

Drug, Substance Abuse & Alcohol Policy

OUR COMPANY is committed to the safety and well being of both staff and the public. This commitment requires the consideration for the safety and well-being of any persons the company and its employees engage, within the workplace or with the general public.

Impairment caused by misuse of alcohol, use of illegal drugs or misuse of prescription medication are practices that will not be tolerated. They not only pose a serious risk to the user, but other employees and the public in general.

If you have been prescribed or you are taking any medication that may impact on your ability to perform your duties and may place others at risk, you will be required to inform your manager or supervisor, prior to the commencement of work.

OUR COMPANY may conduct random Drug and Alcohol testing of employees at any time. Employees who return a positive result will be dealt with in accordance with our policies and procedures, which includes but is not limited to termination of employment

Legislation

Workplace Health and Safety Legislation requires:

- OUR COMPANY to ensure the health, safety and welfare of our workers, visitors and members of the public.
- Workers must take reasonable care of their health and safety, the health and safety of others and must co-operate with OUR COMPANY in their efforts to comply with workplace health and safety requirements.

Impairment caused by misuse of alcohol, use of illegal drugs or misuse of prescription medication are practices that will not be tolerated; they not only pose a serious risk to the user, but other employees and the public in general.

Any worker who feels they are developing or have a problem with regards to drug or alcohol use is encouraged to discuss this, in the strictest of confidence, with management. This discussion may result in a possible referral to a professional for ongoing assistance. Again, all discussions will be treated with utmost confidentiality.

The decision to undertake treatment and be fit for duty is the responsibility of the individual. Assistance and treatment can be arranged by OUR COMPANY.

These policies do not exist to protect or exempt employees from statutory or legal requirements; these apply regardless.

Code of Behaviour

It is a condition of employment that all employees are to carry out their work unaffected by alcohol and/or drugs. It is also a contractual obligation for contractors to carry out their work unaffected by alcohol and/or drugs. A worker who presents for work under the influence of drugs or alcohol will be subject to disciplinary action this may include, but is not limited to, formal warnings, counselling or even dismissal.

What is required?

Current Legislation

1. Current legislation requires that all employees must not consume alcohol and/or take other drugs that may affect their ability to carry out their assigned duties safely and efficiently.

2. Times

This includes consuming alcohol and/or taking other drugs

- i. Before the commencement of work
- ii. During work
- iii. During meals/rest breaks

Alcohol and Drug use

1. An employee **will** maintain a blood alcohol level of zero per cent whilst in charge of a commercial vehicle or machinery such as but not limited to forklifts during work hours. At no time will an employee exceed the legal blood alcohol level in that state whilst in the control of any company or personal motor car during working hours.
2. At all times you must present yourself at work in a fit condition to carry out your work duties.
3. No worker will consume drugs (other than prescribed medication that does not affect performance) during work hours or present themselves for work whilst intoxicated or under the influence of any illicit/illegal drugs. Should a worker have a need to take any prescribed or drugs sold over the counter that may impair their ability to undertake their duties in any way, then that worker must advise their supervisor or manager prior to the commencement of their work.

Workers who suspect that another worker or contractor is ingesting or under the influence of drugs and alcohol, must report this without delay to their manager/supervisor. All workers are urged to report any suspected breaches of this policy in the interest of everybody's safety

The possession, use, sale, distribution or any drug test conducted by the company whose result indicates the presence of any illegal drugs or substances is absolutely prohibited, considered gross misconduct and will result in immediate termination of that employee.

Company Functions

Where alcohol is permitted at company functions, consumption should be within legal and personal limitations.

Procedures for Managers/Supervisors

Suspicion

If a manager/supervisor has a reasonable suspicion that an employee may be affected by alcohol and/or drugs the employee will be:

1. Immediately stood down on full pay; and
2. Requested to obtain a medical certificate from a qualified Medical Practitioner declaring that the employee is fit for normal duties.

Medical Certificates

The worker will have two hours to produce the certificate from a Medical Practitioner nominated by the Company and report back to their manager/supervisor. This time may be extended by agreement with the manager/supervisor.

Costs

This Company will pay for the reasonable costs of obtaining the medical certificate and a taxi to and from the Medical Practitioner (unless driven by an officer of the Company).

Stand Down

If the medical certificate confirms the manager/supervisor's suspicions, then the worker will be stood down for the shift without pay.

Under the Influence

In circumstances where there is little or no doubt that the worker is under the influence of drugs or alcohol and is unfit for duties or where the worker admits this fact, the manager/supervisor need not comply with the abovementioned procedure and the worker will be immediately stood down for the remainder of the working day without pay.

Forfeiture of Workers' Compensation

In the event that any worker is injured or maimed and it can be proved that they were under the influence of alcohol or drugs of any kind, any claim emanating as a result may not be supported by Workers' Compensation Insurance.

Investigating and Discipline

On the following working day a meeting will be held with the worker and manager/supervisor to investigate the incident. During this meeting, the worker will be provided with an opportunity to put their side of the story prior to any disciplinary action.

Refusal to Obtain a Medical Certificate

If the worker refuses to obtain a medical certificate, he or she will be suspended for the remainder of the day. A report of the incident will be placed on the worker's personnel file and a disciplinary meeting convened as soon as possible under the Company's counseling and disciplinary procedures.