



Infection Control and Immunisation Action and Evaluation Plan Example

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*

Plan Timeframe: *Aim to begin activities around the time of accreditation and complete all activities within 12 months*

Rational

Through the Organisational Profile tool completed in October 2012, it was identified that our organisation does not currently have an infection control and/or immunisation policy. In addition, we do not promote or provide vaccinations for common illnesses such as influenza.

It was identified within the Staff Survey (also completed in October 2012) that only 12% of our workforce have had the influenza vaccination in the last 12 months.

Colleagues attending work when they were clearly unwell was highlighted by several employees to be a concern within our workplace, with a number noting that they had become sick themselves as a result of this on at least one occasion in the last year.

It was also noted by a large number of staff that hand towels in the toilets were often soiled or missing and that paper towels would be the preferred option. The cleanliness of our kitchen facilities was also a concern raised by several staff, in particular the state of the current bench top.



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Infection Control and Immunisation						
Objective: e.g. Increase/decrease in number of staff reporting X behaviours						
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.
Organisational Change	Establish an infection control policy	<ul style="list-style-type: none"> • Form policy sub-group • Review content and send policy to all staff for feedback • Collate feedback and amend draft • Finalise policy • Obtain management approval • Add to policy folder • Launch policy, communicate to all staff • Incorporate policy into induction material 				
	Update recording of sick leave to ensure communicable disease is able to be monitored	<ul style="list-style-type: none"> • Identify options for separate monitoring of reasons for sick leave • Consult with staff • Collate feedback and amend draft • Finalise recommendations and seek management approval • Update sick leave monitoring systems and documents as per approval 				
Physical Environment	Review and improve facilities within the workplace	<ul style="list-style-type: none"> • Investigate options for provision and recycling of paper hand towels in toilet facilities <ul style="list-style-type: none"> ○ Review provider and pricing options ○ Collate recommendations and submit to management ○ Confirm arrangements as per approval • Replace bench top in the staff room <ul style="list-style-type: none"> ○ Review pricing options ○ Purchase and install 				



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Individual Change	<p>Promote the benefits of effective infection control and immunisation</p>	<ul style="list-style-type: none"> • Display posters and brochures about the importance of effective infection control and immunisation in the staff room and toilets • Promote infection control and immunisation as a regular feature in the bi-monthly newsletter (including sexual health and childhood vaccinations) • Explore options for providing influenza vaccine to staff (and family) • Review provider and pricing options • Collate recommendations and submit to management • Confirm arrangement as per approval 				
<p>Evaluation Strategies:</p> <ul style="list-style-type: none"> • Organisational Profile – availability and awareness of workplace infection control policy • Staff survey – number of staff comments relating to employees being at work when sick; number of comments relating to inadequate or unclean facilities • Number of sick days taken as result of communicable disease (e.g. influenza, gastroenteritis) • Evidence of activities actioned • Number of staff reporting to have had the influenza vaccination within the last 12 months 						