

- **POLICY NUMBER:** 4.20
 - **TITLE:** Alcohol and Other Drugs Policy
 - **ADOPTED BY:** Executive
 - **DATE ADOPTED:** 15 December 2004
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Objective:

- 1.1 To assist in maintaining a safe work environment and to comply with Occupational Health and Safety legislative requirements.
- 1.2 To provide information and assistance to employees in relation to alcohol and other drug issues.

Policy:

- 2.1 Employees are not permitted to present themselves for work or resume duties under the influence of alcohol or any other drugs.
- 2.2 Consumption of alcohol during work hours is only permitted at work related social functions. Employees are responsible for ensuring that it will not impair their ability in relation to their work, their safe return home and their standard of behaviour.
- 2.3 Employees under the legal age for consumption of alcohol are prohibited from consuming and serving alcohol at Council functions, workplaces and events.
- 2.4 Where an employee is on prescribed medication which may impair their judgement or performance, the employee must notify their Supervisor. The supervisor may require the employee to undertake alternative duties or take sick leave if the employee is unable to perform their usual duties safely and/or effectively.
- 2.5 During work hours, employees may not ingest, inhale or inject any illegal drug.
- 2.6 Employees are not permitted to trade in alcohol, medication or drugs at work.
- 2.7 Employees who are required to operate plant and equipment; including; heavy vehicles and vehicles required to travel off-road, council buses, chain saws, mowing machinery, etc. must have a zero alcohol level.
- 2.8 Employees who are engaged as Child Care Workers must have a zero alcohol level.
- 2.9 Employees must abide by the conditions required by legislation or policy of their specific group or occupation.

- 2.10 Employees are not permitted to drive Council vehicles with a blood alcohol level above the permitted legal limit.
- 2.11 Any breach of the above policy may be treated as a disciplinary matter including serious misconduct, and may lead to termination of employment.

Managing Alcohol and Drugs in the Workplace

- 2.12 An employee exhibiting obvious signs of impairment that renders them unable to safely and effectively carry out their duties (e.g. staggering or slurred speech), should be removed immediately from their duties. The employee will be given an opportunity to explain their actions or behaviours, medical assistance will be obtained where appropriate and transport arranged to the staff member's home, or in some cases, the nearest emergency department. Disciplinary action may follow any incident of this nature that is found to be drug or alcohol related.

Assistance with Alcohol and Drug Issues

- 2.13 Council will provide education, information and counseling necessary to have employees understand the risks associated with the use and abuse of alcohol and other drugs at work.
- 2.14 The Employee Assistance Program is available to staff members who are seeking assistance with alcohol and drug problems.

* **Relevant Legislation:**

Occupational Health and Safety Act 2004
Australian Fair Work Act 2009

* **Cross References to other Policies/Documents:**

Occupational Health and Safety Manual
4.10 Discipline Policy
4.11 Employee Assistance
21.1 GESAC Alcohol and Other Drugs

* **Responsible Officer:**

Manager Human Resources

* **Last reviewed:** November 2012