

PROCEDURES FOR IMMUNISATION

September 2009

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1. PURPOSE

The purpose of these procedures is to ensure that staff and students, who are potentially at risk of exposure to vaccine-preventable diseases are immunised in order to provide protection against risks to their health and safety in accordance with the Occupational Health and Safety Act 2004 and the Public Health and Wellbeing Act 2008. Contractors are responsible for ensuring that their staff are appropriately immunised. Occupational Health and Safety is available to provide guidance.

2. SCOPE

These procedures apply to all staff and students at the Australian campuses of Monash University and to Monash controlled entities. Undergraduate students should take directions from their faculty.

3. ABBREVIATIONS

OH&S Occupational Health and Safety Branch

TB Tuberculosis

4. DEFINITIONS

4.1 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT

Head of academic/administrative unit is used to denote the head of the area that is undertaking the activity. For academic areas, this term includes head of faculty, school, unit/entity, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.

4.2 MONASH CONTROLLED ENTITY

Monash controlled entities (e.g. companies) include entities where Monash can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this procedure, a Monash controlled entity will be referred to as a controlled entity.

4.3 SUPERVISOR

4.3.1 Supervisors are those who are responsible for overseeing:

- the work program of other staff;
- the study program of honours and postgraduate students; and
- undergraduate students in lectures, tutorial and practical classes and on field trips.

4.3.2 The supervisor of staff or students has a particular responsibility for safeguarding the occupational health and safety of those in their charge. The supervisor can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task. The supervisor is, however, responsible for ensuring that the staff member or student has received appropriate training and has gained sufficient competence to undertake the task.

5. SPECIFIC RESPONSIBILITIES

5.1 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 Occupational Health and Safety.

5.2 HEAD OF ACADEMIC/ADMINISTRATIVE UNIT/CONTROLLED ENTITY

It is the responsibility of the academic/administrative unit/controlled entity 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

5.3 INDIVIDUALS

Each staff member, or student, who

- is in one of the at-risk groups,
- a risk assessment has indicated that they are likely to require a work related immunisation,
- is not sure if they need to have a work related immunisation, must:
 - first speak to their biosafety officer or safety officer
 - and if further assistance is required, contact Occupational Health and Safety on 990 51014.

5.4 OCCUPATIONAL HEALTH AND SAFETY BRANCH

With regard to immunisation, Occupational Health and Safety will:

- provide advice and information to heads of academic/administrative units/controlled entities, supervisors, biosafety and safety officers, OHS&E 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).

5.5 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 Occupational Health and Safety.

5.6 SUPERVISORS

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

6. PROCEDURES FOR HEPATITIS A IMMUNISATION

September 2009

HEPATITIS A RISK AT MONASH UNIVERSITY

Hepatitis A is a viral infection which affects the liver and is transmitted predominantly by the faecal-oral route.

Those at risk of exposure to hepatitis A include staff and students who:

- are required by Monash University to travel overseas to areas in which hepatitis A is endemic
- work in child care
- work in paediatric wards, intensive care units and/or emergency departments
- may be exposed to raw sewage during work activities i.e. plumbers, staff involved in water studies
- work with non-human primates

SHOULD YOU HAVE HEPATITIS A IMMUNISATION?

If you are in one of the at-risk groups described above or if a risk assessment indicates that you may be exposed to the hepatitis A virus, or if you are not sure of your need to have hepatitis A immunisation, you should first speak with your biosafety officer or safety officer. If further assistance is required, contact Occupational Health and Safety on 990 51014.

ARRANGING HEPATITIS A IMMUNISATION

- refer to the Immunisation grid in appendix 16.1
- download the form by clicking on the "X" on the grid
- follow the accompanying instructions

HEPATITIS A IMMUNISATION COURSE

The course consists of 2 injections. The second injection 6-12 months after the first.

Hepatitis A can be given in combination with hepatitis B and is then given in accordance with the hepatitis B immunisation course requirements.

WHO PAYS FOR THE IMMUNISATION COURSE

If you are in an at-risk group for hepatitis A as part of your work or postgraduate study with Monash University, or if you are an honours student then your faculty/unit/entity pays for the immunisation course.

RECORDS OF HEPATITIS A IMMUNISATIONS

Records of hepatitis A immunisation courses will be maintained by the treating health provider and may also be maintained by Occupational Health and Safety.

For any inquiries contact Occupational Health and Safety, telephone: 990 51014

7. PROCEDURES FOR HEPATITIS B IMMUNISATION

September 2009

HEPATITIS B RISK AT MONASH UNIVERSITY

Hepatitis B is a viral disease of the liver transmitted by direct transfer of infected blood or bodily fluids. Those at risk of exposure to the hepatitis B virus include:

- staff and students working in patient care and who come into contact with potentially contaminated human blood or body fluids (Note that undergraduate medical and nursing students are covered under a separate Faculty of Medicine, Nursing & Health Sciences policy)
- staff and students whose work or study involves exposure to potentially contaminated blood or body fluids
- staff and students whose work or study requires working with non-human primates
- first aiders;
- cleaners and maintenance workers at risk of unexpected exposure to inappropriately discarded needles and syringes
- staff and students responsible for needle and syringe disposal
- staff and students involved with water studies where there is a potential for exposure to raw sewage
- staff who work in child care

SHOULD YOU HAVE HEPATITIS B IMMUNISATION?

If you are in one of the at-risk groups described above or a risk assessment indicates that you may be exposed to the hepatitis B virus, or if you are not sure of your need to have hepatitis B immunisation, you should first speak with your biosafety officer or safety officer. If further assistance is required, contact Occupational Health and Safety on 990 51014.

ARRANGING HEPATITIS B IMMUNISATION

- refer to the Immunisation grid in appendix 16.1
- download the form by clicking on the "X" on the grid
- follow the accompanying instructions

HEPATITIS B IMMUNISATION COURSE

- the course consists of 3 injections over a 6 month period, the second injection 1 month after the first, and the third injection 6 months after the first.
- a blood test is required one month after the last injection to check whether antibodies to Hepatitis B have developed.
- If there has been a good antibody response, no further immunisations are required – immunity is long lasting
- If the treating health provider determines there is an inadequate antibody response, then further injections and blood tests may be required.

WHO PAYS FOR THE IMMUNISATION COURSE AND THE BLOOD TEST?

If you are in an at-risk group for hepatitis B as part of your work or postgraduate study with Monash University, or if you are an honours student, then your faculty/unit/entity pays for the immunisation course and the blood test.

RECORDS OF HEPATITIS B IMMUNISATIONS

Records of hepatitis B immunisation courses will be maintained by the treating health provider and may also be maintained by Occupational Health and Safety.

For any inquiries contact Occupational Health and Safety, telephone: 990 51014

MENINGOCOCCAL DISEASE RISK AT MONASH UNIVERSITY

Meningococcal disease is caused by bacteria *Neisseria Meningitidis* and is transmitted from person to person by regular close prolonged contact. The infection can develop quickly causing serious illness or death.

Those at risk of exposure to meningococcal include staff and students who are:

- work with patients and /or tissue which are potentially infected with isolates of *Neisseria Meningitidis*
- required by Monash University to travel overseas to an area where meningococcal is prevalent

SHOULD YOU HAVE MENINGOCOCCAL IMMUNISATION?

If you are in one of the at risk groups described above or a risk assessment indicates that you may be exposed to meningococcal, or if you are not sure of your need to have meningococcal immunisation, you should first speak to your biosafety officer or safety officer. If further assistance is required, contact Occupational Health and Safety on 990 51014.

ARRANGING MENINGOCOCCAL IMMUNISATION

Contact your biosafety officer or Occupational Health and Safety on 990 51014

MENINGOCOCCAL IMMUNISATION COURSE

The specific type of meningococcal immunisation required will depend on the results of the risk assessment.

WHO PAYS FOR THE IMMUNISATION COURSE?

If you are in one of the at risk groups for meningococcal as part of your work or postgraduate study, with Monash University, or if you are an honours student, then your faculty/unit/entity pays for the immunisation course.

RECORDS OF MENINGOCOCCAL IMMUNISATION

Records of meningococcal immunisation courses will be maintained by the treating health provider and may also be maintained by Occupational Health and Safety.

For any inquiries contact Occupational Health and Safety, telephone: 990 51014

9. PROCEDURES FOR POLIOMYELITIS (POLIO) IMMUNISATION

September 2009

POLIO RISK AT MONASH UNIVERSITY

Poliomyelitis (Polio) is a viral infection caused by one of three types of polio viruses and transmitted predominately by the faecal-oral route.

Those at risk of exposure to the Polio virus include staff and students who;

- work with non human primates
- are required by Monash University to travel overseas to areas where polio is endemic
- work in child care
- are health care workers who may come into contact with patients who already have polio

SHOULD YOU HAVE POLIO IMMUNISATION?

If you are in one of the at risk groups described above or a risk assessment indicates that you may be exposed to the polio virus, or if you are not sure of your need to have polio immunisation, first speak to your biosafety officer or safety officer. If further assistance is required, contact Occupational Health and Safety on 990 51014.

ARRANGING POLIO IMMUNISATION

- refer to the Immunisation grid in appendix 16.1
- download the form by clicking on the "X" on the grid
- follow the accompanying instructions

POLIO IMMUNISATION COURSE

The primary course is given in accordance with National Immunisation Program Schedule. A booster (a single injection) is given every 10 years to the at risk groups.

WHO PAYS FOR THE IMMUNISATION COURSE?

If you are in one of the at risk groups for polio as part of your work or postgraduate study with Monash University, or if you are an honours student, then your faculty/unit/entity pays for the immunisation course.

RECORDS OF POLIO IMMUNISATION

Records of polio immunisation courses will be maintained by the treating health provider and may also be maintained by Occupational Health and Safety.

For any inquiries contact Occupational Health and Safety, telephone: 990 51014

Q FEVER RISK AT MONASH UNIVERSITY

Q fever is an infectious disease caused by the rickettsial organism *Coxiella Burnetii*, which can be harboured and transmitted by many animals including sheep, goats, cattle, kangaroos and wallabies. Working with sheep, particularly pregnant sheep, is the principal potential source of Q fever infection at Monash University. Q fever can be transmitted to staff and students by inhalation of contaminated dust or contaminated droplets when infected material e.g. sheep placenta, is cut, handled or dropped.

SHOULD YOU HAVE Q FEVER IMMUNISATION?

If you are in one of the at-risk groups described above or a risk assessment indicates that you may be exposed to Q fever, or if you are not sure of your need to have Q Fever immunisation, first speak with your biosafety officer or safety officer. If further assistance is required, contact Occupational Health and Safety on 990 51014.

ARRANGING Q FEVER IMMUNISATION

- refer to the Immunisation grid in appendix 16.1
- download the form by clicking on the "X" on the grid
- follow the accompanying instructions

Q FEVER TESTING

You will need to allocate times for 2 medical appointments, one week apart;

- **First consultation – you will be checked for evidence of previous Q fever infection by:**
 - having blood taken for Q Fever antibody testing; and
 - having a skin test, involving a small intradermal injection in the forearm
 - **If you have had Q fever in the past or if you have had the Q fever vaccine already then you should not have Q fever vaccination**
- **Second consultation (exactly one week later) - you will:**
 - get the results of the blood test; and
 - have your skin test "read", to see if there was any reaction
 - immunisation will be given, if indicated

Q FEVER IMMUNISATION

If you tested positive to either test or both tests, then you already have immunity to Q fever and will not need any further vaccination. If you tested negative to both then you will be given the Q fever immunisation. The Q fever vaccine is a once-only vaccine given by injection and should give life-long protection.

WHO PAYS FOR THE IMMUNISATION COURSE AND THE BLOOD TEST?

If you are at risk group for Q fever as part of your work or postgraduate study with Monash University, or if you are an honours student, then your faculty/unit/entity pays for the Q fever testing and immunisation.

RECORDS OF Q FEVER IMMUNISATION

Records of Q fever immunisation will be maintained by the treating health provider and may also be maintained by Occupational Health and Safety.

In addition a record of immunisation is forwarded to Department of Human Services (DHS) as part of their requirements.

For any inquiries contact Occupational Health and Safety, telephone: 990 51014

11. PROCEDURES FOR AUSTRALIAN BAT LYSSAVIRUS AND RABIES IMMUNISATION

September 2009

AUSTRALIAN BAT LYSSAVIRUS AND RABIES RISK AT MONASH UNIVERSITY

Australian Bat Lyssavirus (ABL) is closely related to the classic rabies virus. Although Australia is rabies free, ABL has been discovered recently in Australia's flying fox and bat populations.

ABL has been found in Victoria, New South Wales, Queensland, Western Australia and the Northern Territory, but experts recommend that people assume all bats are potentially infected.

Those at risk of exposure to Australian bat lyssavirus and rabies include staff and students who:

- work with flying foxes or insectivorous bats;
- engage in laboratory work involving Australian bat lyssavirus and rabies;
- Veterinarians and associated staff who work with flying foxes or insectivorous bats;
- Persons involved in field and other activities that may lead to direct contact with bats;
- are required by Monash University to travel overseas to areas in which rabies is endemic and work with potentially infected animals.

SHOULD YOU HAVE IMMUNISATION?

If you are in one of the at-risk groups described above or a risk assessment indicates that you may be exposed to Australian bat lyssavirus or rabies, you should first speak with your biosafety officer or safety officer. If further assistance is required, contact Occupational Health and Safety on 990 51014.

ARRANGING IMMUNISATION

- refer to the Immunisation grid in appendix 16.1
- download the form by clicking on the "X" on the grid
- follow the accompanying instructions

IMMUNISATION COURSE

The rabies vaccination covers both rabies and the Australian bat lyssavirus.

The course consists of 3 injections over a 4-week period, the second injection 1 week after the first, and the third injection 4 weeks after the first.

BOOSTER

A booster injection is recommended every 2 years if exposure to Australian bats or travel to endemic countries is continued.

WHO PAYS FOR THE IMMUNISATION COURSE?

If you are in an at risk group for exposure to Australian lyssavirus or rabies as part of your work or postgraduate study with Monash University, or if you are an honours student, then your faculty/unit/entity pays for the immunisation course.

RECORDS OF IMMUNISATION

Records of immunisation will be maintained by the treating health provider and may also be maintained by Occupational Health and Safety.

For any inquiries contact Occupational Health and Safety, telephone: 990 51014.

12. PROCEDURES FOR TETANUS (ADT) IMMUNISATION

September 2009

Tetanus is a bacterial disease caused by the bacillus *Clostridium Tetani*. The bacteria produce toxins that can affect the nervous system. In some cases this can be fatal.

The bacillus can be found in soils and can enter the body via cuts in the skin, especially puncture wounds.

TETANUS RISK AT MONASH UNIVERSITY

Those at risk of exposure to tetanus include staff and students who:

- work with all types of animals
- are gardeners
- are Facilities & Services staff (not office based)
- may be exposed to raw sewage during work activities i.e. plumbers, staff involved in water studies

SHOULD YOU HAVE TETANUS IMMUNISATION?

If you are in one of the at risk groups described above or a risk assessment indicates that you may be exposed to tetanus, or if you are not sure of your need to have tetanus immunisation, you should first speak to your biosafety officer or safety officer. If further assistance is required, contact Occupational Health and Safety on 990 51014.

ARRANGING TETANUS IMMUNISATION

- refer to the Immunisation grid in appendix 16.1
- download the form by clicking on the "X" on the grid
- follow the accompanying instructions

TETANUS IMMUNISATION COURSE

Tetanus is usually given in combination with diphtheria and is part of the National Immunisation Schedule Program. Boosters (single injection) are normally given every 10 years to the at risk groups.

WHO PAYS FOR THE IMMUNISATION COURSE?

If you are in one of the at risk groups for tetanus as part of your work or postgraduate study with Monash University, or if you are an honours student, then your faculty/unit/entity pays for the immunisation course.

RECORDS OF TETANUS IMMUNISATION

Records of tetanus immunisation courses will be maintained by the treating health provider and may also be maintained by Occupational Health and Safety.

For any inquiries contact Occupational Health and Safety, telephone: 990 51014.

TUBERCULOSIS (TB) RISK AT MONASH UNIVERSITY

TB is an infectious disease caused by the organism, Mycobacterium Tuberculosis (TB). TB can be transmitted by inhalation of airborne droplets exhaled by a person carrying the disease.

Those at risk include staff and students who:

- have direct clinical contact with hospital or medical centre patients who have or may have active disease;
- work or study with potentially infected laboratory or post mortem specimens;
- work or study in positions defined by their faculty/unit/entity/centre as at risk;
- work or study with any animal likely to be a vector for TB, e.g. non-human primates, cattle.

SHOULD YOU HAVE TB SCREENING?

If you are in one of the at-risk groups described above or a risk assessment indicates that you may be exposed to TB, or if you are not sure of your need to have TB screening, you should first speak with your biosafety officer or safety officer. If further assistance is required, contact Occupational Health and Safety on 990 51014.

ARRANGING TB SCREENING

- refer to the Immunisation grid in appendix 16.1
- download the form by clicking on the "X" on the grid
- follow the accompanying instructions

TB SCREENING

You will need to allocate times for 2 medical appointments, 2-3 days apart.

- **At the first consultation, you will have:**
 - an assessment of general health and of past history of TB immunisation;
 - a Mantoux test, which is a small intradermal injection in the forearm which must be checked (or read) 48-72 hours after the injection;
 - an assessment of whether further testing is required, e.g. chest X-Ray.
- **At the second consultation 2-3 days later, you will:**
 - have your skin test "read", to see if there was any reaction;
 - if there is some reaction, you may need further medical assessment.

TB SURVEILLANCE PROGRAM

If you have had a negative Mantoux test, a repeat test is required every 2 years (or sooner if there has been a possible exposure).

If you have had a positive Mantoux test further repeat tests will be based on clinical assessment,

However, if you develop a respiratory illness with time off work, a medical assessment (often with chest X-ray) will be required before you resume your normal duties.

An exit Mantoux test just prior to cessation of employment is recommended. If clinically indicated, a chest X-ray and medical follow up should be arranged.

TB IMMUNISATION

TB immunisation is only indicated for specific groups at increased risk of TB.

WHO PAYS FOR THE TB SCREENING & SURVEILLANCE

If you are in an "at risk" group for TB as part of your work or postgraduate study with Monash University, or if you are an honours student then your faculty/unit/entity pays for the TB screening and your involvement in the TB surveillance program.

RECORDS OF TUBERCULOSIS SCREENING & SURVEILLANCE

Records of Tuberculosis Screening & Surveillance will be maintained by the treating health provider and may also be maintained by Occupational Health and Safety.

For any inquiries contact Occupational Health and Safety, telephone: 990 51014.

14. RECORDS

| <u>Record to be kept by</u> | <u>Records</u> | <u>To be kept for:</u> |
|--|---|------------------------|
| Occupational Health & Safety (in confidential medical files) | <ul style="list-style-type: none">Completed questionnaire and consent forms | Indefinitely |

15. REFERENCES

15.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)
Public Health and Wellbeing Act 2008

15.2 MONASH UNIVERSITY OCCUPATIONAL HEALTH AND SAFETY DOCUMENTS

- [Occupational Health and Safety Policy](#)
- [Procedures for first aid](#)
- [Using biologicals and animals at Monash University](#)

16. APPENDICES OR RESOURCE DOCUMENTS

16.1 IMMUNISATION GRID FOR MONASH UNIVERSITY STAFF AND STUDENTS

X - Immunisation required (*click on X to download Immunisation questionnaire and consent form*)
- Discuss with your Biosafety officer/Occupational Health & Safety ext. 51014 before proceeding

| Job Title/Tasks/Working with | Hepatitis A | Hepatitis B | Meningococcal C Conjugate | Meningococcal Polysaccharide | Polio | Q Fever | Tetanus (ADT) | TB | Rabies |
|--|-------------|-------------|---------------------------|------------------------------|----------|------------|---------------|------------|------------|
| Designated Monash University First Aider | | <u>X</u> | | | | | | | |
| Working with mice and / or rats | | | | | | | <u>X</u> | | |
| Working with sheep/goats/cattle | | | | | | <u>X</u> | | | |
| Non human primates. Macaque /marmosets | <u>X</u> | <u>X</u> | | | <u>X</u> | | <u>X</u> | <u>X</u> | |
| Child Care Workers (<i>Childhood immunisations must be all up to date in line with current DHS recommendations</i>) | <u>X</u> | | | | | | | | |
| Designated cleaning staff responsible for needle / syringe disposal | | <u>X</u> | | | | | | | |
| Designated staff responsible for needle syringe disposal | | <u>X</u> | | | | | | | |
| Carpenter | | | | | | | <u>X</u> | | |
| Electrician | | | | | | | <u>X</u> | | |
| Fitter | | | | | | | <u>X</u> | | |
| Gardeners | <u>X</u> | <u>X</u> | | | | | <u>X</u> | | |
| Locksmith | | | | | | | <u>X</u> | | |
| Painter | | | | | | | <u>X</u> | | |
| Plant Attendant | <u>X</u> | <u>X</u> | | | | | <u>X</u> | | |
| Plumber | <u>X</u> | <u>X</u> | | | | | <u>X</u> | | |
| Blood/body fluids/taking blood samples | | <u>X</u> | | | | | | | |
| Other body fluids # | | | | | | | | | |
| Microbiological organisms # | | | | | | | | | |
| Potentially infected with Mycobacterium tuberculosis (TB) | | | | | | | | <u>X</u> | |
| Potentially infected with isolates of Neisseria Meningitidis | | | <u>X</u> # | <u>X</u> # | | | | | |
| Mortuary specimens | | <u>X</u> | | | | | | <u>X</u> # | |
| Specimens from sheep goats cattle | | | | | | <u>X</u> # | | | |
| Potential for exposure to raw sewage | <u>X</u> | <u>X</u> | | | | | <u>X</u> | | |
| Handling bats /working with Australian Bat Lyssavirus | | | | | | | | | <u>X</u> # |
| Overseas travel (<i>All staff consult University Health Service regarding travel immunisations and travel health</i>) | | | | | | | | | |

- All adults in the Australian community are recommended to take responsibility in maintaining their immunity to tetanus, diphtheria, pertussis, polio, measles and mumps; this should be discussed with their own doctor
- **Consult** Occupational Health and Safety, **ext 51014 for specific advice if:**
 - you are unsure of your immunisation requirements
 - you are working with an uncommon organism or animal not listed
 - working conditions are not listed in this grid
 - your risk assessment indicates that other immunisations may be required