

## 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](mailto: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 March and April 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 you.

*Remember...*

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