WHS DOCUMENTS & TEMPLATES

DOC-IPC-TPL · Infection Prevention and Control Policy

Product Overview

For: Australian workplaces where infections can spread: community, disability and aged care services, health and allied health, early childhood, cleaning, and any business planning for outbreaks

Version 1.0 · 15 November 2026

SAMPLE

An infection prevention and control policy for workplaces where infections can spread: standard precautions every time, extra precautions when an infection is known, staff health and vaccination, an outbreak plan and a cleaning schedule.

The policy explains how infections spread, then sets out standard precautions for every task (hand hygiene, PPE, respiratory hygiene, sharps, cleaning, spills, waste and linen, reusable equipment), when to clean hands, which PPE to use, and contact, droplet and airborne precautions. It covers staff who are unwell, vaccination offered and recorded with consent, needlestick and splash exposures, a seven-step outbreak response, a cleaning schedule, and training and checks.

The Staff Vaccination Register (Excel) records each worker's vaccinations with consent, flags doses due and overdue, records workers who decline, and has a sheet for the vaccinations each role needs.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel staff vaccination register: vaccinations with consent, doses due flagged, declines recorded, role requirements	02_TEMPLATE/Staff Vaccination Register.xlsx
Infection prevention and control policy: precautions, hand hygiene, PPE, staff health and vaccination, outbreak response, cleaning schedule	02_TEMPLATE/Infection Prevention and Control Policy.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Care and support services, clinics and allied health practices
- Early childhood and education services, and businesses whose workers enter clients' homes
- Any business that wants a clear plan for an outbreak

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training.oranaskillscentre.com/documents/infection-prevention-and-control-policy

How to Use This Template

How to complete, adapt and keep the infection prevention and control policy

1 What this template is for

Infections at work are a biological hazard. They can be caught from clients, the public, co-workers, animals, sharps, or contaminated surfaces, and passed on to the people a business serves. This policy builds precautions into everyday work, so they are in place before anyone knows an infection is there, and sets out what happens when an infection or outbreak is found.

The policy follows the general approach of the national infection prevention and control guidance: standard precautions for everyone, every time, and transmission-based precautions added when they are needed.

2 How to use it

Step	What to do
1	Name your infection prevention and control lead, and fill in the placeholders.
2	With your workers, work out how they could be exposed to infection in their work, and adapt sections 4 to 7 to your work. Delete what does not apply.
3	Check your PPE, hand rub, spill kits and sharps containers, and that respirator wearers are fit tested where airborne precautions apply.
4	List the vaccinations recommended for each role on the register's Role Requirements sheet, from current health advice and any sector rules.
5	Fill in the cleaning schedule with your products, methods and who does each task.
6	Have the owner or chief executive approve the policy, then train every worker in it.
7	Check hand hygiene, PPE stock and cleaning regularly, practise the outbreak response, and review the policy each year and after an outbreak.

3 Who does what

Who	What they do
Infection prevention and control lead	Keeps the policy, leads the outbreak response, checks practice and stock, and keeps the register
Managers and supervisors	Make sure precautions are followed, PPE is available, and unwell workers can stay home
Workers	Follow the precautions, stay home when unwell, report exposures straight away
Owner or chief executive	Approves the policy, provides PPE and time for training, and receives outbreak reports

4 The law, in brief

The WHS laws require a business to manage the risks of biological hazards, including infectious diseases, like any other risk: eliminate them so far as is reasonably practicable or, if that is not possible, minimise them, with controls chosen by the hierarchy of control. It must provide suitable PPE where it is needed, at no cost to workers, with training in its use, and it must also protect other people, such as clients and visitors, from risks arising from its work.

Some work-related infections are notifiable incidents in some jurisdictions (see the notes). Public health laws, which are separate from the WHS laws, make some diseases notifiable by doctors and laboratories and give public health

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Infection Prevention and Control Policy

Standard and transmission-based precautions, hand hygiene, PPE, staff health and vaccination, outbreaks and cleaning

1 Our commitment

[Company name] is committed to preventing the spread of infection at work: to our workers, and from our workers to the people we serve and the public. We manage infections as a risk to health and safety, with precautions built into everyday work, and a plan for when an infection or outbreak happens.

2 Scope

This policy applies to everyone who works for **[Company name]**, including employees, contractors, labour hire workers, students and volunteers, at our workplaces and wherever they work for us, including in clients' homes and in vehicles. **[IPC lead]** is responsible for this policy day to day.

3 How infections spread

Route	How	Examples
Contact	Touching an infected person, their body fluids, or a contaminated surface or object, then touching the mouth, nose or eyes	Gastroenteritis, skin infections
Droplet	Droplets from coughing, sneezing or talking, landing on the mouth, nose or eyes of someone close by	Influenza, whooping cough
Airborne	Tiny particles that stay in the air and can be breathed in, across a room	Measles, tuberculosis; some respiratory viruses
Blood and body fluids	A needlestick or sharps injury, or a splash to the eyes, mouth or broken skin	Hepatitis B and C, HIV

4 Standard precautions: every task, every time

Standard precautions are used with every person and every task, whether or not an infection is known, because many infections spread before anyone knows they are there.

Precaution	What we do
Hand hygiene	Clean hands at the right moments (section 5), with alcohol-based hand rub, or soap and water when hands are visibly dirty
Personal protective equipment	Wear PPE matched to the task and the expected exposure (section 6), and take it off safely
Respiratory hygiene	Cover coughs and sneezes, use tissues and throw them away, clean hands after; offer a mask to people with respiratory symptoms where that is our practice
Sharps	Do not recap needles; put sharps straight into a sharps container at the point of use; never overfill it
Cleaning	Clean surfaces and shared equipment on a schedule (section 9), and straight away after a spill
Spills of blood and body fluids	Use the spill kit: gloves and other PPE, contain, absorb, clean, then disinfect, and dispose of waste safely

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Infection Prevention and Control Policy

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An infection prevention and control policy for workplaces where infections can spread: standard precautions every time, extra precautions when an infection is known, staff health and vaccination, an outbreak plan and a cleaning schedule.

What the full product contains

- **Excel staff vaccination register: vaccinations with consent, doses due flagged, declines recorded, role requirements**
  02_TEMPLATE/Staff Vaccination Register.xlsx
- **Infection prevention and control policy: precautions, hand hygiene, PPE, staff health and vaccination, outbreak response, cleaning schedule**
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- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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