

WORKPLACE DRUG AND ALCOHOL POLICY

GOALS

This policy shows:

- our commitment to health and safety in this workplace, and reducing the risks to the health and safety of all workers, contractors and visitors
- our commitment to complying with the requirements of the Work Health and Safety Act 2012 and any associated regulations, especially those for drugs and alcohol
- how we will deal with drugs and alcohol use and/or their effects in the workplace.

Drug and alcohol use can affect a person's ability to work safely. It creates a risk to personal and workplace health and safety. This policy applies to everyone at Industrylink Training Pty Ltd including all staff and contractors.

RESPONSIBILITIES

No one must drink alcohol or use drugs during work hours, except:

- for legitimate medical reasons. You must notify your supervisor if this medication is likely to affect your behaviour and therefore workplace health and safety. Your supervisor may assign you other duties while you're taking the medication.
- at workplace-based social events.

If an accountable person at the workplace has reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, they must arrange for you to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor or to the C.E.O. who may assign you other duties or arrange for you to be removed safely from the workplace.

MANAGING DRUGS AND ALCOHOL

Industrylink Training Pty Ltd will identify all workplace factors that influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them. Industrylink Training Pty Ltd will consult with workers personally if any issues have been identified, on an individual basis.

DISCIPLINARY ACTION

If a worker is found to breach this policy, management will make attempts to work with them to seek treatment where required and issue a formal warning for breach of this policy. Continued failure to adhere to this policy will lead to further disciplinary action such as suspension or termination of employment.

Industrylink Training Pty Ltd may undertake drugs and alcohol testing on a random basis, by utilising an external testing provider to administer the assessment.

Under this policy, should you be found to have illegal or undeclared drugs in your system, or a blood alcohol content of greater than 0.00%, while conducting work business, disciplinary action may ensue.

SOCIAL EVENTS

Responsible social events can be held at this workplace including Christmas parties and team-building activities. To ensure everyone remains safe:

- everyone is expected to act responsibly
- non-alcoholic drinks and food will be provided
- alternative public transport arrangements will be provided
- cab/taxi vouchers or alternate transport will be arranged by management

INFORMATION AND SUPPORT

Industrylink Training Pty Ltd will provide training and information about the effects of drug and alcohol use on personal and workplace health and safety, and on the components of this policy upon request.

Industrylink Training Pty Ltd is committed to the safety and well-being of all staff and as such, will offer an Employee Assistance Program (EAP) where required. Workers are encouraged to speak with their supervisor or the C.E.O. should they wish to utilise this program

Policy reviewed on 12 May 2016

Policy written by Alison Lovell – HR & Compliance Officer on 30th May 2012

Policy authorised by Tony Kennedy - CEO 30th May 2012