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| --- | --- | --- | --- | --- |
| **Risk Rating Table** | | | | |
|  | **Seriousness** | | | |
| **Likelihood** | Negligible  (no injuries) | Minor/Moderate  (first aid/medical) | High  (extensive injuries) | Catastrophic  (fatalities) |
| Very likely | High | Extreme | Extreme | Extreme |
| Likely | Moderate | High | Extreme | Extreme |
| Possible | Low | High | Extreme | Extreme |
| Unlikely | Low | Moderate | High | Extreme |
| Very Unlikely (rare) | Low | Moderate | High | High |

**Type of Controls**

E Eliminate

SUB Substitute

ISO Isolate

PC Prevent Contact

EC Engineering Controls

AC Administrative Controls

PPE Personal Protective Equipment

**Vaccination Risk Assessment**

Businesses cannot require any individual to be vaccinated. However, businesses can require that certain work must only be done by vaccinated workers, where there is high risk of contracting and transmitting COVID-19 to others.

Discuss these questions with your employees. Think about what the work tasks look like for a typical day or week. Identify the risk rating indicated alongside each risk factor. Where a situation is not black and white, a judgement call will need to be made.

**Remember: the risk assessment is based on the role, not the person.**

If your risk ratings tend toward higher risk and you are not able to reduce that risk by implementing more controls, you and your employees should consider whether the work should be performed by a vaccinated employee. If your risk assessment is clear that the risk of COVID-19 infection and transmission through a particular work task is no higher than outside work, you may decide not to require the role to be performed by a vaccinated employee – but you can still act. Making it as easy as possible for your employees to get vaccinated is a great way to support New Zealand’s fight against COVID-19.

Note: from mid December 2021, a simplified tool will be released by WorkSafe to clarify what work should be covered by vaccinated workers. The tool will provide clear legal framework to help make decisions regarding vaccination in the workplace but will not override risk assessments that businesses have already done. You many choose which one you use, and any assessments done prior will remain valid.

The tool will specify four key factors and at least three of those must be met before it would be reasonable to require vaccination for particular work. To prepare for this, we recommend assessing the following areas as part of your risk assessment:

* Are the workers in an area with less than 100m2 of indoor space?
* Are the workers less than 1m apart from other people?
* Are the workers routinely near others for more than 15 minutes?
* Are the workers providing services to people vulnerable to COVID-19?

***Example – Event Manager***

| **Hazard** | **Risk** | **Inherent Risk Score** | **Type of Control** | **Hazard Analysis and Controls** | **Residual Risk Score** | **Action Required** | **Review Date** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Contact with people | Transmission of infection | Extreme | A  PPE | Events involve large numbers of close and casual contacts.  The role requires the worker to be face to face with the clients and active within the event itself.  The role is unable to be contactless due to the organisational face to face requirement.  Event managers are required to attend the event itself. However, admin work could be conducted from home.  Masks are mandatory. | High |  |  |

| **COVID-19 Hazard/Risk Register – Vaccination** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ROLE:** | | **DESCRIPTION/TASKS:** | | | | | |
| **Hazard** | **Risk** | **Inherent Risk Score** | **Type of Control** | **Hazard Analysis and Controls** | **Residual Risk Score (with controls)** | **Action Required** | **Review Date** |
| Contact with people | Transmission of infection |  |  | *Are the workers less than 1m apart from other people?*  *Are the workers routinely near others for more than 15 minutes?*  *Is this a customer facing role?*  *Are the workers providing services to people vulnerable to COVID-19?*  *Is it possible for the role to be contactless?*  *Could the hours of work or location of work be varied to minimise contact with others?*  *What PPE is provided and worn by the person in this role?*  *Could the worker safely work alone or in isolation?* |  |  |  |
| Discrimination | Discrimination of worker based on vaccination status |  |  | No workers will be directly or indirectly discriminated against on the basis of their vaccination status |  |  |  |
| Identifying contacts of worker | Lack of contact tracing |  |  | *How easy will it be to identify the people who come into contact with this role?*  *Is this a customer facing role or would contacts be co-workers only?*  *What contact tracing processes are or could be in place? QR codes, manual contact trace registers, Bluetooth, travel logs, booking systems* |  |  |  |
| Lack of access to vaccinations during work hours | Unvaccinated workers |  |  | All workers will be allowed access to vaccination during work hours (when available) for themselves and their dependents, without using annual leave or losing pay |  |  |  |
| Lack of access to information regarding vaccines | Unvaccinated workers |  |  | All workers we be provided with relevant and timely information from the MoH or DHB’s about the importance and benefits of vaccination |  |  |  |
| Lack of compliance with public health order | Uncontained outbreak or spread of COVID-19 |  |  | We will ensure full compliance when Workers are required to be vaccinated under the COVID-19 Public Health Response (Vaccinations) Order 2021 and/or the My Vaccine Pass mandate |  |  |  |
| Proximity to other people (and length of time in proximity) | Transmission of infection |  |  | *How close is the worker carrying out the role required to be in proximity to other people?*  *Is social distancing possible?*  *How long is the worker carrying out the role required to be in that proximity to other people?*  *How often is the worker carrying out the role required to be in that proximity to other people?*  *Could the tasks be varied to allow for a greater proximity?*  *Could breaks be staggered to ensure social distancing?* |  |  |  |
| Requirements of Clients, Sites and Contracts | Unable to work for various clients or sites |  |  | *Are vaccines a requirement of our clients, sites we enter or contracts we have tended for?*  *Could other vaccinated workers cover the work required for these clients, sites, and contracts?*  *Will we be requiring the use of Vaccination Certificates from clients?* |  |  |  |
| Shared equipment by workers | Transmission of infection by sharing equipment |  |  | *Does the role involve sharing equipment with others?*  *Could the equipment be provided in numbers that allow for single use?*  *What cleaning and disinfection processes are in place?*  *What PPE is provided and worn?* |  |  |  |
| Underlying health conditions (both for worker and others) | Greater risk of transmission  Greater risk of serious illness |  |  | *Does the work of this role involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions, vulnerable people, immune-compromised individuals, and older people?*  *Could the role be varied to minimise contact with those higher risk people?* |  |  |  |
| Work environment (indoors vs outdoors) | Transmission of infection |  |  | *Is the role conducted in an indoor environment, or an outdoor environment?*  *Are the workers in an area with less than 100m2 of indoor space?*  *What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work?*  *Could the role be moved to an outdoor environment?*  *Could the ventilation within an indoor space be improved?* |  |  |  |
| Working in higher alert levels (essential work) | Greater risk of exposure |  |  | *Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level?* |  |  |  |
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| **The above hazards are examples and by no means an exhaustive list. We suggest that you always ensure you are using the latest guidelines and safety instructions. www.covid19.govt.nz** | | | | | | | |

**Overall Residual Risk:**

**Vaccination Requirement:**

**Date:**

**Name/Position:**

**Signed:**