

# Coffs Harbour Regional Landcare

## Vaccine Policy

### Volunteers

Effective: February 1, 2022



Due to the NSW Governments changes to the current COVID 19 Public Health Order coming into effect on 15 December 2021, Landcare NSW has developed the following Vaccine Policy. The policy has been developed in line with our major funders and trading partners, NSW Government, Local Land Services and the Department of Planning, Industry and Environment (DPIE). As a Landcare NSW Member, Coffs Harbour Regional Landcare (CHRL) adopts the Landcare NSW Policy, with amendments, for their own use.

As the future COVID responses and policies are adjusted and modified by Government (state and/or national) this policy will be reviewed regularly by the Executive Committee at a local level as per local transmissions and restrictions applicable to the Coffs Harbour LGA (Local Government Area).

However, Landcare NSW commits to reviewing policy at a State level as the NSW Government makes changes to the Public Health Order and CHRL will review and adopt all applicable changes as recommended by Landcare NSW.

### Policy Statement

This policy outlines COVID-19 vaccination requirements for volunteer roles in Coffs Harbour Regional Landcare (CHRL) and/or where working with Coffs Harbour City Council, National Parks & Wildlife Service (NPWS), Landcare NSW, Department of Regional NSW (DRNSW), Local Land Services (LLS), Department of Education, DPIE or other NSW Government Agencies, and/or working with Landcare Members in order to:

- protect the communities we serve, noting that many are vulnerable (over 70's, Aboriginal Communities, etc)
- protect our volunteers, members, employees, and our families from potential infection through the communities we serve and through interactions with each other
- provide a safe environment for our volunteers and employees to work together, and
- ensure business continuity for our services.

CHRL has a duty to eliminate or, if that is not reasonably practicable, to minimise the risk of exposure to COVID-19 in workplaces. Based on an assessment of risk, COVID-19 vaccination has been identified as the highest control measure available in the hierarchy of controls to manage COVID-19 risk in workplaces. Other lower-level controls including personal protective equipment, social distancing, personal hygiene measures and capacity limits will also be used in workplaces as prescribed in COVID-19 Risk Assessments.

Accordingly, the CHRL President and Executive Committee respectively directs that volunteer access to outdoor workplaces is dictated by current NSW Public Health Orders for volunteers who provide evidence of full vaccination. Evidence must be provided upon request by staff or site coordinators. Volunteers who fail to provide proof of vaccination upon request will be deemed unvaccinated for the purpose of this policy.

Additional to NSW Public Health Orders, CHRL requires all vaccinated volunteers to wear a mask, maintain social distancing and follow personal hygiene measures at all indoor venues, workshops, and events.

Access to workplaces for unvaccinated volunteers is restricted to outdoor site activities with the following conditions:

- A mask must be worn at all times
- Social distancing must be maintained (1.5m minimum distance required)
- Personal hygiene measures must be followed
- Equipment must not be shared

Additionally, unvaccinated volunteers are restricted from attending all indoor and outdoor CHRL workshops, events, and meetings.

## Scope

This Policy applies exclusively to all Coffs Harbour Regional Landcare volunteers and workplaces. All other workers as defined under the *Work Health and Safety Act 2011* must comply with the vaccination requirements outlined in the Coffs Harbour Regional Landcare Policy – Employees, Contractors and Consultants.

## Requirements

### **Risk assessments**

1. COVID-19 risk assessments have been completed.
2. The risk assessment considers for the roles in each category:
  - the duties and responsibilities of those roles and the type and range of work activities
  - the nature of the workplace/event environment (outdoor or indoor)
  - current and alternative control measures such as personal protective equipment, social distancing, personal hygiene measures and capacity limits and if these are adequate to sufficiently protect workers
  - the effectiveness of vaccines in reducing the risk of transmission or serious illness, including risks associated with the “New Variants” of COVID-19.
3. The COVID-19 risk assessments for each category will be reviewed as often as is necessary to ensure that they accurately reflect the work environment and the risk of COVID-19.
4. Consultation should be undertaken with volunteers on the risk assessments as required in sections 47, 48 and 49 of the *Work Health and Safety Act 2011*.

### **Failure to provide evidence of vaccination**

If proof of vaccination is not provided by a volunteer upon request, the volunteer will be deemed unvaccinated for the purpose of this policy.

1. Landcare NSW will support CHRL Executive Officers (EO's) and Groups/Networks to deal with cases of unvaccinated volunteers in roles for which vaccination is required. Dependent on individual circumstances, available actions may include:
  - a. providing reasonable short-term adjustments
  - b. withdrawal of duties on the basis that work cannot be safely undertaken
  - c. offer counselling from a medical professional
  - d. misconduct action to address failure to follow a reasonable direction

### **Proof of vaccination**

1. Evidence of vaccination must be provided by volunteers in the form of either the COVID-19 digital certificate or an immunisation history statement.
2. Proof of vaccination will be:
  - sighted by CHRL staff upon arrival at the CHRL office
  - sighted by the Site Coordinators upon arrival at a Landcare site including the CHRL Community Nursery, or organiser of a CHRL workshop/event on attendance to a CHRL workshop or event
3. The information may be used to inform action, including in the event of non-compliance with any relevant COVID-19 safety plans, policies, or directions. The information may be disclosed to CHRL Executives and individuals responsible for managing health and safety in a workplace, including people nominated by the Executive as responsible for COVID-19 safety at a specified site.

4. Any volunteer may request access to, and amendment of, their personal information, as set out in the organisations Privacy Management Plan. Vaccine status information will be destroyed when it is no longer needed.

#### ***Breach of this policy***

1. Breach of this policy may lead to action being taken for misconduct.
2. Breach of this policy may include:
  - a. Providing false or intentionally misleading information about vaccination status, medical contraindication, or personal circumstances
  - b. Attending a workplace in breach of this policy
  - c. Refusing a reasonable direction to provide or show evidence of vaccination

### **Roles and responsibilities**

- *Employees*: understand and comply with the requirements of this policy.
- *EO's, Staff and Site Coordinators*: Promote and support this policy. Exercise delegations with reference to this policy.

### **Definitions**

- *Vaccination*: means a full course of COVID-19 vaccination as recommended by NSW Health. Note that any requirement for booster shots will be considered separately based on advice from NSW Health.
- *Workplace*: has the same meaning as outlined in [Section 8 of the Work Health & Safety Act 2011](#), which defines *workplace* as "a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work."
- *Workplace environment*: the work setting, social interactions and physical conditions that characterise a workplace.
- *Volunteer*: means a worker who is performing services for zero payment.

<p><i>CHRL Covid Vaccine Policy - Volunteers Adopted by CHRL Executive Date: January 18, 2022 Reviewed: Next review: January 2023</i></p>
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