# Alcohol & Drugs Policy

## Purpose

Company Name is concerned by factors affecting an employee’s ability to safely and effectively do their work to a satisfactory standard. The business recognises alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

**Policy**

Company Name is committed to providing a safe, healthy and productive workplace that actively promotes the health of Company Name employees by offering appropriate alcohol and other drug education and treatment referral.

All employees must not be adversely affected by drugs, alcohol or other substances whilst at work. The consumption, possession, sale of illegal drugs by Company Name employees is prohibited whilst at work or on work related business.

Company Name may assist in arranging confidential counselling and rehabilitation support services for employees with drug or alcohol issues.

Company Name reserves the right to administer appropriate drug and alcohol testing of all employees when necessary.

Company Name Drug and Alcohol Policy is based on the following principles:

* The use of drugs and alcohol can negatively effect and impair an individual's ability to perform their work both safely and effectively; and
* Higher risks of injury, damage and loss occur through the use of drugs and alcohol by individuals, both on and off the job.

Company Name, at times, makes alcohol available to employees over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee. Driving over the legal limit or under the influence of illicit drugs is illegal.

## Procedures

There may be times when alcohol is available for employee consumption at Company Name contracted events/functions. It is then up to each individual to ensure that the consumption of alcohol is kept to relevant legal limits and appropriate standards of behaviour are maintained.

### Intoxication at Work

Company Name does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or immediate dismissal.

Employees who suspect or believe another employee is affected by alcohol or other drugs in the workplace should notify their manager (or in the absence of the manager, the HR Manager or a Director/Owner) of their concerns. Managers and Directors/Owners who are so notified by an employee, or who themselves suspect intoxication with a substance will stop the employee from carrying out further work and remove the person from any position of risk. The Manager/Director should remind the person of their responsibilities as a Company Name employee, and that the action they are taking is consistent with this Policy. The manager/Director should not debate the problem or attempt to counsel or diagnose the person’s problems. The employee will be provided with safe transport home (at Company Name’s expense) and will not return to work until the next day. The employee will not be paid for the lost time. The manager has a responsibility to notify the Directors/Owners about the incident.

The Directors/Owners will place a notation in their personnel file and the first warning is considered to be given. The employee should be provided with information on how to access alcohol and other drug treatment if they feel that they would benefit from it. The employee will be asked to re-familiarise themselves with this Policy document. If the Director/Owner considers the employee fit for work, the employee may go back to their duties as usual.

Upon return to work the following day, the employee should report to the manager (or in the manager’s absence, the Director/Owner) to ensure they are fit for work. If the Director/Owner cannot determine fitness at this point, the employee will be required to provide a certificate of fitness from their general practitioner prior to commencing work. (If they decline, they will be sent home again with a second warning). The employee is to refrain from duty until their fitness for work can be determined the following day. The employee will be interviewed on their return as per the Policy for intoxication.

### Testing

* 1. Cause testing (visual) – Where the employer observes an employee and suspects on reasonable business grounds the employee might be affected by testable drugs or alcohol. The employer reserves the right to send the employee off for testing at the most practicable medical practice to establish their fitness for work.
  2. Post-accident or serious incident – An employee will be tested for alcohol and testable drugs after an accident or serious incident that occurs whilst they are performing, or available to perform an SSA.

### Repeated Intoxication

If a pattern of unsatisfactory work performance or repeated presentations to work in an intoxicated state is evident, then the acute intoxication phase should be handled in the same way as above. On return to work the person will be interviewed by the Directors/Owners to advise the employee of the problem and to determine a relevant course of action, with another referral to a treatment facility and a warning of disciplinary action to follow on the next occasion.

### Prescribed Medicines

Where an employee is taking medications prescribed by a doctor that may impair their ability to perform tasks safely, the employee has a duty under this Policy to notify the manager (or in the manager’s absence, the Director/Owner) of their limitation. Adjustments can then be made to ensure safety is maintained. If this is not possible and the situation is temporary, the person should go home on sick leave via suitable transport. If the situation is not temporary, then consideration for longer-term duties where safety is not at risk will be required.

### Illicit Drugs

Company Name has a zero-tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business-related premises while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.

Illicit drugs, including but not limited to cannabis, heroin, cocaine, amphetamines, LSD and ecstasy are prohibited from any Company Name work premises and are not to be consumed during working hours, or immediately before so as to be adversely affected at work, under any circumstances.

An individual found in possession of illicit drugs in the workplace will be dismissed. The sale, transfer or manufacture of illicit substances in the workplace will also result in dismissal and the police will be notified. This includes the sale or distribution of prescribed drugs.

## Compliance

Breaches of this policy will result in disciplinary action. Depending on the circumstances, such action may include termination of employment.