

COVID-19 Australia Vaccination Position Frequently Asked Questions

Last Updated: 27th June 2022

Questions updated: 001, 004, 011, 029, 301, 404, and 601

Unique ID	Question	Answer
BHPs VACCINATION APPROACH FOR AUSTRALIA		
001	What is the Site Access Requirement, and what level of vaccination is required to enter BHP workplaces?	The site access requirement refers to the critical control that requires anyone who intends to enter a BHP workplace in Australia to be fully vaccinated against COVID-19. Being vaccinated means having received two doses of a COVID-19 vaccine approved by the Therapeutics Goods Administration (TGA) or recognised by the TGA where the person has been vaccinated overseas. COVID-19 booster vaccinations are not currently included in the site access requirement, however, BHP strongly encourages everyone to maintain an “up-to-date” vaccination status in accordance with recommendations from the Australian Technical Advisory Group on Immunisation (ATAGI). ATAGI recommends a booster dose of COVID-19 vaccine for all Australians aged 16 years and above, three months after receiving their second dose of their primary course of COVID-19 vaccine. The three-month mark is considered the “due date” for eligible individuals to receive a booster dose of COVID-19 vaccine, with six-months after the primary vaccination course considered “overdue” for the purposes of maintaining an “up-to-date” vaccination status in the Australian Immunisation Register. ATAGI also recommend a second booster dose of COVID-19 vaccine for selected populations at greater risk of severe illness. See this Government website for full details on ATAGI’s.
003	Who does the site access requirement apply to? Is anyone exempt from this site access requirement?	The requirement to be vaccinated applies to all people seeking access to BHP managed workplaces in Australia, including employees, contractors and visitors. BHP managed workplaces are workplaces where BHP can set and reinforce health and safety standards, including locations such as BHP corporate offices, mining and processing sites and other managed locations, such as BHP operated ports. Please contact your Pandemic Lead for further information on specific locations. Limited exceptions apply and are generally linked to legal rights of entry or emergency situations with an immediate risk to health and safety. For BHP, these limited exceptions apply to the following groups: • <u>External</u> emergency response personnel who are responding to an emergency ○ Police ○ Fire Services

		○ Ambulance Services ○ State Emergency Service ○ Emergency Response Teams from other mines engaged in mutual aid ● Government Officials where access is legally required, including: ○ Workplace Safety Inspectors ○ Mines Inspectors ○ Border Force / Customs ○ Other officials requiring access due to State or Federal legislation (e.g. environmental regulators, CASA Officials, Public Health Inspectors) ● Traditional Owners to whom BHP is required to provide access to country and who are not entering as BHP employees or contractors. ● Third parties responding to P1 emergency maintenance issues where there is an immediate risk to health and safety within a BHP Corporate Office (e.g. security incident, lift entrapment). In these situations, the third party is often engaged by the building owner and not BHP. NOTE: In some States, Public Health Directions require some of the previously mentioned groups to be vaccinated (e.g. some emergency response personnel, some government officials) and allow for some additional exceptions. Please refer to State-specific Public Health Directions for further clarity. In all cases the level and speed of access will be commensurate with the urgency of the situation. While verification of vaccination status will be requested, being unvaccinated will not preclude entry however alternative controls must be put in place to the greatest extent possible (will depend on the specific situation), including the following: ● Face masks ● Social distancing ● Practicing of good hand hygiene ● Limiting contact with others
004	Is the site access requirement only for Australia or does it apply to all BHP workers globally?	The site access requirement is specific to our Australian-based workforce, including those that work for Minerals Australia and Global Functions in Australia. Other BHP locations outside of Australia have COVID-19 controls, including consideration of vaccination, defined locally based on local risk factors. Where relevant, some of these locations also require vaccination as a condition of workplace entry.
005	Does this approach include all senior leaders including the CEO, ELT and Board Members?	Yes. All people seeking access to BHP managed workplaces in Australia are required to be vaccinated, except for emergency personnel, certain officials and members of Traditional Owner groups who are not employees or contractors (see FAQ #003 for more detail). This includes all senior leaders including our CEO, ELT and Board Members.

006	Why has BHP made COVID-19 vaccination a condition of entry to the workplace?	Safety is our number one priority. Vaccination helps prevent serious illness or death due to COVID-19 transmission, which could occur in a BHP workplace. Scientific data indicates that unvaccinated people are significantly more likely to be hospitalised due to COVID-19 infection (by a factor of 7 to 17 depending on the specific virus variant) than people who are vaccinated. BHP has a positive legal duty to provide a safe workplace and ensuring the workforce is vaccinated helps achieve this. <i>Additional detail:</i> BHP has a responsibility to provide a safe workplace for all. BHP also has a responsibility to help protect local communities, particularly remote and Indigenous communities where immediate medical care is less accessible. Being vaccinated offers a high degree of protection against serious illness and death. Vaccinated people can still transmit the virus but at a lower rate than unvaccinated people. This means that herd immunity isn't yet possible and we all face contracting COVID-19 at some point. This is particularly relevant as Government controlled public health restrictions have been, and continue, to be removed. BHP has reviewed the status and effectiveness of COVID-19 controls in line with the latest scientific evidence and expert health advice (see the risk-based health and safety rationale linked in FAQ 009). The science is clear that widespread vaccination saves lives. To keep people in our workplaces safe, we need people to be vaccinated. This way, if you do contract COVID-19 you stand a very strong chance of returning to full health as quickly as possible. BHP will continue to monitor new information as the pandemic evolves and evaluate the control framework.
007	Why is BHP able to make the COVID-19 vaccination a condition of workplace entry?	BHP has a positive legal obligation to ensure health and safety, including by reducing the risk of COVID-19 transmission, as far as is reasonably practicable. These obligations for our operations across Australia are contained in state-based health and safety legislation in WA, SA, NSW, VIC and QLD. Note, that the Coal Mining Safety and Health Act 1999 (Qld) applies at our Queensland mines. This legislation provides that BHP must ensure that risk is at an acceptable level. BHP also needs to comply with local laws regarding vaccination, including public health orders and directions. Vaccination as a condition of workplace entry helps prevent serious illness or death arising from COVID-19 transmission occurring in a BHP managed workplace. <i>Additional detail:</i>

		The spread of COVID-19 means that eventually everyone will encounter the virus. Vaccination significantly reduces the risk of hospitalisation or death if you are infected with COVID-19. It also helps reduce the likelihood that if you have COVID-19 you will give it to someone else. Vaccination as a condition of workplace entry has been assessed by subject matter experts and has been implemented as a control measure to mitigate risks associated with COVID-19.
008	What scientific data has BHP based its decision on? Does this show the vaccine reduces transmissibility?	BHP has based its decisions on the guidance of reputable, authoritative agencies such as the Australian Department of Health, US Centre for Disease Control & Prevention (CDC), Public Health England, and the European CDC. In addition, peer reviewed scientific medical publications have been considered and subject matter experts have been engaged. Research shows that: - Vaccinated people can still transmit the virus but at a lower rate than unvaccinated people. - Vaccination significantly reduces the likelihood of hospitalisation and death among those that get infected with COVID-19. For further detail see the risk-based health and safety rationale linked in FAQ 009.
009	Can I have more information on the risk evaluation?	The most recent version of the risk-based health and safety rationale that supports the decision to require COVID-19 vaccination as a condition of workplace entry can be found in Version 3. This version also outlines BHP's rationale for not including booster vaccinations to the site access requirement at this point in time. See below for prior versions of the assessment: • Version 1 • Version 2
010	If herd immunity is unlikely, how will a vaccine help?	Vaccination greatly reduces the risk of serious illness and death. Vaccinated people are also less likely to become infected or to transmit the virus to others, but this can still happen. To keep people in our workplaces safe, we need people to be vaccinated. This way, if you do contract COVID-19 you stand a very strong chance of returning to full health as quickly as possible.
011	Why has BHP introduced vaccination as a condition of workplace entry prior to the Australian Government doing so?	The health and safety of the BHP workforce, their families and the communities in which we operate is our number one priority. As the virus spreads, everyone will eventually encounter it. Being vaccinated offers a high degree of protection against serious illness and death. Given we know this, the Company was obliged to act. <i>Additional detail:</i> Vaccinated people can still transmit the virus but at a lower rate than unvaccinated people. This means that herd immunity is not yet possible, and we all will face contracting COVID-19 at some point.

		Given this, BHP has reviewed the status and effectiveness of COVID-19 controls in line with the latest scientific evidence and expert health advice. The science is clear that widespread vaccination saves lives. To keep people in our workplaces safe, we need people to be vaccinated. This way, if you do contract COVID-19 you stand a very strong chance of returning to full health as quickly as possible. Vaccination as a condition of workplace entry helps prevent serious illness or death arising from COVID-19 transmission occurring in a BHP managed workplace. BHP continues to monitor new information as the pandemic evolves and evaluate the control framework, including where further variants of concern emerge, or more information is made available about waning immunity and booster vaccinations (see FAQ 404 Will I need to get a booster shot? and for recent data refer to the health and safety rationale linked in FAQ 009).
012	How does this approach align with BHP's Inclusion & Diversity policy, Charter Values, Code of Conduct and focus on culture?	The health and safety of the BHP workforce, their families and the communities in which we operate is our number one priority. Health and safety practices are governed by legislative requirements, various <i>Our Requirements</i> documents, local standards, and procedures. To ensure a safe workplace you must adhere to all relevant requirements. To help keep people in our workplaces safe and healthy, we need people to be vaccinated. This measure is designed to help protect our workforce and our communities. The measure is also consistent with BHP's Inclusion and Diversity policy, our Charter values, and our Business Code of Conduct.
013	What if I cannot get the COVID-19 vaccine due to health reasons?	People with medical concerns or those with conditions listed as contraindications or precautions in the ATAGI Clinical Guidance on COVID-19 Vaccination will be asked to follow a medical review process. If through this process, the person is confirmed to have a condition which prevents the person from being vaccinated (including temporarily), BHP will review their individual circumstances on a case-by-case basis, and BHP will consider accommodating such circumstances. Accommodations are unlikely to permit continued access to the workplace without the required level of vaccination. <i>Additional detail:</i> <u>People with specific medical conditions:</u> • Medical conditions listed as contraindications or precautions in the ATAGI Clinical Guidance on COVID-19 Vaccination (ATAGI Guidance), will be considered an appropriate reason not to be vaccinated or not to proceed to a second dose. • These conditions are very limited and based on evidence to date are expected to impact approximately 1 in 10,000 people. Further information is available in the ATAGI Guidance in the Contraindications and Precautions sections. • People with medical concerns will be asked to follow the process for verifying medical conditions.

- This medical review process also applies to people whose vaccination process is impacted by a COVID-19 infection (see FAQ 403).

Process for verifying medical conditions:

BHP employees

The process to verify claims of medical reasons not to be vaccinated or to delay vaccination will include a 2-step process:

- A visit to your GP to complete the 'Australian Immunisation Register (AIR) – immunisation medical exemption form (IM011)'; and
- Once a COVID-19 vaccine exemption is recorded with the Australian Immunisation Register (AIR) and proof of this has been provided to BHP, a BHP appointed Occupational Physician will conduct a review to better understand your circumstances to support a case-by-case consideration of whether appropriate accommodations can be made.

To enter the process please provide your details via the attached [link](#), or the following QR code. A member of the BHP Health Team will help guide and support you through this process.



Please note, the 'Australian Immunisation Register (AIR) - immunisation medical exemption form (IM011)' is a standard form made available by the Australian Government through Services Australia. It can be used by medical professionals to notify the AIR of an individual who has a vaccine exemption due to a medical contraindication or natural immunity for several vaccines (including COVID-19 vaccines). Both steps in the process above must be completed to support a case-by-case review of possible accommodation options by BHP.

BHP will also consider any relevant requirements under local laws, such as public health directions, when carrying out this process and case-by-case review of possible accommodation options.

Contract partners

For contract partners, if you have any individuals working in a BHP managed workplace that have an [ATAGI listed contraindication or precaution](#), please refer them to the [Australian Immunisation Register \(AIR\) - immunisation medical exemption form \(IM011\) - Services Australia](#) to complete with their GP. As a contract partner, if you have people in this situation, please reach out to your Contract Owner or Purchase Order owner who will liaise with the BHP Health Team to consider on a case-by-case basis whether there are any possible accommodation options.

014	If I refuse to be vaccinated, will I lose my job?	You are required to be vaccinated against COVID-19 to enter a BHP managed workplace. There are very limited reasons why a person cannot be vaccinated (noted medical conditions and contraindications listed in the Australian Technical Advisory Group on Immunisation (ATAGI) Clinical Guidance on COVID-19 Vaccination). Employees who believe they are unable to meet this requirement to be vaccinated should speak with their line leader. They will be asked to follow the process for verifying medical conditions (see FAQ: 013 What if I can't get my vaccine due to health reasons?). We will do everything we can to engage with people who are worried about vaccination. However, where employees choose not to be vaccinated, they will be failing to comply with a lawful and reasonable direction by BHP. This will have consequences for their employment, including disciplinary action up to and including termination of employment. We will work with employees wherever possible to avoid that outcome. We will provide support and help people with their vaccination decision, including providing a chance for them to speak with a health professional. This is not a redundancy situation and there will not be any redundancy payments. This requirement is the same for all BHP employees in Australia, from our operators on site, to our people based in CBD offices.
015	Will I be entitled to a redundancy if I choose not to be vaccinated?	No, you will not be entitled to a redundancy, as your role will still be required to be performed.
016	Can I work remotely from home and not get vaccinated?	Working from home indefinitely is not considered an appropriate option across our business. Employees must be able to attend BHP sites and workplaces as required and this means compliance with the site access requirement. Further information on our approach to remote working is set out in the Ways of Working Framework .
017	What will happen to people who breach the workplace access requirement?	Accessing or attempting to access a BHP workplace while not meeting the vaccination requirement will be treated as a failure to comply with a lawful and reasonable direction which could lead to disciplinary action up to and including termination of employment.
018	When will the site access requirement be reviewed?	Like all BHP policies, the site access requirement will be periodically reviewed and updated based on new information relevant to the risk and the ongoing effectiveness of vaccination as a control for the risk.
019	What if I'm pregnant or breastfeeding – how does the site access requirement apply to me?	Both ATAGI and the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) state pregnant women are a priority group for COVID-19 vaccination, and should be routinely offered the Pfizer or Moderna vaccine at any stage of pregnancy. Pregnant women with COVID-19 have an increased risk of severe illness and adverse pregnancy outcomes (see the Australian Department

		of Health – COVID-19 vaccination, Shared decision-making guide for women who are pregnant, breastfeeding or planning pregnancy). The site access requirement applies to pregnant women, however, please seek advice from your doctor if you have concerns about vaccination. If after discussion with your doctor you remain concerned, please following the process noted below to have your individual circumstances considered. <u>Process for consideration of individual circumstances</u> 1. Please email your asset COVID-19 inbox (see table below) to request a copy of the pregnancy medical form. 2. Follow the instructions in the form including sections to be completed by the employee and treating physician. 3. Provide the completed form to your asset COVID-19 inbox for review by the BHP Health Team. 4. The potential application of temporary accommodations, for at least the term of the pregnancy, will be considered on a case-by-case basis, considering any local government requirements such as public health directions. HR or ER Support will be elicited as required. <table><tr><td>BMA NSWEC Melbourne</td><td>coalcovid19healthsupport@bhp.com</td></tr><tr><td>OD</td><td>odcovidhealth@bhp.com</td></tr><tr><td>Nickel West</td><td>niwcovid@bhp.com</td></tr><tr><td>WAIO</td><td>waiocovid@bhp.com</td></tr><tr><td>OS</td><td>OScovid@bhp.com</td></tr></table> Note: Due to the COVID-19 risk and to align with relevant public health directions, no temporary accommodation can allow access to the workplace without vaccination. Access to early leave or temporary work-from-home will be considered on a case-by-case basis.	BMA NSWEC Melbourne	coalcovid19healthsupport@bhp.com	OD	odcovidhealth@bhp.com	Nickel West	niwcovid@bhp.com	WAIO	waiocovid@bhp.com	OS	OScovid@bhp.com
BMA NSWEC Melbourne	coalcovid19healthsupport@bhp.com											
OD	odcovidhealth@bhp.com											
Nickel West	niwcovid@bhp.com											
WAIO	waiocovid@bhp.com											
OS	OScovid@bhp.com											
020	I am worried about COVID-19 vaccines affecting my reproductive health and fertility. Where can I find out more information?	People with concerns about reproductive health, fertility, pregnancy and COVID-19 vaccinations should seek advice from their doctor on their situation. Pregnant women are a priority group for COVID-19 vaccination and should be routinely offered the Pfizer (Comirnaty) or Spikevax (Moderna) vaccine at any stage of pregnancy. Pregnant women with COVID-19 have an increased risk of severe illness and adverse pregnancy outcomes. For those with concerns about fertility, available research shows that COVID-19 vaccines do not result in adverse fertility outcomes. In addition to speaking with you doctor, please also consider a review of the following information regarding COVID-19 vaccines and reproductive health: • The Australian Department of Health - Is it true? Do COVID-19 vaccines cause infertility?										

		• The Australian Department of Health - COVID-19 vaccination – Shared decision-making guide for women who are pregnant, breastfeeding or planning pregnancy. • The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) statement – COVID-19 vaccination when pregnant or breastfeeding and for those planning pregnancy. • The Australian Technical Advisory Group on Immunisation (ATAGI) – ATAGI Clinical guidance on pregnancy, breastfeeding or planning pregnancy • The USA Centres for Disease Control and Prevention – COVID-19 Vaccines While Pregnant or Breastfeeding. • Fertility research paper - Ovarian follicular function is not altered by SARS-CoV-2 infection or BNT162b2 mRNA COVID-19 vaccination. • In-vitro fertilization and early pregnancy outcomes after COVID-19 vaccination. https://journals.lww.com/greenjournal/Fulltext/9900/In_Vitro_Fertilization_and_Early_Pregnancy.378.aspx • A prospective cohort study of COVID-19 vaccination, SARS-CoV-2 infection, and fertility. https://academic.oup.com/aje/advance-article/doi/10.1093/aje/kwac011/6511811?login=false
021	I am on extended or parental leave, including annual or long service leave – when do I need to provide evidence of vaccination?	Proof of vaccination will be required before any employee returns to the workplace from extended or parental leave, including annual leave and long service leave, or in any scenario where they may visit a BHP managed workplace. As part of an employee's return to work the leader should advise the employee of the requirement to provide evidence of vaccination as per the required process prior to that employee returning to the workplace.
022	External facilitators – if an off-site venue is used to host a team event / workshop / meeting, would those third parties be required to be vaccinated?	No, third party facilitators in third party venues do not need to be vaccinated. The BHP site access requirement applies to BHP managed workplaces only.
023	Have recruitment and on-boarding processes factored in the vaccination requirement for workplace entry?	The Talent Acquisition and On-boarding teams have factored in the site access requirement for recruitment activities (e.g. BHP careers website FAQs, update to job advert templates, and support materials for teams).
024	When will BHP review the COVID-19 Trigger Action Response Plan?	The risk-based COVID-19 Trigger Action Response Plans (TARPs) across BHP are reviewed on a regular basis as new information is identified relevant to the pandemic. The most recent MAu TARP review has considered the implications of a fully vaccinated workforce through the implementation of additional

		response levels 5 – 7. The new response levels are designed to balance the safety for our vaccinated workforce against the increasing spread of COVID-19. The generic MAu TARP can be found on the Digital Workspace (link). From this generic MAu TARP, each Asset has developed their own more specific TARP to take into account local context and requirements (e.g. State Government requirements).
025	How has / is the workforce being engaged?	Workforce engagement and consultation commenced following the announcement that BHP was considering vaccination as a potential control in August 2021, enabled by our communications, leader discussions, a dedicated support line and the BHP MAu COVID-19 vaccination email account, among other things. BHP has welcomed thoughts, ideas and suggestions and will continue to engage in order to support effective management of the COVID-19 risk into the future. BHP has also been speaking with unions and their representatives regarding the site access requirement.
027	Can unvaccinated children visit the workplace (e.g. Childcare facility, school tour group, family day tour)?	Please refer to the Australian Government Health Department for the minimum age eligibility criteria for COVID-19 vaccination in Australia, which is currently 5-years of age and older. At this point in time, unvaccinated children 5 years and older should not visit the workplace unless one of the following situations apply: 1. The child is attending a managed childcare facility inside the workplace entry point (e.g. Perth office). These facilities are generally isolated from the normal operation of the wider workplace and therefore are considered to pose little risk. 2. The child is part of a site tour group (i.e. bus tour) where an individual risk assessment for the tour has been completed and endorsed by the Asset Head of HSE. If the tour can be conducted without interaction between participants and the general workforce and / or workplaces, then approval will be considered. Children that are ineligible for vaccination (i.e. younger than 5-years old) can continue to visit the workplace following existing requirements, which include being mindful of not bringing a child of any age with COVID-19 like symptoms into the workplace. Please note that this requirement will be reviewed periodically as the pandemic evolves and the requirements / recommendations from the government change.
028	Does the site access requirement apply to accommodation villages?	The requirement to be vaccinated will apply to all people seeking access to BHP managed workplaces in Australia. BHP managed workplaces are locations where BHP can set and reinforce health and safety standards in Australia, including locations such as BHP corporate offices, mining and processing sites and other managed locations, such as BHP operated ports. For further information, please contact your local Pandemic Lead. In accommodation villages, the requirement applies to those working at the village as employees or contractors of BHP.

029	Can I rely on my religious beliefs for accommodations to be considered?	Almost all religions encourage vaccination. Religious beliefs are not generally a reason why a person cannot be vaccinated against COVID-19. Due to the risk COVID-19 presents, <u>no permanent accommodation or exemption</u> that allows access to the workplace without being vaccinated will be made on the grounds of religious beliefs. In almost all cases, an employee will be required to access a BHP workplace at some point to perform their role (see FAQ016 above). Please consider this prior to making a request for individual circumstances to be reviewed. <u>Process for consideration of individual circumstances</u> If you believe your specific circumstances warrant accommodation, you will need to provide documented evidence outlining your situation, including: • The religion / religious institution of which you are a member; • A statement of why you believe that your religion prohibits COVID-19 vaccination; • Evidence of your membership of the religion (this could be official documentation or a letter from a religious leader); • Information from your religious institution outlining the basis why your religion prohibits COVID-19 vaccination; and • Any further information you wish to support your request. BHP will consider your request on a case-by-case basis. Please provide the requested documentation to: • If you are an Employee, please raise your concerns with your leader in the first instance who can then reach out to Employee Relations for further advice and support. • If you are a Leader and you need to advice on an ER related query, please raise a case via myHR+ by selecting <u>Raise a Case</u> → Category: Employee Relations for Leaders → Subcategory: Other ER Advice → submit the query.
030	I have read the Health and Safety Basis and Rationale, can I have more information about any risk assessment that has been completed, included local risk assessments?	Given the global presence of COVID-19, BHP has addressed the issue by assessing the risk of its workers and other persons contracting and spreading the virus at a business level. At a business level, this assessment involved consideration of how vaccination, as an additional risk control measure, can reduce the risk to workers and other persons of contracting COVID-19 in a BHP managed workplace and becoming seriously ill or dying. Given the nature of the risk posed by COVID-19, the business has determined that vaccination as a workplace entry condition is an effective and important critical control that considers the relevant local features and risk factors relevant to all locations where we operate. Local assessments were also completed at an asset level, considering relevant business level health and safety and medical guidance and information.

INDIGENOUS EMPLOYEES AND CONTRACTORS

101	I am unsure about my position on COVID-19 vaccines - will not being vaccinated affect my access to work and country?	Special arrangements apply for Traditional Owner groups to enable access to country and heritage related activities to ensure this can happen safely. <i>Additional detail:</i> All people seeking access to a BHP managed workplace in Australia are required to be vaccinated against COVID-19 except for some members of Traditional Owner groups, emergency personnel and certain officials. For members of Traditional Owner groups that hold rights to access country, and who are not employees or contractors, confirmation of vaccination status will be requested but not required, and other controls will be used to enable safe access in those specific circumstances. BHP deeply respects the views and rights of Indigenous people in relation to accessing land and places of work. BHP will work closely with any affected stakeholders to ensure that connection to culture, country, and work is not impacted by this requirement.
102	Is there somewhere that I can access culturally appropriate information on COVID-19 vaccination?	The National Aboriginal Community Controlled Health Organisation (NACCHO) has resources available to answer any COVID vaccination questions that Aboriginal and Torres Strait Islander peoples might have about vaccination (click here). You can also find more advice through your local Aboriginal Medical Service where you can speak to a nurse or doctor about any concerns or book an appointment to get vaccinated. There is also lots of information available online to support your understanding of what happens if COVID is in your community, COVID myths and what is in the vaccine. If you prefer to speak with someone in person, please reach out to the Indigenous Engagement Team who will provide culturally appropriate support and guidance.

SUPPORT LINE - COVID-19 Vaccine Information Support Service		
301	What support is available to me if I am seeking more information regarding vaccination?	We understand for some of our workforce, the decision to be vaccinated raises some questions and concerns. In recognition of this, support arrangements are available for employees and contractors seeking further information regarding their concerns and questions regarding vaccination. • For health, safety, vaccine and medical related queries: Employees and contractors should speak with their doctor in the first instance or contact a member of the BHP health team who can arrange a discussion with a health professional.

		• For HR related queries: ○ If you are an Employee, please raise your concerns with your leader in the first instance who can then reach out to Employee Relations for further advice and support. ○ If you are a Leader and you need to advice on an ER related query, please raise a case via myHR+ by selecting <u>Raise a Case</u> → Category: Employee Relations for Leaders → Subcategory: Other ER Advice → submit the query. • For support specific to our indigenous workforce: Workers can request support via the Indigenous Employment and Engagement representatives. • For EAP support: Available to employees, contractors and their families through the Employee Assistance Program.
--	--	--

HEALTH BASED QUESTIONS		
401	Can I wait until there is an alternative vaccines available other than those currently approved in Australia? What if I can be vaccinated because I'm in a COVID-19 vaccine trial?	COVID-19 vaccines approved and available for use in Australia have been subject to rigorous assessment by the Therapeutics Goods Administration (TGA) for safety, quality and effectiveness. These vaccines significantly reduce the risk of serious illness or death from COVID-19. Workers are required to be fully vaccinated against COVID-19 to enter a BHP managed workplace. It is for a safety reason to ensure the safety and wellbeing of our workers and visitors, if you cannot comply with the condition then you cannot safely enter. Trial COVID-19 vaccines that are not yet approved for use in Australia by the Therapeutic Goods Administration, or trials which cause people not to be vaccinated, will not satisfy the BHP COVID-19 vaccination requirement for workplace entry.
402	I was vaccinated overseas. Do I meet the requirement?	For people who have been vaccinated overseas, BHP will accept COVID-19 vaccines that are approved or recognised by the Therapeutic Goods Administration (TGA). These can be recorded on the Australian Immunisation Register (AIR). Please follow these steps to have your vaccination record recorded to the AIR once in Australia: 1. If you are not enrolled in Medicare (a scheme that gives Australian residents access to healthcare), you will first need to create an Individual Health Identifier - follow the process outlined here. Please make sure all names match on your associated records.

		2. Take your international vaccination record to a recognised vaccination provider or General Practitioner to have it recorded to the AIR. 3. Once your record has been added to the Australian Immunisation Register, BHP will require a copy of your Immunisation History Statement or Digital Certificate or International COVID-19 Vaccination Certificate which will be available through the Medicare Express Application or MyGov website. Information on how to access this can be found here. 4. Once available, complete the <u>COVID-19 Vaccination Form</u> to complete the BHP vaccination verification process and recording of your vaccination status in BHP's primary health information system (Cority). If your documents aren't in English, you can get them translated. See the Free Translating Service on the Department of Home Affairs website. If you have been vaccinated overseas with a COVID-19 vaccine that is not approved or recognised by the TGA, please contact coalcovid19healthsupport@bhp.com to review on a case by case basis.
403	I have already had COVID-19 do I need to get vaccinated as well?	Yes, vaccination will be required to access a BHP managed workplace even if you have had a COVID-19 infection in the past. ATAGI advises that people who have had COVID-19 can be vaccinated after they have recovered from the acute illness. If you are uncertain about whether you are recovered, we would suggest you consult your doctor. If your workplace access may be affected because of this, please progress through the medical review process outlined in FAQ 013 to validate the previous COVID-19 infection and schedule for vaccination. In this scenario, short-term accommodations will be considered on a case-by-case basis.
404	Will I need to get a booster shot?	A booster dose refers to an additional COVID-19 vaccine dose after the primary course, typically two doses, for the vaccines approved in Australia. As the COVID-19 pandemic continues to evolve, the Australian Technical Advisory Group on Immunisation (ATAGI) routinely review their recommendation on vaccinations (link). Currently, ATAGI recommends a booster for all Australians aged 16 years and above, three-months after receiving their second dose of their primary course of COVID-19 vaccine. The three-month mark is considered the "due date" for eligible individuals to receive a booster dose, with six-months after the primary vaccination course considered "overdue" for the purposes of maintaining an "up-to-date" vaccination status in the Australian Immunisation Register. ATAGI also recommend a second booster dose of COVID-19 vaccine for selected populations at greater risk of severe illness. At this point, boosters will not form part of the Site Access Requirement.

		BHP, however, strongly encourage everyone entering a BHP workplace to maintain an up-to-date vaccination status, including boosters, in accordance with the ATAGI's advice and to confidentially disclose booster status via the vaccination status hub (see FAQ-601) to help ongoing risk management activities and avoid the potential need to add boosters to the site access requirement in the future. <u>Western Australia</u> The WA Government removed the Public Health Directions relating to COVID-19 vaccination (which included booster requirements) from the resources sector as of 10 June 2022. This means those locations that were covered under the Public Health Direction revert to the BHP COVID-19 vaccination site access requirements described above. The process for registering is the same as for the first two vaccination doses, with information and links shown in FAQ 601. If using the Portal, simply select 'third dose' in the questionnaire when asked.
406	The vaccine has only been around for a short amount of time. Why has BHP introduced a site access requirement when I am worried the vaccine is experimental?	COVID-19 vaccines approved for use in Australia have been subject to rigorous assessment by the Therapeutics Goods Administration for safety, quality and effectiveness. This is a robust process and the best place to find out more information is the TGA or Department of Health websites. COVID-19 vaccinations save lives. They are being closely monitored in the largest global vaccine rollout in history. Most side effects are mild and go away in a couple of days. In Australia the Therapeutic Goods Administration (TGA) monitors vaccine safety and side effects (see COVID-19 vaccine safety and side effects Australian Government Department of Health). Please also note the response to this question in the Queensland health reports - Long-term effects of vaccines Queensland Health.
407	My doctor has told me I should not get vaccinated. What should I do?	Refer to the process for those with medical conditions. FAQ 013.
408	Forcing people to get vaccinated takes away people's human rights. How can BHP take away a person's right to choose?	While assessing this control BHP deeply considered the human rights of its employees and others, including the right to be healthy and safe in the workplace. We understand that some people may have concerns. However, taking all matters into account, the health and safety of our people must remain our number one priority. BHP is not forcing anyone to be vaccinated, it is requiring vaccination for workplace entry.
409	Questions regarding vaccines, e.g.:	The following TGA links below provide further detailed background information on the assessment of COVID-19 vaccines: https://www.tga.gov.au/covid-19-vaccine-provisional-registrations

	Can BHP provide details that the vaccine has been fully, independently and rigorously tested and provide the details of those tests? What vaccines have been approved for use in Australia? Can BHP provide a full ingredient list of the vaccine and confirm no ingredient is toxic? Can I have a copy of the Materials Safety Data Sheet (MSDS) for the vaccine?	https://www.tga.gov.au/covid-19-vaccine-approval-process https://www.tga.gov.au/covid-19-vaccine-information-consumers-and-health-professionals#provisional <i>Additional information:</i> Safety data sheets are provided by the vaccine producers and generally available: Pfizer Safety Data Sheet, Product Name: Pfizer-BioNTech COVID-19 Vaccine: https://safetydatasheets.pfizer.com/DirectDocumentDownloader/Document?prd=PF00092~~PDF~~MTR~~PFEM~~EN AstraZeneca Safety Data Sheet, Use of the Substance/Mixture: COVID-19 Vaccine: https://www.astrazeneca.com.au/content/dam/az-au/AZD1222%20SDS%2025943%20v1-1%2016SEP20.pdf Note however that occupational exposure to vaccines at BHP workplaces are not expected, so SDS information is less relevant. More relevant product information can be obtained from this TGA link: https://www.tga.gov.au/covid-19-vaccine-information-consumers-and-health-professionals
410	Can BHP confirm that the vaccine is not “Experimental Gene Altering Therapy”?	COVID-19 vaccines do not alter your DNA – The best place to find our more information is the Federal Department of Health website.
411	Will BHP be liable for any adverse or health complications that arise from the COVID-19 vaccine? If I am unable to attend work post the vaccine due to an adverse reaction, am I required to use my personal sick leave?	Employees have access to their sick leave if they experience side effects from the vaccine. The COVID-19 vaccines approved for use in Australia have been subject to rigorous assessment by the Therapeutics Goods Administration for safety, quality and effectiveness. Vaccines are being administered by health experts. The Federal Government has introduced a ‘no-fault’ indemnity scheme for COVID-19 vaccinations. This scheme will provide Australians with access to compensation for claims related to the administration of approved vaccinations for anyone who experiences moderate to severe side effects.

412	If I feel unwell following vaccination what support is available to me?	People who feel unwell and unable to work following vaccination are to follow the standard sick leave provisions and requirements.
413	Now that we have only vaccinated workers will we be retiring current COVID-19 controls such as physical distancing, mask wear and PCR testing?	Whilst COVID-19 vaccination significantly reduces the risk of serious illness and death there remains a risk, albeit much reduced, of becoming infected and infecting others. Added to this is the potential of future COVID-19 variants that are resistant to immunity created by the current vaccines. As a result, we will be maintaining our suite of current controls however, they may be reduced to being non-critical controls. We will continue to monitor and assess the use of our COVID-19 controls, as we have done throughout the pandemic, and these will continue to be escalated and de-escalated as required by our EMTs in response to localised risk factors.
414	COVID-19 can still be shared and contracted after vaccination. How will BHP control this? In addition, will BHP bring in any additional safety controls?	Vaccination greatly reduces the risk of serious illness and death. Vaccinated people can still transmit the virus but at a lower rate than unvaccinated people. This means that herd immunity isn't possible and we all face contracting COVID-19 at some point. To keep people in our workplaces safe, we need people to be vaccinated. This way, if you do contract COVID-19 you stand a very strong chance of returning to full health as quickly as possible. Our existing controls will remain in place until we advise otherwise. You must continue to adhere to our existing controls for the safety of our workplace and communities. We will continue to review our controls as the pandemic evolves, which we hope at some point will allow some controls to be removed. For more detail on COVID-19 controls, make sure you keep up to date with your Asset's COVID-19 EMT communications.
415	Are the COVID-19 vaccines suitable for vegans and vegetarians?	Please see some useful information sources to help with your consideration: • The Vegetarian Society speaks to the COVID-19 vaccines not containing animal products, noting that animal tests are a regulatory requirement. They advise everyone should take the medicines and vaccines they need: https://vegsoc.org/lifestyle/covid-19-vaccines/; • This link is also cited by the Vegan Society: https://www.vegansociety.com/news/news/vegan-society-response-covid-19-vaccine • The UK NHS link confirms the COVID-19 vaccines do not contain egg or animal products. https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/
416	Why can't we use Rapid Antigen Testing instead of	BHP does use Rapid Antigen Testing, but such testing is not a substitute control for vaccination.

	vaccination as a control?	Rapid Antigen Testing is a good screening tool to help detect who has a COVID-19 infection, however it does nothing to minimise the potential for serious illness or death of people that contract COVID-19.
417	Does BHP's position breach the Nuremburg Code?	No, the COVID-19 vaccines approved by the TGA for use in Australia are not medical experiments under the Nuremburg Code. Please also see the answers to FAQs 409 and 410 for more information
418	Are any adverse reactions/long term side effects be captured in BHP systems i.e. classified as a work-related illness?	In line with BHP's <i>Our Requirements for Health, Safety, Environment and Community Reporting</i> , an injury or illness is considered work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Therefore, any adverse or health complications that arise from the COVID-19 vaccination would not be considered work related.
419	Does BHP collect data on side effects caused by the vaccine? How do we know if vaccination is effective?	No, BHP does not collect data on workforce vaccine side effects, as the Therapeutic Goods Administration (TGA) is responsible for monitoring the safety of all vaccines approved for use in Australia. The TGA continues to monitor the safety of vaccines after they are registered in Australia so they can detect and respond to any safety concerns. Please see the following link for more information: https://www.tga.gov.au/covid-19-vaccine-safety-monitoring-and-reporting

HOW DO I RECORD MY VACCINATION STATUS		
601	Does BHP record who has had their vaccination?	Employees and contractors are required to provide their vaccination status to enable access to BHP workplaces. Providing your consent for BHP to collect and use your vaccination status information is voluntary and you are free to withdraw, alter or restrict your consent at any time by notifying BHP in writing. Without access to this information, we may assume that you have not received the COVID-19 vaccine for the purpose of our controls, including workplace entry controls. <u>For Employees:</u> Please register this information on the Vaccination Data Capture Portal. How to use the portal 1. Download a copy of your immunisation record or digital vaccination certificate from your MyGov account. Information on how to access this can be found here. If you are recording your first dose you need to provide a copy of your immunisation record. If you are recording your second or subsequent doses you need to provide your immunisation record or digital vaccination certificate. 2. Complete this COVID-19 Vaccination Form (or scan QR code below). Note if you are recording your first dose you will need to

complete this form again after you have your second and subsequent doses.



3. Your immunisation record / digital vaccination certificate will be stored securely and only accessible by the COVID-19 BHP Health Team. Your vaccination status will be used by BHP when required in support of our COVID-19 controls framework including:
- Making decisions about workplace and site access, and
 - Planning for the future such as escalation or de-escalation of our COVID-19 controls.

For Contractors:

Western Australia – WAIO site contractors

We are communicating with our contracting partners and advise them to verify and retain all appropriate vaccination records for their personnel who are mobilising to WAIO sites to confirm that they are vaccinated in line with WA Government requirements.

Contracting companies are required to update ERMS with the individual's relevant vaccination information. The ERMS system will automatically revoke site access if this is not done by the required dates for the required doses. Contract Owners and Purchase Order Owners are requested to work closely with Contract Partners to ensure they understand the requirements and the details of this broader FAQ document (which is published on the BHP website). For more about BHP privacy management practices, and your rights in relation to information provided by your contracting company to BHP, please see the Global Privacy Notice for BHP Workers and Our Requirements for Information Governance and Controlled Documents.

Contractors accessing the Perth office who have an ERMS profile should follow the process for Western Australia – WAIO Site Contractors above. If you do not have ERMS access, please use either the BHP COVID-19 Vaccine Portal or the process for All other states and Assets (noted below).

Other Assets and Offices

- **BMA**
- **Olympic Dam**
- **Nickel West**
- **NSWEC**
- **Corporate Offices (Adelaide, Brisbane, Melbourne)**
- **Contractors supporting a BHP Function**

		Contract Partners to BHP are obligated to provide the COVID-19 vaccine status of their workers to allow them to continue to access BHP workplaces. BHP has developed a bulk download process for Contract Partners to make this process as simple as possible. Full information on how this works is detailed in the document available at this link BHP-covid19-vaccination-data-collection-instructions Throughout this process, the existing COVID-19 Vaccine Portal process will still be available for Contractors to provide their vaccine data to BHP. <u>For Visitors:</u> Visitors to a BHP managed workplace are required to provide proof of vaccination status prior to gaining entry. Proof of vaccination may include the COVID-19 digital certificate, immunisation history statement or International COVID-19 Vaccination Certificate. BHP may record sighting of the relevant vaccination certificate or valid exemption but not the specific details of the vaccination information unless required by a government public health direction. Visitors will be notified of these requirements as part of the visitor request and approval process. <u>All:</u> For more about BHP privacy management practices, and your rights in relation to information held by BHP, please see the Global Privacy Notice for BHP Workers and Our Requirements for Information Governance and Controlled Documents.
602	Is there a manual way to access the portal?	Yes – there is a hard copy form that the Health Specialists at site can assist you with. We will still require the Medicare Vaccination Certificate or a copy of your immunisation record to verify the accuracy of the vaccination declaration.
603	How is data protected on the Vaccination Data Capture Portal? Can you confirm the Vaccination Data Portal is secure?	The Vaccination Data Capture Portal is secure. Once submitted, your information (inclusive of your proof of vaccination) is assessed by a COVID-19 health team member and then transferred to BHP's primary health information system (Cority). Cority is only accessible to authorised members of BHP's Health teams. <i>Additional information:</i> The Vaccination Data Capture Portal is a dedicated site situated within BHP's SharePoint infrastructure to support the collection, analysis and disposal of vaccination certificates. The necessary vaccination status data is transferred into Cority. BHP's SharePoint and Cority systems comply with the requirements defined in the Our Requirements Technology and Cybersecurity. For more information about BHP privacy management practices, and about your rights in relation to information held by BHP, please see the Global Privacy Notice for BHP Workers and Our Requirements for Information Governance and Controlled Documents.
604	How is data in the Vaccination Data	Vaccination data assist BHP to plan and make informed decisions relating to our COVID controls framework, including: • Making decisions about workplace and site access, and

	Capture Portal used?	Planning for the future such as escalation or de-escalation of our COVID-19 controls. Vaccination data used for the purposes described is handled and treated in accordance with BHP's Privacy Principles and Information Protection Framework as detailed in Our Requirements for Information Governance and Controlled Documents
605	Is the portal for both employees and contractors?	For Employees: The Vaccination Data Capture Portal is for use by all employees. Please refer to FAQ601 for more information on how to use the portal. For Contractors: Please refer to FAQ601 for specifics to your location.
606	Where is Vaccination Data kept?	Data about your vaccination status (i.e. date of doses, vaccine type and type of proof provided) is treated as health information and stored in BHP's primary health management system (Cority). The requirement to retain your vaccination data will be reviewed periodically. Data about whether you can access a workplace based on your vaccination submission status is linked from the source system (Cority) to the access control systems and travel booking systems and is accessible to only those that manage these processes. Your proof of vaccination will be deleted once verified and once the relevant information is placed into Cority. The vaccination status data is handled in accordance with the Our Requirements for Information Governance and Controlled documents. This includes minimising the data being extracted from Cority to only that which is necessary to achieve the relevant requirement and restricting access to any data to only those who have a legitimate need. For more information about BHP privacy management practices, and about your rights in relation to information held by BHP, please see the Global Privacy Notice for BHP Workers Any vaccination data used for the purposes described is handled and treated in accordance with BHP's Privacy Principles and Information Protection Framework as detailed in Our Requirements for Information Governance and Controlled documents.
607	Who has access to my Vaccination Medical Record and/or my Vaccination Submission Status?	Your detailed medical records including vaccination data are stored in BHP's primary health management system (Cority) and are accessible only by authorised members of BHP's Health team. No detailed medical records are stored outside of Cority. Information about whether you have submitted your vaccination status is available to authorised BHP personnel and your line leaders to provide support to meet BHP requirements. Data about whether you can access a workplace based on your vaccination submission status is accessible to only those that manage relevant access control systems and travel booking systems. For more information about BHP privacy management practices, and about your rights in relation to information held by BHP, please see the Global Privacy Notice for BHP Workers

		Vaccination data used for the purposes described will be handled and treated in accordance with BHP's Privacy Principles and Information Protection Framework as detailed in Our Requirements for Information Governance and Controlled Documents
608	I do not want my vaccination certificate, or any other medical information uploaded into a BHP system - why can't I show proof of my vaccination on my phone at the gate? Why do you need my vaccination certificate?	The critical control of COVID-19 vaccination as a condition of workplace entry requires employees and contractors to provide their vaccination status so it can be validated to enable access. To do this, we require workers to register their vaccination record (either immunisation history statement or COVID-19 digital certificate available through their MyGov account) via the Vaccination Data Capture Portal or as per the processes referenced in FAQ 601. A vaccination record is required so that it can be validated through a verification process to reduce the risk of fraudulent evidence, which unfortunately has been detected in the past. Providing your consent for BHP to collect and use your vaccination status information is voluntary and you are free to withdraw, alter or restrict your consent at any time by notifying BHP in writing. Without access to this information, we may assume that you have not received the COVID-19 vaccine for the purpose of this critical control. We encourage you to use the portal as this is a secure and efficient method for you to provide the necessary information.
609	I have received my second or subsequent doses but I did not receive a digital vaccination certificate. What can I do?	There are two ways to get online proof of your second and subsequent COVID-19 vaccination. You can go online to get either: • an immunisation history statement; or • COVID-19 digital certificate Your immunisation history statement shows all the immunisations you've had that are on the Australian Immunisation Register (AIR). The COVID-19 digital certificate only shows your COVID-19 vaccinations and is the most preferred method. You'll be able to get your digital certificate after you've completed the primary course of vaccination (two doses). Note for booster doses, the digital certificate is updated to reflect when the booster was received and the type of vaccine administered. Your provider needs to input your vaccination details to the AIR so you can get proof. This can take a few days. Use the step by step guide to find out how you can get proof of your COVID-19 vaccinations online.
610	What is the retention and disposal policy for vaccination data for Employees and Contractors?	Employees: Subject to local laws such as public health directions, the copy of any vaccination or immunisation certificates uploaded into the Vaccine Data Capture Portal will be disposed of once it has been reviewed by an authorised member of BHP's Health team and your vaccination status recorded (which will include the vaccination type and dates of your vaccination). Your vaccination status information assists us in managing COVID-19 control escalation and de-escalation to minimise the risk of COVID-19 infection as the pandemic situation evolves. This means, your vaccination status information is managed in line with other personal information collected by BHP and retained (with your consent or as required to comply

		with any applicable local laws) for the period of your employment or work relationship with us, plus a reasonable time afterwards where necessary to fulfil all of our commitments to you, to address ongoing health-related issues, or deal with any legal matters. Contractors: The process for the collection and handling of vaccination data related to contractors is managed in the same manner as employee records. With one exemption being in WAIO where the principal employer manages the information and places the required information into the contractor onboarding system (ERMS).
611	If I terminate my employment with BHP is my vaccination data deleted immediately?	Subject to local laws such as public health directions that require BHP to collect and store vaccination status, you are free to withdraw, alter or restrict your consent at any time by notifying BHP in writing, and your vaccination data will be accordingly disposed of in a timely manner. Otherwise, we will dispose of your vaccination status data in line with the retention period of other personal information collected by BHP.
612	What vaccination data is required to be provided by visitors? How is this data collected and stored? What is the retention and disposal policy for vaccination data about visitors?	Visitors to a BHP managed workplace are required to provide proof of vaccination status prior to gaining entry. Proof of vaccination may include the COVID-19 digital certificate, immunisation history statement or International COVID-19 Vaccination Certificate. BHP may record sighting of the relevant vaccination certificate or valid exemption but not the specific details of the vaccination information unless required by a government public health direction. Visitors will be notified of these requirements as part of the visitor request and approval process.
613	Can my leader ask me about my vaccination status? What about data privacy?	Your leader may have access to your vaccination submission status and may discuss your status with you for the purposes of understanding your ability to comply with (1) any applicable public health directions or other local laws and (2) BHP's workplace entry requirements. Leaders are not permitted to use your vaccination submission status data for any other activities except for the above. The assessment of a team member's vaccination status and collection of relevant status and evidence is conducted by authorised members of BHP's Health team only (please refer to FAQ 601 for how to register this information in the Vaccination Data Capture Portal).
614	Does using my personal device to upload my information to the Vaccination Data Portal mean that BHP can track my personal device?	No, BHP does not track your activities on your personal devices. BHP will only monitor activities on BHP issued applications installed on a phone such as BHP's email application (Outlook) or BHP's instant messaging services (WebEx) and conducted in line with BHP's Technology and Communications Systems Monitoring Notice (link) and FAQ (Link).
615	Will my vaccination data be shared with third parties?	BHP is supported by various third parties for the purposes of monitoring our COVID-19 controls and for protecting you and other BHP workers against COVID-19 infection risk. Specific examples include health service providers who support BHP through providing health professionals to

		assess your vaccination status and nurses or occupational physicians who provide assessment, treatment and support services. Vaccination submission status data (not your detailed medical records) may be required by the following contractors/vendors who are supporting BHP monitor our COVID-19 controls. For example: • Security and facilities providers to support the management of access to workplaces and security of systems • Travel and accommodation service providers to manage access to BHP accommodation facilities • HR providers for managing your working relationship with us. Your vaccination status will be disclosed to third parties for these purposes and only the minimum necessary data will be made available. We also only do this when the third party agrees to comply with our procedures and policies or if they put in place equivalent security measures. BHP will not sell your data or share your vaccination data to a third party where the purpose does not relate to monitoring BHP's COVID-19 critical controls.
616	Does my leader get confirmation of my vaccination status? Are people on extended leave or in the medical review process flagged to line leaders?	Managers (and other line leaders as required) can access updates on vaccination status for each member of their team where needed to implement and verify the vaccination control. They do not have access to the vaccination status for anybody outside of their team. Employees identified in the categories below should not receive a stand aside letter (nor be transitioned to unpaid leave) in the first instance as they will not have access to BHP managed workplaces. If an employee remains unvaccinated by the time their leave period ends, or they are no longer in any category noted below, they will be provided with the stand aside letter and transitioned to unpaid leave. The ER team will be monitoring this and issuing letters to leaders accordingly. Employee situation categories: • Annual leave • Personal leave • Parental leave • Long service leave • Extended absence • On any other paid or unpaid absence • Employees with an approved medical accommodation or temporary accommodation. Upon return to the workplace, for any reason, leaders need to ensure workers register their vaccination status in advance of returning to gain access to a BHP workplace.
618	What is the procedure to ensure the vaccination records are correct?	Once submitted, the records are checked individually by an authorised member of BHP's Health team (subject to privacy protections) with follow-up action initiated for any records that do not appear valid.

619	Is there any way to confirm that vaccination records have been correctly received and recorded?	Upon submitting our vaccination information via the Vaccination Data Capture Portal, you will receive one email confirmation that your information has been received and a second email confirmation when the records have been verified and recorded.
-----	--	--

For more information on the COVID-19 Vaccination, please visit the [Australian Government Department of Health](#) or speak to your health practitioner.