

COVID-19 Vaccination Status Register for the Authorised worker vaccine requirement



This is a template available for use by employers of workers in Victoria that are subject to the Authorised worker vaccine requirement. However, an employer may implement their own system to show compliance with the Chief Health Officer's COVID-19 Mandatory Vaccination (Workers) Directions.

This record must be completed for all employees who leave home for work.

If workers choose to withhold their vaccination status, under the Chief Health Officer's Mandatory Vaccination (Workers) Directions an employer must take reasonable steps to prevent the worker from working outside the home.

Privacy collection notice

This information is being collected to comply with the Chief Health Officer's COVID-19 Mandatory Vaccination (Workers) Directions, a direction made under the Public Health and Wellbeing Act 2008.

We may share all or part of this information with the State of Victoria including government departments and agencies to confirm compliance with the COVID-19 Mandatory Vaccination Directions.

This information must be provided for all workers leaving home to undertake their work, unless a valid medical exemption is provided.

All details will be recorded and securely kept for the duration necessary to confirm compliance with the COVID-19 Mandatory Vaccination (Workers) Directions.

Any personal or health information (including about vaccination status) collected, used, managed, stored, disclosed, or transferred will be in accordance with relevant Federal (Privacy Act 1988) and Victorian (Privacy and Data Protection Act 2014, Health Records Act 2001) legislation. This includes informing workers about why their COVID-19 vaccination status is being collected, collecting only the minimum amount of information required, disclosing the information on only a 'need-to-know' basis and taking reasonable steps to keep the information secure.

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact

Insert details of business contact person:

COVID-19 Vaccination Status Register

A record must be completed for all persons leaving home to undertake their work, unless a valid medical exemption by an authorised medical practitioner is provided.

If workers choose to withhold evidence of their COVID-19 vaccination status, their employer must take reasonable steps to ensure they do not leave home for work purposes.

Worker name	COVID-19 vaccination status <ul style="list-style-type: none"> • One dose • Fully vaccinated (two doses) • First dose booked • Exemptions* 	Evidence sighted ** <ul style="list-style-type: none"> • Service Victoria digital vaccination certificate • MyGov COVID-19 digital certificate • Immunisation history statement (from Medicare, Australian Immunisation Register or vaccination provider) • My Health Record /Medicare online account • Proof of relevant medical exemption 	Vaccination status checked by** (name)	Date sighted**

* Exemptions are only permitted for acute illness or contraindications. Further detail is available on the Coronavirus website [Information for industry and workers required to be vaccinated.](#)

** Recording of this information is recommended to assist with managing compliance but is not required.

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