



IMMUNIZATION

A. PREAMBLE

Immunization provides protection against vaccine-preventable disease. Mount Royal University has an Immunization program that is administered through Human Resources.

Environmental Health & Safety (EH&S) and a third party contractor will assist employees with identifying appropriate immunization status for their biological exposure risk based upon the tasks and hazards of the job. Human Resources will set up immunizations and keep records of completion.

The key components of the Immunization procedure include:

Role of EH&S

- Identifying job tasks that require immunization as a necessary form of hazard control

Role of Human Resources

- Alignment with the Occupational Health and Safety Act & Code for Alberta
- Helping employees keep track of records of immunizations
- Ensuring immunization status is kept up to date

Role of Third Party Contractors

- Administering vaccinations if needed

B. OVERVIEW

This procedure applies to all Mount Royal University Employees potentially exposed to biological hazards with a risk of contracting vaccine-preventable disease in the workplace.

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This procedure does not replace any provisions set out in the applicable collective agreements, privacy legislation, or other legislation.

Mount Royal University recognizes that it has a duty to accommodate under human rights law. An Employee who is unable to comply with a job requirement established pursuant to this procedure, based on a protected ground established under the Alberta Human Rights Act, is required to notify their manager and follow up with Human Resources. Recognized protected grounds under the Alberta Human Rights Act include statement of conscience or religious belief.

C. PROCEDURE

Administration

Mount Royal University:

- Has an obligation to control hazards identified in the workplace under the Alberta Occupational Health and Safety Act, Regulation and Code (2009);
- Recognizes immunization as an engineering control for biological hazards in the workplace;
- Is subject to the Canadian Biosafety Standards and Guidelines (2013) which define federal standards required for work involving biohazards and include a medical surveillance program;
- Maintains records of, and monitors, the immunization status of Employees as set out in this immunization program; and
- Offers an immunization procedure.

Funding & Cost Recovery

Current public health immunization standards specify that if there is an occupational risk factor that puts a Student, Staff, or Faculty member at greater risk for vaccine-preventable illness than a member of the general public, they will likely be eligible for provincially-funded vaccine. If this risk eligibility criteria is met, there will not be a charge for vaccination. If a vaccine is desired and it does not meet eligibility to be provincially-funded, there may be a charge for the vaccine to the University. Mount Royal University does not arrange and administer immunizations for employees that are not job requirements. The employee **MUST** arrange this with their own physician.

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Where vaccination is a requirement of the job, MRU will not incur the cost to fulfill pre-employment requirements

Assessment

Employees will not be required to participate with immunization unless receipt of vaccine has been deemed a job requirement.

Employees deciding not to receive recommended immunizations are required to sign an acknowledgment that they were offered recommended vaccination(s) but have declined.

Employees receiving vaccinations must:

- Complete and review a position hazard assessment that has determined that there are potential biological hazards in the workplace.
- Acknowledge that Human Resources, in consultation with an Occupational Nurse or Doctor, has determined that there are vaccination(s) available for the potential biological hazards in the workplace for the job position and associated tasks..
- Understand that, if they decline vaccination, they can receive the vaccination(s) at a later date.

Managers will ensure position hazard assessments are completed for all job positions as per the Hazard Assessment and Control Procedure.

Hazard assessments will document the identification, assessment, and control of biological hazards and other hazards that exist in the workplace.

EH&S will provide support to individual areas in identifying potential biological hazards.

When a biological hazard is identified in a position hazard assessment, an immunization risk assessment must be completed in consultation with Management and EH&S.

New Employees

When an immunization is a job requirement, the hiring Manager is responsible for including this requirement in the position description and job posting.

The job offer will be conditional on the candidate completing the required vaccination(s) unless they are from a protected class either by Statement of Conscience or Religious

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Belief. If this is the case Personal Protective Equipment can be made mandatory to address the hazard.

A candidate who accepts the job offer will be required to have completed all vaccinations or the necessary documentation for the protected class prior to commencing employment at their expense and provide documentation indicating compliance with the requirement of the job. The documentation required for a protected class is a filed statement of conscience or religious belief with the proper medical officer of health.

Existing Employees

If an immunization becomes a job requirement after an Employee is active in a position, the Employee will be notified of the immunization requirement and will complete an immunization risk assessment based on the biological hazards of the position organized through Human Resources.

Employees may access vaccination services through Human Resources or their family physician.

If the Employee receives a vaccine from their family physician, they will provide documentation to Human Resources, indicating compliance with the requirement of the job.

School of Nursing and Midwifery

The Public Health Agency of Canada (PHAC) and Alberta Health Services (AHS) have developed a specified list of vaccination recommendations for health care.

Health care workers are at risk of exposure to communicable diseases because of their contact with patients/clients, or their environment. There is also a risk that health care workers could transmit an undiagnosed vaccine-preventable disease to others.

Health care workers require assessment of immunization status, completion of routinely recommended vaccine series, and booster doses as necessary.

Exposure Risk(s):

It is important to determine the exposure risks in your workplace and decide which immunizations may be necessary. The following chart provides example immunizations relevant to exposure type and risk.

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Recommended Immunizations Based on Occupational Exposure Risk

Immunization	Examples of Exposure Risk
<u>Diphtheria, Tetanus, Pertussis</u>	<ul style="list-style-type: none"> ▪ All health care workers ▪ All child care workers ▪ Any workers handling animals, manure or animal tissues ▪ Exposure to: <ul style="list-style-type: none"> <i>Clostridium tetani</i> <i>Corynebacterium diphtheriae</i> <i>Bordetella pertussis</i>
<u>Hepatitis A</u>	<ul style="list-style-type: none"> ▪ Occupational travel to areas with high rates ▪ Workers who handle non-human primates ▪ Workers researching Hepatitis A or the vaccine who may be exposed to the virus
<u>Hepatitis B</u>	<ul style="list-style-type: none"> ▪ Occupational exposure to human blood, blood products, bodily fluids or tissues <ul style="list-style-type: none"> ▪ For example, handling contaminated sharps, blood/serum centrifuging, extracting, testing or storing <ul style="list-style-type: none"> ▪ Refer to <u>Hepatitis B Risk Assessment</u> ▪ All child care workers ▪ All health care workers ▪ Occupational travel to HB endemic countries ▪ Research or lab workers who may be exposed to blood, blood products, or bodily fluids

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<p>Hepatitis B Serology (blood test for immunity)</p>	<ul style="list-style-type: none"> ▪ May be required to confirm immune status if: <ul style="list-style-type: none"> ▪ You believe that you have received Hep B primary vaccination series but have no documented record of vaccination ▪ You are at high risk for past Hep B infection
<p><u>Measles, Mumps, Rubella</u></p>	<ul style="list-style-type: none"> ▪ All health care workers
<p><u>Meningococcal</u></p>	<ul style="list-style-type: none"> ▪ Exposure to <i>Neisseria meningitidis</i>
<p><u>Pneumococcal</u></p>	<ul style="list-style-type: none"> ▪ Exposure to <i>Streptococcus pneumoniae</i>
<p><u>Polio</u></p>	<ul style="list-style-type: none"> ▪ Health care workers who are in direct contact with a patient who could potentially be carrying polio or who are at an increased risk of coming in contact with polio ▪ Lab workers handling specimens that may contain polio
<p><u>Rabies</u></p>	<ul style="list-style-type: none"> ▪ Lab workers, researchers, veterinarians who could come into contact with animals that may carry the rabies virus ▪ Anyone directly working with the rabies virus or vaccine
<p>Rabies Serology (blood test for immunity)</p>	<ul style="list-style-type: none"> ▪ Required every 2 years for workers continuously exposed to animals that may carry rabies virus ▪ Required every 6 months for any lab workers or researchers working directly with rabies virus or production of the vaccine
<p><u>Seasonal Influenza</u></p>	<ul style="list-style-type: none"> ▪ All adult workers ▪ Those at an increased risk of exposure to influenza ▪ Health care workers

	<ul style="list-style-type: none"> ▪ Child care workers ▪ Those at risk of contracting other strains of influenza <ul style="list-style-type: none"> ▪ Avian, swine, etc.
<u>Smallpox</u>	<ul style="list-style-type: none"> ▪ Exposure to orthopox viruses
<u>Typhoid</u>	<ul style="list-style-type: none"> ▪ Lab workers or researchers who are working with typhoid ▪ Exposure to <i>Salmonella typhi</i>
<u>Mantoux Test</u> (Tuberculosis Skin Test)	<ul style="list-style-type: none"> ▪ All health care workers ▪ Workers at an increased occupational risk of exposure to tuberculosis or contact with a person who may be carrying tuberculosis
<u>Varicella</u>	<ul style="list-style-type: none"> ▪ All health care workers ▪ All child care workers ▪ Exposure to Viral Lysates Varicella-Zoster Virus

Serology for Employees

Employees may choose to have serology testing to determine the presence of antibodies and their level of immunity for mitigating hazards of the job.

Employees will be required to travel to a laboratory which will conduct serology testing.

The Occupational Health Physician will provide Employees with requisitions for any such serology testing and results will be monitored and maintained by a third party contractor.

Necessity and frequency of such serology testing will be determined by the Occupational Health Physician based on best practices.

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Any follow-up dates relating to serology testing will be managed by a third party contractor and communicated by Human Resources to the Employee.

D. DEFINITIONS

Biological Hazards: Biological substances that pose a threat to the health of living organisms, primarily that of humans. This can include medical waste or samples of a microorganism, virus or toxin (from a biological source) that can affect human health.

Controls: Actions taken to eliminate or lower risk at work.

Employee: means volunteers or individuals who are engaged to work for the University under an employment contract, including faculty, staff, exempt Employees, and Management Employees.

Employer: means a person who:

- (a) employs one or more workers
- (b) a person designated by an Employer as the Employer's representative, or
- (c) a director or officer of a corporation who oversees the occupational health and safety of workers employed by the corporation.
- (d) is self-employed in an occupation

Hazard: A situation, condition or thing that may be dangerous to the safety or health of workers.

Hazard assessment: A written process to recognize existing and potential hazards at work before they cause harm to people or property.

Medical Surveillance: The continuous, systematic collection, analysis and interpretation of health-related data needed for the planning, implementation, and evaluation of health practice.

Immunization: The process whereby a person is made immune or resistant to an infectious disease, typically by the administration of a vaccine.

Management Employee or Manager: means the President, Vice-Presidents, Associate Vice-Presidents, Deans, Directors, Managers, and all Employees classified as management Employees by Human Resources.

Serology: The scientific study of plasma serum and other bodily fluids. In practice, the term usually refers to the diagnostic identification of antibodies in the serum.

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Tasks: The activities a worker does as part of their job.

Vaccine: Vaccine is a biological preparation that improves immunity to a particular

Worker: means any paid or unpaid Employee, or volunteer.

E. RESOURCES

PHAC Immunization Guide: [Part 4 – Active Vaccines](#)

Alberta Health Services Guide: [Immunization Program Standards](#)

Work Safe Alberta Occupational Health & Safety Bulletin: [Immunizations for Worker Exposure](#)

F. REVISIONS

Revision History		
Date:	Revision:	Notes:
September 2018	1.0	Approval of Safe Work Procedure by Vice President of Finance & Administration