

POL-17	WIDE BAY GROUP TRAINING SCHEME LTD	Issued: 18/04/07
Reviewed: 24/06/08	DRUG AND ALCOHOL POLICY	Approved: 18/04/07 By: General Manager
Review Date: 06/09	Policy Area: HRM	

1. Purpose of the Policy:

To minimise the risks to the health and safety of people and productivity in the workplace through the impact of drug and alcohol misuse.

To ensure that all WBGT employees are aware of what is expected of them and how they can expect to be treated in relation to drug and alcohol misuse.

To comply with the Workplace Health and Safety Act (Qld).

2. Scope:

All employees including trainees, apprentices and other WBGT staff, irrespective of whether the nature of the employment contract is permanent, temporary or casual in nature.

3. Principles:

To provide a safe and productive working environment. Alcohol and other substance abuse may impair an employee's ability to perform their duties properly and can have serious adverse effects on the safety and health of the individual and others as well as the reputation of the organisation.

Employees are responsible for their actions prior to entering and within the workplace, where those actions can have a real or potential adverse impact in the workplace. No employee shall possess, distribute or consume alcohol or illicit drugs at work.

Prescription drugs shall be used appropriately and safely.

Where a host employer's or industry policy is more stringent than that of WBGT, then the more stringent policy shall prevail.

4. Practice:

4.1 Definitions:

Drug - any substance, natural or synthetic, which when taken into the body, is intended to bring a change in medical, behavioural or perceptual states - for example: marijuana use, heavy drinking, use of tranquillisers, or misuse of prescription drugs.

Employee - All employees of WBGT including core staff, apprentices and trainees, irrespective of whether permanent, temporary or casual.

Field Officer – A WBGT employee responsible for managing a group of trainees or apprentices who are placed with Host Employers.

Host Employer – An employer with whom a WBGT trainee or apprentice is placed.

Non-Employees – Any other person including contractors and visitors.

Misuse - Alcohol and drug misuse can be defined as any alcohol or drug that threatens physical or mental health and diminishes the ability to meet work obligations.

4.2 WBGT Employees:

- Abide by the Code of Conduct and WPH&S Act at all times.
- In some industries as mining, there is a zero drugs tolerance regime with systematic and/or random drug testing and instant dismissal may follow if a positive test is returned. Similarly some industries such as manufacturing may require medical testing for drugs as a prerequisite for employment and a positive test may mean the job offer is rescinded.
- Do not misuse alcohol and drugs such that there is an impact on work performance or the health and safety of themselves and others at work. Employees have a duty of care not to attend work under the influence of alcohol or illegal drugs.
- Do not attend work where a medically prescribed medication can have a side effect that potentially or actually impacts upon your capacity to perform work safely.
- Ensure that WBGT meets its obligations to its employees, host employers, visitors and the general public to carry out its operations in a safe manner.
- Do not possess, trade, sell or consume illicit drugs at or in the workplace.
- Do not possess, trade, sell or consume alcohol at or in the workplace without prior WBGT management or Host employer permission.

4.3 Field Staff:

Field Officers should as part of the initial contact and before the induction process obtain a copy of the Host Employers policy or industrial agreements regarding alcohol and substance abuse and forward to the Manager – Field operations WBGT to ensure there is no conflict in the intent or provisions. Where the Host Employers arrangements are more stringent than those of WBGT and are based on safety considerations peculiar to that industry, then the Host Employer's policy shall prevail. WBGT and the Host Employer's policy should be communicated as part of the induction process.

In some industries, screening for drugs and alcohol may be required prior to employment. In such cases where a positive result occurs, WBGT reserves the right not to proceed with the employment offer or after consultation with the host employer may prescribe further future

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testing as a condition of employment. This should be formally advised to the individual in writing. Should a later medical testing return another positive result which is not the result of a prescribed legal medication, dismissal may follow.

Field Officers are responsible for monitoring the performance and conduct of the employees that they supervise. If a Field Officer has reasonable cause to believe that alcohol or drugs are affecting a WBGT employee's performance/conduct or that the health and safety of the individual or others is threatened, they must discuss the matter with the employee, the parent / guardian where aged under 18 years, host employer and WBGT management. Be wary of making a snap judgment that a worker is suffering a drug and alcohol related problem, other causes should also be investigated. Field Officers are not qualified to pass a medical opinion and should offer assistance in a supportive and non-judgmental manner.

In the event that an employee's alcohol and drug misuse constitutes an immediate and potential hazard to the health and safety of the individual or others, the Field Officer or Host Employer may direct the employee to go home or to attend a medical examination. If an employee is directed to go home it is the employer's duty of care to ensure they do so safely e.g. drive them home in a company vehicle, call a cab or a relative to pick them up but do not allow them to drive themselves home. If a cab is called and the employee does not have sufficient funds then WBGT will pay and claim the money from the employee if they fail the subsequent test. If the employee refuses and drives their own car then the Police are to be called immediately by the Field Officer.

The employee will not be permitted to resume work until the test result is known. Any time off taken to undergo testing and await results will be on no pay but if the test result finds the employee was fit to continue work then WBGT will reimburse base wages.

If there is a fitness for work issue and it is practicable, the Field Officer and employee should together develop an action plan to assist the employee to deal with the issue i.e. rehabilitation program, counseling, arrange leave, develop a return to work program. The employee will be required to meet their own travel arrangements and cost for counseling and rehabilitation. Employees will be entitled to use accrued leave entitlements for absences and while attending treatment.

Where it is reasonably assumed by the host employer or WBGT that a person should undergo a test and they refuse, it shall be taken that the person recorded positive to the test. The company will arrange for the person to be transported home as indicated above. Salary payments will cease until a test is completed and the person will not be permitted to recommence work until they have submitted themselves for testing or WBGT considers on medical advice that the employee would be fit to return to work. WBGT considers refusal to take a test as a serious breach of policy and disciplinary action up to and including dismissal will result. See also 4.7 and 6.1.

4.4 Consequences of Misuse:

In the event that possible ongoing alcohol and/or drug misuse is affecting the employee's work performance; performance management should commence as it should for any underperformance at work. Where strong reasons exist to suspect an employee is in breach of

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this policy the WBGT General Manager or Host Employer can request the person to submit to a drug or alcohol test by a doctor.

4.5 Negative Test Result:

If the test result is negative then the person is free to resume their normal duties.

4.6 Positive Test Result:

Where a person has returned a positive test and there are no material mitigating circumstances such as the influence of prescription medications, disciplinary action which may include a first warning, suspension or dismissal may be taken. However, WBGT reserves the right to conduct random time testing of an employee who returns a positive result at some future time.

Disciplinary action will still proceed in the case of an employee who fails to notify their supervisor of taking a prescription medication which the employee could reasonably be expected to know could impair their performance and affect safety or fitness for work.

What is an unfit for work limitation?

Subject to the host employer having a more stringent policy like zero tolerance, the following limitations are set by Australian Standard AS 4308.2001:

Blood alcohol	0.05gm/100ml or greater
Opiates (Morphine)	300ng/ml
Cannabinoids (THC)	50ng/ml
Meth/Amphetamines	300ng/ml
Cocaine	300ng/ml

4.7 Refusal to take Testing:

If an employee refuses to submit to a reasonable request for testing then it will be deemed a positive test result and recorded on the personal file. Refusal to take a test is a disciplinary offence that may lead to dismissal - See 6.1.

4.8 Workplace Possession or Consumption:

A person shall not bring a prohibited or illegal substance, such as drugs or alcohol to the workplace. See 6.1.

4.9 Drug Consumption in the Workplace:

Illegal drugs shall not be permitted on the premises, any instance of possession or use of illegal drugs at the workplace may be reported to the police and a full investigation undertaken as required by law. The offender will be immediately removed from the workplace and refused re-entry. See 6.1.

5.0 Supply or Sale of Drugs:

If a person is found supplying drugs in the workplace, they will be immediately removed and refused re-entry. The incident is to be referred to WBGT management and will be reported to the Police. Suspension or summarily dismissal may follow.

5.1 Supply or Sale of Alcohol:

If a person is found to be supplying alcohol without prior host employer or WBGT management approval they will be immediately be removed from the workplace and refused re-entry. The incident will be referred to WBGT management and may be reported to the Police. Suspension or summarily dismissal may follow. See also 6.0.

6.0 Alcohol Consumption at Work Functions:

Alcohol shall not be permitted on the premises and shall not be consumed by any person at the workplace, unless prior approval has been given by WBGT management or the host employer. As a general rule WBGT will not provide alcohol for staff at functions and staff are responsible for their personal purchases of alcohol, to regulate their consumption and for their actions. Excessive consumption of alcohol is to be avoided, this is both a safety and a social responsibility. Where employees believe themselves to be over the legal limit for driving they should arrange for a taxi home.

Employees are required to conduct themselves with the degree of responsibility that is consistent with the standards required of them while at work. Client, staff and business relationships can be adversely affected if the behaviour of staff at the function causes offense.

6.1 Consequences of Breach of Policy:

If the employee returns a positive drug test, or has used prescription drugs unsafely, a formal warning letter will be issued unless the host employer's policy provides for a more stringent action. As stated earlier this may mean dismissal. If the employee refuses or fails to undertake a medical examination a warning letter will also be issued. At the option of WBGT, the employee may also be required to undertake a rehabilitation program if the employment relationship is to continue.

If there is a subsequent second positive test, or a second failure to undertake or attend a medical examination, or a second misuse of prescription drugs or failure to undertake or attend a rehabilitation program then the person can expect to be stood down and dismissed.

In situations where there is a serious breach of law, such as the possession, consumption and sale of illicit drugs in the workplace, then suspension on no pay will occur and dismissal may follow. The matter will also be referred to the Police.

6.2 Confidentiality:

When addressing issues relating to alcohol and drug misuse both employees and managers/field staff/host employers should be sensitive to the individual's right to confidentiality, privacy and the maintenance of their dignity. However employees need to be aware that host employers will need to be informed about issues that may affect safety in the workplace. If the employee is aged under eighteen years the parent / guardian may also need to be involved.

“TERMS OF USE” AGREEMENT

I,, employee of the Wide Bay Group Training Scheme Ltd, have read and understand the terms and conditions outlined in the above “Drug and Alcohol” policy.

Signed: _____

Date _____

Print Name: _____