






Infection Control and Immunisation Checklist


Please complete the below checklist to assess what your workplace is currently doing towards infection control and immunisation. If you answer no to any of these questions, we recommend adding that activity into your Action and Evaluation Plan.

Organisational	Yes	Partially	No
Develop/Implement Infection Control and Immunisation Policy			
Does your workplace have an infection control and/or immunisation policy, or include this topic in a standard workplace wellbeing policy?			
Does your policy:			
• outline the management of infectious illness, hand hygiene, and food safety initiatives?			
• promote key messages of infection control and immunisation?			
• include monitoring of sick leave?			
• encourage staff and their family to get immunised?			
• outline subsidised vaccinations available to staff?			
• Communicate support for staff to take time off when they are unwell (including workload management, working from home, and preventing exposure to others)? 			
• outline the importance of eating food away from the work area? 			
• outline the procedure in the event of a flu outbreak?			
Is your policy regularly promoted?			
Is your policy regularly enforced?			
Is your policy regularly reviewed?			
Are visitors and contractors made aware of the policy?			
Include infection control and immunisation information at inductions			
Is infection control and immunisation information included in staff inductions?			
Involve all staff and managers in infection control and immunisation actions			
Are staff and managers involved in identifying how your workplace can support infection control behaviours? 			

Environmental	Yes	Partially	No
Provide facilities to promote good infection control practises			
Does your workplace have facilities which promote good infection control practises, including:			
• soap and handwashing facilities?			



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• hand sanitiser (alcohol based)?			
• single use hand towels?			
• tissues?			
• keyboard and phone wipes?			
• cleaning products?			
• Storage, refrigeration and heating facilities for food?			
Are staff encouraged to eat food away from work areas?			
Prominently display infection control and immunisation messages			
Does your workplace prominently display infection control and immunisation messages?			
Promote and/or offer vaccinations			
Are staff encouraged to receive vaccines (Covid-19, influenza, measles)?			
Are influenza vaccines subsidised?			

Individual	Yes	Partially	No
Provide opportunities for infection control and immunisation knowledge development			
Does your workplace provide information on infectious diseases including childhood illnesses (e.g. influenza, the childhood immunisation schedule, measles, rheumatic fever etc.)?			
Does your workplace provide information on immunisation?			
Does your workplace provide information on infection control (e.g. hand hygiene, staying home when infectious etc)?			
Does your workplace provide information on food safety and safe food storage?			
Provide opportunities for infection control skill development			
Does your workplace offer hand hygiene and infection control demonstrations?			
Extend infection control and immunisation support to family of staff			
Does your workplace offer influenza vaccination subsidies to staff whānau?			



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.



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For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting infection control and immunisation in your workplace, go to:
https://www.workwell.health.nz/workwell_infection_control_and_immunisation