



ALCOHOL AND DRUG POLICY

1. Policy Statement

1.1. As an employee/sub-contractor of Work Structures Pty Ltd, it is required that under no circumstance do you work while under the influence of alcohol or drugs. Being affected by alcohol or drugs at work, particularly in at risk environments, can seriously compromise the health, safety and welfare of employees, and others in the workplace, and will impair an individual's ability to perform their work competently and professionally. Further, inappropriate or unlawful conduct arising out of alcohol or drug use may expose Work Structures Pty Ltd and their clients to legal liability in some circumstances.

1.2. As such, Work Structures Pty Ltd will not tolerate:

- Possessing, selling, distributing or consuming prohibited drugs in the workplace;
- Consuming alcohol while at work, other than in accordance with this policy, or
- Being affected by alcohol or drugs including medically prescribed or over the counter drugs in the sense that their ability to work safely, competently and professionally is impaired.

1.3. Failure to comply with this policy may result in disciplinary action, which may lead to the termination of employment/contract.

2. Purpose of Policy

2.1. The purpose of this policy is to:

- Assist Work Structures Pty Ltd in fulfilling its OH&S obligations and duty of care to ensure the health, safety and welfare of all employees, and others, in the workplace;
- Assist employees to fulfil their duty of care towards themselves and others in the workplace;
- Preserve the reputation of Work Structures Pty Ltd and their clients;
- Promote awareness of personal safety and security in relation to alcohol and drug consumption;
- Minimise Work Structures Pty Ltd and their clients exposure to legal action arising out of the abuse or inappropriate use of alcohol and prohibited drugs;
- Ensure that individuals preserve the dignity and professionalism expected of them by fellow co-workers and the community;
- Provide Work Structures Pty Ltd employees with adequate information about the ways in which drugs and alcohol can impair safe and competent performance of work and the consequences of their inappropriate use, and,
- Provide guidelines to employees who work in a supervisory role in relation to managing alcohol and drug problems in the workplace.

3. Definitions Word/Term Definition (with examples if required)

Prohibited Drug:

According to the Queensland Drug Misuse and Trafficking Act 1986.

http://www.legislation.qld.gov.au/LEGISLTN/SUPERSED/D/DrugsMisuseA86_04H_020801.pdf

Examples include: amphetamines, cannabis, heroin, methadone and LSD.

Medically prescribed drug:

Drugs which are prescribed by a medical practitioner and issued by a pharmacist.

Over the counter drugs:

Drugs which can be purchased legally.

Examples include: Cold and Flu medication and pain relief.

4. Application and Scope

4.1 This policy applies to all work based activities of Work Structures Pty Ltd employees, whether on or off site.

4.2 Work Structures Pty Ltd or their client's functions are also to be considered in conjunction with this policy.

5. Policy Principles

5.1. Employees must not possess, distribute, sell or consume prohibited drugs in the workplace.

5.2. Employees must not consume alcohol, medically prescribed drugs or over the counter drugs while at work, on Work Structures Pty Ltd business or at their client's premises, other than in accordance with this policy.

5.3. Employees must not be impaired, in their ability to perform their duties safely, competently and professionally, by alcohol or drugs including medically prescribed or over the counter drugs.

5.4. Employees on duty in high and medium risk work areas observed to be affected in any degree by alcohol or drugs may face disciplinary action, which may include dismissal.

5.5. It is Work Structures Pty Ltd policy that an employee must inform their supervisor immediately if they may have a blood alcohol level above 0.00ml/l or are under the influence of non-prescription drugs on arrival at the workplace.

5.6. An Employee must not drive a company vehicle or operate machinery if they may be above the 0.00ml/l blood alcohol limit or are under the influence of non-prescribed drugs.

5.7. The application of risk control measures in consultation with the employee and their supervisor to ensure side effects of medically prescribed or over the counter drugs do not impact on work performance or occupational health and safety, e.g. drowsiness.

5.8. A risk management approach will be used to determine those areas where Work Structures Pty Ltd expects staff not to be impaired by drug and alcohol consumption at all times.

5.9. It is recognised that some occasions, restricted to low risk areas only, may involve limited and responsible consumption of alcohol, as outlined in Section 7.

5.10. Assistance and support will be offered to employees where there is a perceived or identified substance abuse or dependency problem.

6. Responsibilities

6.1 Company Director:

Company Director is responsible for the implementation and review of this policy in their area and to ensure that work can be appropriately categorised for the purposes of this policy. They are also responsible for ensuring risk assessments and work tasks are completed to comply with Work Structures Pty Ltd's drug and alcohol procedure policy.

Work Structures Pty Ltd functions are also the responsibility of the Company Director.

6.2. Managers and Supervisors:

Managers and Supervisors are responsible for ensuring that this policy is implemented in their area.

This includes ensuring that:

- All employees are made aware of the policy.
- Risk assessments are undertaken on work tasks in consultation with employees as per the OH&S Risk Management Guidelines.
- Employee behaviour is observed to ensure adherence with the policy.
- Any concerns or issues are addressed proactively and expediently to ensure all employees' health and safety.
- Support is provided to employees where appropriate.
- The Guidelines on the Use and Management of Alcohol at University Functions are complied with.
- Any suspected breaches of this policy are reported to the Manager OH&S and seek advice on management of that specific case.

6.3. All employees must adhere to their duty of care and their specific obligations as outlined in this policy.

This includes:

- Observing all directions from their supervisor in regards to this policy.
- Advising their supervisor if they have a concern for, or believe themselves or a co-worker presents a threat to the health and safety of themselves or others.
- Recognising that performance of duties could be affected by alcohol or drugs and raising this with their supervisor to instigate appropriate risk control measures if required.
- Not undertaking duties if their ability to perform their duties safely, competently and professionally is impaired by alcohol or drugs.
- Not consuming alcohol during work hours, other than in accordance with this policy.
- Not possessing, distributing or otherwise consuming any prohibited drugs during work hours.
- Compliance with the Guidelines on the Use and Management of Alcohol at Work Structures Pty Ltd Functions.

7. Risk Assessment

7.1. This section is to be read in conjunction with the Policy Principles in Section 5.

7.2. Where an employee has a legitimate need to use a medically prescribed drug or over the counter drug that could impair their work performance, the employee is required to notify their supervisor so that a risk assessment can be conducted to ensure the safety of the individual and others. The risk assessment will be undertaken in accordance with the Work Structures Pty Ltd OHS Risk Management Guidelines

7.3. A risk management approach will also be used to determine those areas where zero tolerance of alcohol consumption will apply. All work will be considered high or medium risk unless assessed as low via the completion of a risk assessment.

7.4. Examples of high and medium risk activities are, but not limited to, work involving:

- Operating or driving any mobile equipment, including commercial lawn mowers, excavation equipment, vehicles, forklifts, tractors and the like,
- Workshop or Site locations,
- Medium to high levels of physical exertion, whether for short or long duration,
- Exposure to medium to high risk substances, such as dangerous goods,
- First aid – including all employees who are receiving a first aid allowance hence are on call for this activity whilst at work,
- Operating hand held power tools,
- All construction work,
- All licensed work e.g. plumbing, electrical tasks,
- Food preparation and Service,
- Cleaning services,
- Maintenance work,
- General yard work.

7.5. Examples of low risk activities may include but are not limited to:

- Administrative duties i.e. clerical work, checking email;
- Research activities.

8. Consequences of Breaching This Policy

8.1. Work Structures Pty Ltd views any breach of this policy extremely seriously. Depending on the severity of the breach, an employee may face disciplinary action in accordance with the Work Structures Pty Ltd disciplinary procedures, which may include a warning, final warning or dismissal.

8.2. Where appropriate, Work Structures Pty Ltd may recommend, or direct an employee to attend, internal or external drug and alcohol counselling.

9. Information and Assistance

9.1. Work Structures Pty Ltd is committed to providing information to employees on the policy. Education forms a key part of the implementation phase of this policy. In addition, information on alcohol and prohibited drugs will be made available to employees upon request.

9.2. Work Structures Pty Ltd will support any employee requiring assistance through Drug Arm Australasia Counselling Service. The Counselling Service is free and confidential. It can be contacted on 1300 656 800 or through <http://www.drugarm.com.au/content/home.asp?>

9.3. Employees should seek advice from their medical practitioner or pharmacist in regards to information on the possible effects of taking medically prescribed drugs or over the counter drugs.

10. Policy Review

10.1. This Policy will be reviewed as required or at least every 5 years for the date of last review.