

COVID-19 Job / Role Risk Assessment for Mandatory Vaccination

The risk assessment should be carried out in conjunction with job holders, union, and / or other representatives.

Risk Assessment Ratings

Vaccination Not Required		Mandatory Vaccination Required		
1	2	3	4	5
Less than minor	Minor	Moderate	Major	Extreme
Internal contact is limited to staff within their unit.	Contact with internal staff is limited to 1-2 other units.	Moderate contact across multiple internal units.	Contact with the majority of internal contacts possible at any one time.	Contact with all internal units possible at any one time.
No or minimal contact with customers and contractors (0 -2 external contacts per day).	Minimal contact with customers and contractors (3 – 5 external contacts per day).	Moderate contact with customers and contractors (6 – 10 external contacts per day).	Regular contact with customers and contractors (11 – 20 external contacts per day).	Significant and regular contact with customers and contractors (21 – 30 + external contacts per day).
Contact tracing is easily achievable.	Contact tracing is easily achievable.	Contact tracing is achievable for the most part.	Contact tracing may be difficult in most cases.	Contact tracing may be difficult in most cases.
Social distancing requirements can be met.	Social distancing requirements can be met.	Social distancing requirements can be met.	Social distancing requirements may be challenging due to the nature of the role.	Social distancing requirements may be challenging due to the nature of the role.
Length of contact is minimal (5 minutes or less),	Length of contact is minor (10 minutes or less).	Length of contact is moderate (15 minutes or less).	Length of contact is major (30 minutes or less),	Length of contact is extreme (60 minutes or less).

Risk Grouping		Date	
Included Roles			
Completed by		Reviewed by	
Consider each risk factor for the job		Risk rating 1-5 from risk matrix	Risk controls in place
How many people does the employee carrying out that work come into contact with?			
How easy will it be to identify the people who the employee comes into contact with?			
How close is the employee carrying out the tasks in proximity to other people?			
How long does the work require the employee to be in that proximity to other people?			
Does the work involve regular interaction with people considered at higher risk of severe illness from COVID-19, such as people with underlying health conditions?			
What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work?			
Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level?			
Overall risk assessment			Consider requiring mandatory vaccination if risk is moderate and controls in place are not determined to be sufficient
Recommendation			Recommend / Do not recommend mandatory vaccination as risk is [insert risk level].