COVID-19 VACCINATION POLICY

In response to the ongoing COVID-19 situation many Men’s Sheds will be seeking to institute a vaccination policy. This Policy is a guidance document designed to help and inform Sheds on the process requirements. It is not an instructional document, only a guide, should Shed’s be considering mandating vaccinations. It is targeted at the most common model of a Men’s Shed in WA[[1]](#footnote-2). Sheds may follow their own processes if they have other factors to consider other than the standard Men’s Shed.

# COVID-19 Vaccination Policy Process

1. Engage with relevant stakeholders such as the Local Government or Leaser holders where relevant. There may be situations where Sheds need the Landlords consent if the Landlord is a public authority, or the lease may contain provisions about who is entitled to access to the premises (which could be relevant to the question of visitors).
2. Draft a proposal to put to the members. This proposal can be based heavily on the attached policy template but please ensure that the details are relevant to your Shed.
3. There is an obligation to consult prior to mandating vaccination. Therefore, it is imperative a meeting for all members is called, with the clear understanding that a Vaccination Policy is the topic being discussed.
4. Vote by secret ballot (not show of hands).
5. Communicate and justify the decision and policy to all Shed members.
6. Confirm the vaccination status of members by having proof of vaccination presented to either the Shed manager or Secretary who will then either tick the name of the member or put an approved sticker on the members name badge. Sighting the proof is sufficient, the Men’s Shed does not (and should not) keep medical records on hand.
7. Tell relevant stakeholders and post signs on the entrance for visitors. Visitors must show proof of vaccination to the Shed Manager of the day.
8. If a decision is made to mandate, support unvaccinated members with opportunities to connect in a safe way.

# COVID-19 Vaccination Policy

## Purpose

Consistent with our duty to provide and maintain an environment that is free of recognised hazards, XXX Men’s Shed has adopted a COVID-19 Vaccination Policy for attendance. This policy is intended to safeguard the health and well-being of members and their families, visitors, and others who spend time in our facilities. This policy complies with state and local laws and is informed by guidance provided by Men’s Sheds of WA.

## Scope

This policy applies to all XXX Men’s Shed members and visitors. Compliance with this policy may require recurrent vaccinations or boosters on an annual or recurrent basis consistent with WA State Government advice.

## Policy

As of [date], to attend XXX Men’s Shed all members and visitors must provide the Secretary or Shed Manager with either:

(a) accurate and truthful proof of an approved vaccination

or

(b) accurate and truthful proof of a medical exemption from an approved medical professional. If applicable and available XXX Men’s Shed will provide members who require medical exemptions additional accommodations.

## Showing proof of vaccination

Medical records will not be kept by XXX Men’s Shed. Vaccination certificates will be signed off by the Secretary or Shed Manager who will place a sticker on members name badge to show proof of compliance with this policy.

Any falsification of vaccine or exemption status will subject a member to potential disciplinary action up to and including expulsion from the Shed.

Members who will not or cannot comply with this policy will still be engaged in COVID safe ways per Men’s Sheds of WA *Keep in touch with your community* guide.

## Related documents and links

<https://www.wa.gov.au/government/covid-19-coronavirus>

[Roll Up For WA](https://rollup.wa.gov.au/)

[Men’s Sheds of WA *Keep in touch with your community* guide](https://mensshedswa.org.au/wp-content/uploads/2022/02/covid-guidance-keep-in-touch-with-your-community.pdf)

XXX Men’s Shed Constitution

## Legislation supporting this policy

* Australian Human Rights Commission Act 1986 (Cth)
* Fair Work Act 2009 (Cth)
* Occupational Safety and Health Act 1984 (WA) *to be replaced by the Work Health and Safety Act 2020 (WA) once proclaimed*
* Privacy Act 1988 (Cth)
* Public Health Act 2016 (WA)

1. Assumptions for the Shed:

   * The Sheds do not employ anyone.
   * The people who attend the Sheds are mostly members but there will be visitors who are not members from time to time.
   * Each Shed is a separate association, incorporated or unincorporated.

   The Sheds' members have a right under their membership documents to enter the premises used by the Shed of which they are a member. [↑](#footnote-ref-2)