

Step-By-Step Guide To Organise An On-Site Flu Vaccination Programme

1. The programme co-ordinator to estimate the number of participants and contact Workforce Vaccinators for a quote on 03 9850 3344 or email workforcevaccinators@jsb.com.au

Tip - Experience indicates 25-30% of the employees participate in a vaccination programme so this calculation may suffice at this stage

2. Set dates / times for delivery of the programme, ideally February – June

Tip – Book early as April can fill quickly with public holidays such as Easter and ANZAC day. Mondays & Fridays or days after public holidays may not suit some organisations.

3. Promote the program throughout the workplace well in advance.

Tip - On completion of the booking process Workforce Vaccinators will provide at no cost posters, flyers, and employee consent forms in hard and soft copy format.

This will allow you to;

- Educate and Inform of the availability of an employer funded Flu Vaccination programme
- Create awareness and promote the programme using, posters, brochures, flyers, e-mails and reminders on pay slips
- Remind - Send emails or reminders closer to the time of vaccination

4. Run Program on set dates & times

Tip – Workforce Vaccinators will supply a vaccination day information sheet to assist.

Remember...

We are here to help you to ensure the programme is a success