



## Drug & Alcohol Policy

Transition Recruitment & Labour Hire is committed to providing a work environment for its Staff, Apprentices, Trainees, Contractors and Visitors that is safe and without risks to health and safety. The misuse or abuse of alcohol and other drugs represents a significant problem to both PCBU's and Staff, Apprentices, Trainee and Contractors in terms of workplace incidents/near misses, absenteeism, and other individual costs.

**Objective:** A work environment in which the safety, welfare and performance of Staff, Apprentices, Trainee and Contractors is not adversely affected by the use of alcohol or other drugs.

**Scope:** This policy applies to all persons who work for Transition Recruitment & Labour Hire, irrespective of their individual employment arrangement. This procedure covers all persons who are directed and/or engaged to undertake tasks at Transition Recruitment & Labour Hire workplaces / locations.

For the purpose of this policy, the term 'drugs' refers to all legal and illegal drugs including but not limited to nicotine, tobacco, alcohol, cannabis, heroin, cocaine and amphetamines. Illegal drugs are those for which the production, possession, consumption or sale is an offence under Commonwealth or State laws.

**Policy:** Staff, Apprentices, Trainees and Contractors must not perform work duties under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition.

Work duties include:

- ◆ Presenting at the workplace or off-site job
- ◆ Operating plant or equipment
- ◆ Use of organisation vehicles.

Where a member of Staff, Apprentice, Trainee or Contractor is on prescribed medication that may impair their judgement or performance, they must notify their supervisor and work will be modified to accommodate impairment.

Possession of, use, distribution or sale of alcoholic beverages or illegal drugs on the premises of Transition Recruitment & Labour Hire, is not allowed.

On occasion, Transition Recruitment & Labour Hire will host social functions, the CEO has the discretion to permit limited alcohol consumption for approved Transition Recruitment & Labour Hire functions authorised by the CEO.

Arrangements for such functions will also include the provision of low alcohol and non-alcoholic beverages.

At these functions, people must always remember they are representing Transition Recruitment & Labour Hire and must conduct themselves in an appropriate manner.

Where a member of Staff, Apprentice, Trainee or Contractor, presents for duty and appears not to be in a fit state to carry out their normal duties Transition Recruitment & Labour Hire reserves the right to remove the worker from the workplace and seek advice from a medical practitioner on the worker's fitness for duty.

Staff, Apprentices, Trainee and Contractors are obliged to ensure that no person commences or continues duty if that person appears affected by alcohol, illegal drugs or medication that may lead to a health and safety risk.

Confidentiality is to be strictly observed in these matters.

A breach of this policy or associated procedure will lead to disciplinary action and may result in the termination of employment.

**This Policy addresses the requirements of the National Standards for Group Training Organisations. The Policy has been developed with consideration of access and equity principles and legislative requirements.**



## Drug & Alcohol Procedure

Transition Recruitment & Labour Hire is committed to maintaining a safe and healthy workplace and to reducing the risk of harm to Staff, Apprentices, Trainee, Contractors and others caused by the misuse of drugs and alcohol.

**Objective:** The Drug and Alcohol Procedure will be used in conjunction with the Transition Recruitment & Labour Hire Drug and Alcohol Policy and will:

- ◆ Provide a framework to reduce the costs to Transition Recruitment & Labour Hire of drug and alcohol use in the workplace
- ◆ Identify, assess and control any contributing factors in the workplace to harmful drug or alcohol use
- ◆ Provide Staff, Apprentices, Trainee and Contractors with access to information and education regarding drug and alcohol use
- ◆ Provide access to counselling and support services to Staff, Apprentices, Trainee and Contractors who have problems with drugs or alcohol.

**Scope:** This procedure covers guidelines and restrictions for the use of drugs and alcohol in the workplace by Staff, Apprentices, Trainee and Contractors who are directed and/or engaged to undertake tasks at Transition Recruitment & Labour Hire workplaces.

### Responsibilities:

At Transition Recruitment & Labour Hire, the **CEO** is responsible for ensuring that:

- ◆ Transition Recruitment & Labour Hire provides a workplace where there is an effective, ethical and equitable mechanism in place to prevent and respond appropriately to the unsafe use of drugs and alcohol
- ◆ All Staff, Apprentices, Trainee and Contractors are trained and familiar with the Drug and Alcohol Procedure
- ◆ Review of this procedure is conducted as required.

Managers, Field Officers / Supervisors are responsible for:

- ◆ Referring Staff, Apprentices, Trainee and Contractors requesting assistance for drug and alcohol related issues following consultation with the Human Resources Manager
- ◆ Informing Staff, Apprentices, Trainee and Contractors of the potential work-related problems that may arise from the use of drugs and alcohol
- ◆ Informing Staff, Apprentices, Trainee and Contractors of their responsibilities in relation to workplace safety, conduct and performance

- ◆ Managing and monitoring Staff, Apprentices, Trainee and Contractors whose work performance or conduct is adversely affected by the misuse or abuse of drugs or alcohol
- ◆ Providing information about referral to counselling, treatment and rehabilitation services where appropriate
- ◆ Appointing and co-operating with an appropriate organisation and/or officer of a State or Federal Authority to conduct drug and/or alcohol testing if/when required
- ◆ Managing Disciplinary Action appropriate to the circumstances of individual Staff, Apprentices, Trainee and Contractors if/and when required
- ◆ Ensuring all Staff, Apprentices, Trainee and Contractors, including contractors are aware of and comply with this procedure.

**Staff, Apprentices, Trainee and Contractors**, including volunteers and contractors, are not to undertake any work for Transition Recruitment & Labour Hire whilst under the influence of alcohol or other drugs.

Staff, Apprentices, Trainee and Contractors who are aware of any change in the behaviour of co-Staff, Apprentices, Trainee and Contractors and have grounds to believe that person's ability to work safely may be impaired, have a responsibility to report it to CEO or the Human Resources Manager so action may be taken immediately.

If a Staff member, Apprentice, Trainee or Contractor is required to take prescribed medication and is concerned about the health and safety effects of this medication he/she must discuss the concerns with his/her manager who will determine if there is a need to modify duties on a short term basis, or if sick leave must be taken.

**Procedure:**

**Reasonable Suspicion:** "Reasonable Suspicion" is defined generally as: suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behaviour, and speech or body odours of the individual or reliable information from another source.

1. Approaching a worker who may be under the influence:
  - ◆ Only the CEO, The GTO Manager, Human Resources Manager, or the nominated Field officer should approach a worker who may be under the influence. "Reasonable Suspicion" should be assessed before approaching any worker who is suspected of being under the influence, if unsure, consultation with a senior manager must occur prior to any person suspected of being under the influence.
  - ◆ Care needs to be taken when making this judgement in case the worker is ill or injured, taking prescribed medication or in some other form of distress, which may account for their behaviour
  - ◆ When approaching an apparently intoxicated worker it can be more effective and less confronting to talk in terms of their approach to safety and general work performance rather than their alcohol or drug use
2. As far as is reasonably practicable discuss the matter with the worker in a private location away from other people
3. It will then be explained to the worker that they have been approached for a breach of the Drug & Alcohol Policy
4. It will be made clear that there is Reasonable Suspicion that the worker is impaired by drugs and/or alcohol
5. The worker will be given the opportunity to explain the observed behaviour
6. After speaking with the worker, if Reasonable Suspicion is no longer held and no further action is required, the worker can return to duty
7. It will be clearly explained to the worker that refusal to submit to Reasonable Suspicion testing is a violation of this Procedure, which can lead to discipline, up to, and including, termination of employment
8. Where Reasonable Suspicion is confirmed, the worker will be advised that they are to leave the workplace
9. Suitable arrangements will be made to get the worker home safely
10. If drug or alcohol testing is not to be carried out:
  - ◆ The worker will be informed that they are to Return To Work unimpaired by drugs or alcohol on his/her next scheduled work period
  - ◆ The worker must report to the nominated manager upon Return To Work before returning to their work duties
  - ◆ A meeting will be arranged upon the worker's return to the workplace between the worker and the nominated manager to enable consultation to occur regarding any monitoring and management of the worker, or disciplinary action, as per the applicable HR policy and procedure.
11. Drug or alcohol testing:
  - ◆ Staff, Apprentices, Trainee and Contractors who are suspected of being under the influence of illicit drugs or alcohol whilst at work and deny this will be

- provided with the opportunity to undergo suitable testing by a medical professional. This testing will include blood and urine tests
- ♦ Testing will be carried out in accordance with the Australian Standard AS4308:2008 “Procedures for Specimen Collection and the detection and quantisation of drugs of abuse in urine”
12. All health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the Privacy Act 1998 (Commonwealth).

**Disciplinary Action:** Staff, Apprentices, Trainee and Contractors whose behaviour has placed the safety of themselves and others at risk will be subject to disciplinary procedures in accordance with the relevant award and/or employment agreement.

This process will involve the conduct of an interview between the manager, worker and *union representative (if applicable)* or *health and safety representative (if applicable)*, a discussion of the unacceptable behaviour, offer of counselling assistance and verbal warning initially followed by written warning if the behaviour continues.

A further instance of concern within a 2-year period will result in a final warning and potentially termination of employment.

If drug and alcohol testing has been conducted on an individual worker and a 1<sup>st</sup> positive test result returned: Repeated positive test results will accumulate for two (2) years from the date of the first positive. Three (3) positive test results in two (2) years of the first positive will lead to a review of the worker’s employment status, which may include termination of their employment.

**Support Services:** Staff, Apprentices, Trainee and Contractors who believe that they may have a problem with illicit drug or alcohol consumption should approach their Manager or Field Officer who, after consultation may arrange suitable leave or alternate duties. Counselling services may also be offered to Staff, Apprentices, Trainee and Contractors undergoing disciplinary action for being under the influence of illicit drugs or alcohol whilst at work.

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