

Immunisation Policy

1.0 Purpose

Both this Immunisation Policy and the [Epidemic Pandemic Policy](#) are in support of Waste Management NZ Limited's ("WM") [Health and Safety Policy](#) – [extract] 2.0 f) *Identifying and understanding the hazards and risks relevant to the activities we undertake and provide effective controls to assess, and manage them accordingly.*

The Immunisation Policy applies to all WM employees, temporary, permanent or contractors who work in roles where they are handling material or in close contact to persons that may expose them to Hep A, Hep B and Tetanus.

2.0 Overview

Many roles within WM (for example working kerbside, on sorting lines, at landfills, in the Technical Services division) could expose workers to diseases that are hazardous to their health and wellbeing.

Impacted roles are included on the following [Appendix 1- Roles Requiring Immunisation](#). This Immunisation Policy provides all workers in these roles with Immunisation from the following diseases –

Hepatitis A

Hepatitis A ("Hep A") is spread through contact with the faeces (poo, tūtae) of an infected person. The virus can cause mild to serious illness in the liver. It can be passed on through poor personal hygiene and contaminated food – including raw shellfish, commercially prepared salads, fruit, and vegetables and frozen berries.

Hepatitis B

Hepatitis B ("Hep B") is passed on through close contact with blood and other body fluids from an infected person. The virus attacks and damages the liver. It was a common disease in New Zealand ("NZ") until a vaccine was introduced in the 1980s.

Tetanus

Tetanus is a serious infectious disease caused by bacteria usually found in the soil. Tetanus is an infection that causes spasms of the muscles. Tetanus bacteria enter the body through wounds such as cuts, grazes and puncture wounds.

3.0 Management Guidance to Immunisation Request

All employees in roles as per Appendix 1, must be immunised and maintain their Immunisation status. An exemption can be made for diseases listed in [Section 2 Overview](#). The Manager has to request an exemption from their [Business Partner - People Culture](#) where it is not practicable for Immunisation to be provided.

The Manager will need to submit a request to the [Employee Onboarding Administrator](#) for their new workers to have a booster against Hep A, Hep B, and Tetanus.

4.0 Existing WM Employees

Employees will provide evidence, if required to fulfill their role, of Hep A, Hep B and Tetanus vaccinations and boosters.

5.0 Covid 19 Vaccination

WM employees are encouraged to keep up to date with Covid 19 vaccination in accordance with current advice from the NZ Ministry of Health.

6.0 References and Further Information

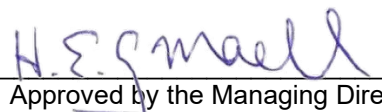
NZ Ministry of Health states on the [NZ Immunisation Schedule](#) that all NZ residents are provided free Diphtheria / Tetanus boosters and Influenza.

New Zealand Ministry of Health – Vaccine Safety: All vaccines approved for use in New Zealand have a [good safety record](#) and have ongoing safety monitoring.

New Zealand Ministry of Health: [Immunisation Handbook 2020](#). (Version 18 released 1 September 2022).
University of Auckland: [Immunisation Advisory Centre](#) website, or you can call 0800 IMMUNE to have your queries answered.

The Immunisation Advisory Centre: www.immune.org.nz

This Policy will be reviewed as per footer.


Approved by the Managing Director
Date 13 October 2022

Appendix 1 – Roles Requiring Immunisation

600 - Business Support	9000 – Operations
612 - Branch Manager	9101 - Auto Electrician
613 - Operations Manager	9108 - Mechanic
614 - Operations Supervisor	9109 - Team Leader – Mechanic
615 - Operations Supervisor - Medical	9119 - Vehicle Maintenance Charge Hand
616 - Technical Services Manager	9120 – Team Leader - Workshop
619 – Branch Manager – TS	9125 - Trades Assistant
622 –Maintenance Supervisor TS	9134 - Maintenance Fitter
624 – Maintenance Manager	9135 – Diesel Mechanic
625 - Operations Supervisor - Fleet	9138 – Electrical Technician
631 – Training and Compliance Coordinator	9412 - Driver - Side Lift / Side Load (4)
634 – Workshop Supervisor	9415 - Team Leader - Driver
635 - Plant Supervisor	9416 - Driver Multi System Operator (2,4,5)
637 - Bin Maintenance and Yard Supervisor	9421 - Driver- Oil Recovery Marine Services
639 - Maintenance Coordinator - Fleet	9424 - Driver General (2,4,5)
641 - Maintenance Supervisor	9428 – Driver (2,4,5)
644 - Operations Supervisor Transport	9429 – Driver – Liquid / Hazardous (2,4,5)
649 - Maintenance & Purchasing Coordinator	9601 - Plant Operator - Earthmoving Equipment
653 - Despatch Coordinator	9603 - Recycling Operator
658 - Operations Coordinator	9610 – Waste Collector Public Spaces Collections
663 - Despatch Supervisor	9620 – Operator - Recycling
665 – Manager - New and Best Practice Tech	9630 – Operator – Organic Waste
675 - Weighbridge and Cust Supervisor	9631 - Operator - Transfer Station
691 - Bin Audit Coordinator	9632 – Team Leader Recycling
	9637 – Operations Supervisor - Production
	9639 - Refinery Operator
	9640 – Kiosk Operator
	9641 – Team Leader – Maintenance Tech
	9646 – Team Leader – Transfer Station
	9658 - Operations Supervisor – Refinery
	9662 – Operator – Hazardous Waste
	9663 - Team Leader - Landfill
	9664 - Operator - Landfill
	9667 - Operator - Liquid and Hazardous
	9668 - Operator - Medical Plant
	9675 - Supervisor - Sort Facility
	9676 - Production Leading Hand LEL
	9679 - Bin Maintainer
	9801 - Bin Puller Runner / Sorter
	9805 - Labourer
	9807 - General Labourer
	9811 - Service Technician
	9814 - Weighbridge and Cust. Assistant
	9825 - Bin Audit Tagger
	9830 – MRF Operator
	9839 - Bin Delivery
	9840 – Greenwaste Monitor (LEL)

800 - Scientific / Technical	Other -
811 - Chemist - Industrials 814 - Laboratory Technician 819 - Environmental Technician 821 - Process Safety Engineer 822 - Electrical Technician - Gas 824 - Generation Manager 825 - Technical Manager 828 - Senior Gas Technician Generation 833 - Technical Manager-Fleet 834 - Gas Technician Generation 835 - Gas Technician Field 836 - Gas Generation Team leader 837 - Landfill Technical 838 - Surveyor 839 - Technical Assistant 840 - Electric Vehicle Technician 841 - Student Engineer 846 - Project Engineer - Fleet 847 - Graduate Project Engineer 848 - Graduate Project Engineer - Fleet 849 - Graduate Project Coordinator 853 - Project Engineer Mechanical Electrical 856 - Project Engineer 857 - Senior Project Engineer 858 - Senior Project Engineer- Fleet 859 - Engineering Technician 861 - Senior Electrical - Mechatronic Engineer - Fleet 862 - Workplace Change Manager 863 - Project Engineer - Elec/Mech 878 - Operations Engineer 879 - Graduate Project Engineer - ME 881 - Technologist 886 - Environmental Engineer	Executive Management Team – Tetanus as a minimum 183 – Regional Manager 237 - Driver Trainer 259 – Compliance Co-Ordinator 260 – HSEQ Partner (300 – Various) Landfill and Recycling administrative staff Sales 412 - Territory Manager - Hunter 413 - Territory Manager – Hybrid 417 - Key Account Manager 421 - Sales Manager 428 - Sales Representative 439 - Sales Supervisor 461 - Sales Manager - National Accounts 464 - National Account Manager 591 - Sales Specialist Landfill 592 - Junior Sales Specialist Landfill 517 - Customer Service Despatch Coordinator

Note: WM Managers, in line with WM Health and Safety Policy, can request other roles (not listed above) to be included for Immunisation.