards Framework (Threshold Standards) 2021 • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code) • Tertiary Education and Quality and Standards Agency Act 2011
Responsible Organisational Unit	People and Culture

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1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

AIM is committed to the health, safety and welfare of all staff, students and to the people affected by its undertakings, including contractors and visitors to all sites.

1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

1.3 Principles

The following are principles that guide AIM’s Procedures for returning to campus activity after the 2020-21 COVID-19 pandemic:

1. These principles will be superseded by any relevant federal or state legislation as developed. AIM recognises this is a fast-developing area of law.
2. AIM prioritises the safety of its staff, students and visitors to our campuses.
3. AIM is currently of the view, relying on published medical expertise, that the best protection against the COVID-19 disease is to be vaccinated with a TGA approved vaccine. AIM has an obligation to provide a safe workplace and is of the view that vaccination against COVID is an important part of this provision.
4. AIM will require a record of vaccination status to be recorded upon employment and engagement as a contractor and maintained in accordance with privacy laws.
5. AIM reserves the right to require that an employee or contractor not attend an AIM campus for any reason.
6. AIM will require a record of vaccination status to be recorded upon enrolment as a student who is attending face to face classes or will in the course of their study need to interact with external organisations (e.g., for an internship), and maintained in accordance with privacy laws.
7. Unless required by law, AIM will not require mandatory vaccination from anyone who is a current staff member or contractor at 31 October 2021. However, AIM will require people who are not vaccinated to

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contact People & Culture prior to any arrival on campus, to discuss their situation and devise an appropriate strategy for any arrival on campus.

8. AIM will deal specifically with the (probably small number of) individual situations that will arise where someone is not vaccinated, according to a regularly reviewed procedure. Each case needs to be dealt with on its own terms, as the issues can be complex and specific. Any decisions will be the responsibility of the CEO or delegated to a member of the Leadership Group (or a sub-committee thereof) and subsequently reported to the Finance & Risk Committee. The most likely request of an unvaccinated person is that they will have to present evidence of a negative COVID test from the past 24 hours to attend campus.
9. AIM reserves the right to request specific behaviours from non-vaccinated people in order that they attend an AIM campus for any reason. These requests may change from time to time, and AIM is under no obligation to inform non-vaccinated people of these conditions prior to attending campus unless they have volunteered their vaccination status beforehand.
10. AIM will require all staff, contractors and students and all visitors to check in to campus whenever they visit under the same conditions as any other workplace or business under the legislation of the state in which the campus exists, and to adhere by the health guidelines of the time.

1.4 Purpose

The Institute strives to maintain an effective approach to managing health and safety obligations pertaining to the COVID-19 vaccine by:

- Sharing and making this policy available to all staff, students and others
- Complying with government health orders, as set out in relevant legislation
- Publicising and advocating AIM's commitment to health and safety
- Maintaining and continually improving the Institute's systems and processes through actions such as regular reviews and audits
- Requesting staff, students and visitors receive an available COVID-19 vaccine everyone to take proactive steps to resolve potential health and safety matters
- Facilitating the sharing of information through consultation
- Recognising that the Institute's work environment and conditions will continue to evolve, as will government health advice and legislation
- Adapting to changes in best practice, regarding workers' and other people's needs and legislation
- Regularly reviewing this policy and procedure to ensure it remains relevant and meets the Institute's needs.

1.5 Scope

This policy is relevant to three types of people: workers, students and all other people.

Staff and other workers include any person carrying out work for a department

Students: Any person currently enrolled by the Institute

All **other people**, such as customers who attend or otherwise are engaged with the Institute's workplaces and/or staff and other workers.

1.6 Coverage

This policy and procedure applies to the AIM Sydney and Melbourne Campuses, and any other campus or property AIM might operate.

1.7 Special Conditions or Exceptions

Where a worker, student or visitor is unable to receive a vaccination and has an approved exemption, AIM will require this person to contact People & Culture prior to any arrival on campus, to discuss their situation and devise an appropriate strategy for any arrival on campus.

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Each case needs to be dealt with on its own terms, as the issues can be complex and specific. Any decisions will be the responsibility of the CEO or delegated to a member of the Leadership Group (or a sub-committee thereof) and subsequently reported to the Finance & Risk Committee. The most likely request of an unvaccinated person is that they will have to present evidence of a negative COVID test from the past 24 hours to attend campus.

2. Duties

2.1 Duties of the Institute

The Institute will, as far as is reasonably possible, ensure:

- The health and safety of staff and students specifically in relation to COVID-19, and
- That other people are not put at risk from work carried out for, or on behalf of, the Institute.

2.2 Duties of Workers

Everyone is required to:

- Take reasonable care for their own health and safety
- Take reasonable care that their actions do not adversely affect the health and safety of other people
- Comply with any reasonable instruction or directions given by the Institute to ensure compliance with health and safety obligations
- Cooperate with any policy, procedure or guideline of the Institute, and
- Promptly report and record health and safety risks or incidents, in accordance with the procedures.

2.3 Duties of Managers

Managers are expected to:

- Provide leadership and model appropriate attitudes to health and safety matters
- Proactively assist in identifying and managing potential health and safety issues
- Encourage staff to report any risks to health and safety
- Make sure staff, students and others have the right information
- Escalate matters to the line supervisor when necessary.

2.4 Duties of Others (including students and visitors)

If a person is not a worker, but attends an Institute's building (for example, students and visitors), they must:

- Take reasonable care of their own health and safety
- Take reasonable care that their actions or omissions do not adversely affect the health and safety of others
- Comply, so far as they are able, with any instructions that may be given by the Institute regarding health and safety obligations.

3. Implementation

3.1 Reviews and Escalation

The aim is to improve health and safety performance by assessing compliance with health and safety standards.

To escalate specific health and safety matters (such as a potential risk or incident):

- For staff, contact People and Culture or your manager.
- For students, contact the Head of Student Experience and Success.
- People and Culture and Student Experience and Success will report to the Leadership Group.
- If incident is a high risk, it is then sent to the Board to be addressed under the Risk Management guidelines.

3.2 Rules and Standards

- Safety is everyone's responsibility.
- Always take reasonable care that your actions do not adversely affect the health and safety of others.

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- You are encouraged to report any issues that may arise in relation to this policy.
- Managers need to proactively manage potential health and safety issues.
- Managing health and safety risks is most effective when people are consulted, and risk controls are implemented early.

3.3 Consultation

- In line with consultation obligations contained within the Award, the CEO has sought input and feedback from students, staff, the Leadership Group and Board of Directors in relation to this policy. This policy will continue to be regularly reviewed and updated in response to ongoing consultation.

4. Accountabilities

4.1 Responsible Officer

- a. **CEO:** has the primary duty of care under the Health and Safety legislation to ensure, so far as reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the Institute, including any risk of exposure to COVID-19
- b. **Head of People and Culture (HPC), Head of Student Experience and Success (HSES) and General Manager (GM):** have joint responsibility for this policy and procedure and are responsible for monitoring and facilitating the implementation and regular review of the Policy. The **HPC** is responsible for training in the application of this policy to ensure all staff are fully informed. The **HSES** is responsible for ensuring all students are fully informed.

4.2 Contact Officer

- a. **Leadership Group (LG):** must exercise due diligence to ensure the Institute complies with state-based health legislation. This includes taking reasonable steps to ensure the Institute has and uses up to date resources and information to ensure compliance with legislation and employer obligations.
- b. **Managers/Supervisors:** have a responsibility to facilitate a safe work environment that enables staff to carry out their work responsibilities. Managers/Supervisors should be alert the Leadership Group if there is a possibility this policy is not being followed.
- c. **Health and Safety Representatives (HSR):** have the responsibility to consult at all levels of the Institute and inspect the workplace at regular intervals. The HSR also is responsible for initiating any corrective action(s) in regard to hazards and/or unsafe work practices and report them to the Leadership Group.
- d. **Staff members** have a duty to:
 - Take reasonable care for their own health and safety
 - Take reasonable care that their acts do not adversely affect the health and safety of other persons
 - Report to the Head of People and Culture, as soon as reasonably practicable, any concerns with the Vaccination policy
 - Comply, so far as reasonably practicable, with any reasonable instructions given by the Institute.
- e. **Students:** have a similar duty to that of a staff member.

5. Supporting Information

5.1 Supporting Documents

- *Supporting documents will be added and communicated as required*

5.2 Related Documents

- [Anti-Discrimination Policy and Procedure](#)
- [Critical Incident and Emergency Policy and Procedure](#)
- [Staff Code of Conduct](#)
- [Student Code of Conduct](#)

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5.3 Supporting Websites

- [Fair Work – COVID-19 vaccinations](#)
- [Centre for Work Health and Safety](#)
- [Safe Work Australia](#)
- [SafeWork NSW](#)
- [WorkSafe Victoria](#)

6. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Due Diligence	Taking reasonable steps to reduce risk
Duty of Care	A legal obligation which is imposed on an individual or company requiring adherence to a standard of reasonable care in regards to any acts that could foreseeably harm others
Hazard (risk)	A situation in the workplace that has the potential to harm the health and safety of people or to damage plant and equipment
Health	<ul style="list-style-type: none"> • Physical health relates to the functioning of the physical body. • Mental Health relates to people's emotions, thoughts and behaviours
Incident	The death of a person, or a serious injury or illness of a person; or a dangerous incident
Near Miss	An unplanned event that could have resulted in an injury/illness to people or danger to health
Reasonably Practicable	Means what is reasonably able to be done 'at a particular time' to ensure health and safety
Safety	The condition of being protected from or unlikely to cause danger, risk or injury
Vaccine	A substance used to stimulate the production of antibodies and provide immunity against one or several diseases, prepared from the causative agent of a disease, its products, or a synthetic substitute, treated to act as an antigen without inducing the disease

7. Document History

Version	Date	Review history	Next Review Date
1.0	28 Oct 2021	Policy established by the Board of Directors	October 2022
1.1	November 2021	Updated to new format	October 2022
1.2	November 2021	Revised to include information related to the COVID-19 pandemic	October 2022
1.3	February 2022	Revised procedure regarding return to campus. Minor administrative amends to reflect legislative updates. Minor formatting adjustments.	October 2022

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8. Flowchart – Showing Process and Decision Points

1. Process for workers, students and other people when attending campus:
 - This process applies for both NSW and VIC
 - Check-in to the campus using the QR code that registers attendance through the Services NSW /Services Vic mobile phone applications (as relevant)
 - At campus reception, present evidence of check-in (green tick) and COVID-19 vaccination record (digital certificate in phone wallet, digital certificate in Services NSW or Services Vic app, authorised printed copy)
 - Check-out of the campus when leaving the premises
2. Process for keeping information about vaccination status for workers and students
 - The Institute will not collect vaccination information for workers, students and other people who are able to check-in to the campus using the Services NSW or Services Vic mobile phone applications (as relevant)
 - If a worker, student or other person is unable to check-in to the campus using the Services NSW or Services Vic mobile phone applications (as relevant), the Institute will maintain a confidential register including full name, contact phone number, campus arrival time, campus departure time and verification that evidence of a COVID-19 vaccination record was sighted upon campus entry. This register will be held by People and Culture.
3. Process for dealing with unvaccinated individuals who attempt to attend campus
 - Students are to contact the Head of Student Experience and Success if they are unvaccinated and seek to attend campus
 - Workers are to contact the Head of People and Culture if they are unvaccinated and seek to attend campus
 - If an unvaccinated individual attempts to attend campus without notice, the reception team must contact the Head of People and Culture, the Head of Student Experience and Success, the General Manager or the CEO
 - The Leadership Group member will then liaise directly with the unvaccinated individual to understand the nature of their circumstances and determine whether it is possible for the individual to access campus. This decision must also receive the endorsement of the CEO prior to the individual being allowed on campus
 - The individual will be required to comply with any further directions as outlined by the Institute during their time on campus – this may include evidence of a negative COVID-19 test result, wearing a mask for the duration of their visit, being restricted to certain areas of the campus or any other reasonable direction
 - No unvaccinated individual will be allowed to access a campus if this goes against State Health legislation
4. Process for dealing with unvaccinated individuals who are not attempting to attend campus
 - Unvaccinated students who are not attempting to attend campus and are seeking to undertake their studies remotely are to contact the Head of Student Experience and Success
 - Unvaccinated workers who are not attempting to attend campus and are seeking to undertake their work remotely are to contact the Head of People and Culture

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- The Institute will assess the student needs and study needs on a case by case basis to determine appropriate actions. All decisions must also receive the endorsement of the CEO.
- The Institute will also assess the worker needs, nature of their role and the needs of the Institute on a case by case basis to determine appropriate actions. All decisions must also receive the endorsement of the CEO.

5. Procedure for people who have had COVID and are returning to campus, or who have COVID symptoms and need to attend campus:

- Workers who have tested positive to COVID must not attend campus until at least day 8 after their diagnosis.
- Workers need to have received a negative COVID test result (either PCR or RAT) before attending campus; evidence may be required under special circumstances, but in general it will be accepted in good faith when a worker reports a negative test.