



KLOX LIMITED

via Klox Business Solutions
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• Business Coaching

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Employer COVID-19 Risk Assessment

What work requires a vaccinated employee and WorkSafe's enforcement approach

Your focus in the risk assessment must be on the **role** – the work being done – rather than the individual performing the role.

If you want your employees to be vaccinated for reasons other than work health and safety that is an employment matter.

Duty of affected person not to carry out certain work

An affected person must **not** carry out certain work unless they are–

- (a) vaccinated; or
- (b) an exempt person.

- **Discuss these questions with your employees. Think about what the work tasks look like for a typical day or week.**
- **Identify the risk rating indicated alongside each risk factor.**
- **Where a situation is not black and white, a judgement call will need to be made. Advice from a health and safety professional may help you do that.**

1. Consider these risk factors

- How many people does the employee carrying out that work come into contact with? (very few = lower risk; many = higher risk)
- How easy will it be to identify the people who the employee comes into contact with? (easy to identify, such as co-workers = lower risk; difficult to identify, such as unknown members of public = higher risk)
- How close is the employee carrying out the tasks in proximity to other people? (2 metres or more in an outdoor space = lower risk; close physical contact in an indoor environment = higher risk)
- How long does the work require the employee to be in that proximity to other people? (brief contact = lower risk; lengthy contact = higher risk)
- 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? (little to none = lower risk; whole time = higher risk)
- What is the risk of COVID-19 infection and transmission in the work environment when compared to the risk outside work? (equal to outside work = lower risk; higher than outside work = higher risk)
- Will the work continue to involve regular interaction with unknown people if the region is at a higher alert level? (no = lower risk; yes = higher risk).
- Record your results

Duties of Employer

A relevant Employer must not allow an affected person (other than an exempt person) to carry out certain work unless satisfied that the affected person is vaccinated. Employer:

- (a) must **notify** each affected person of their **duty** to be vaccinated; and
- (b) must **not prevent** the affected person from reporting for, and undergoing, vaccination during their working hours, if vaccinations are available during those hours.

The relevant Employer must, for each affected person employed or engaged by the Employer, keep and maintain a record of information.

2. Consider other controls

Identify any further infectious disease controls you and your employees could put in place to reduce the risk. The Ministry of Health has detailed information about [how to prevent the spread of COVID-19 at work](#).

3. Assess the results

3. Assess the results of your risk factor discussion and the impact of any extra controls you will implement.

- **If your risk ratings tend toward higher risk and you are not able to reduce that risk by implementing more controls, you and your employees should consider whether the work should be performed by a vaccinated employee.**
- **If your risk assessment is clear that the risk of COVID-19 infection and transmission through a particular work task is no higher than outside work, you may decide not to require the role to be performed by a vaccinated employee – but you can still act.**

Further Information:

The Ministry of Health has information about [COVID-19 vaccines and public health information for businesses and services](#). [Unite Against COVID-19 has general information for businesses and services](#).