



Document Title: Employee Consultation

Drug & Alcohol Policy



This procedure sets out the drug and alcohol policy for
Choice Enterprises Australia Pty Ltd



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Purpose

To document the Drug and Alcohol Policy of Choice Enterprises Australia Pty Ltd and set out arrangements for communication and review of the policy. This drug and alcohol policy forms part of the overall Occupational Health & Safety Policy of this Company. Its aim is **NOT** to single out people who may have a substance overuse or abuse issue but rather to indicate ways in which people in such a position can help themselves with Choice Enterprises Australia Pty Ltd support.

Application of the Policy

This policy is applicable to Choice Enterprises Australia Pty Ltd in all its operations, functions and specifically those situations where employees are required to work on site. On site work means work undertaken at client premises.

Consultation

The organisation is committed to consultation and cooperation between management and employees. The organisation will formally involve employees in any workplace change that will affect their health & safety.

Communication of the Policy

All personnel, including contractors, are to receive information about the policy at induction and are to be provided with a written copy of the policy after any revisions. This policy will be reviewed every 2 years.

The signed policy is to be printed on A4 size paper in the format (OHS 029/1), and displayed in the following factories: 16 & 17, 107-113 Heatherdale Road, Ringwood.



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Procedure

- 1] *Unfit for Work*
 - i) It is a Choice Enterprises Australia Pty Ltd (Employer) requirement that there be a zero impairment to work performance arising from alcohol or other drug use/abuse while on employer business, or at any employer location, or while being called into work on rostered availability.
 - ii) Any employee called into work for reasons of an emergency or an unrostered short notice nature, has the right to refuse and should indicate they would not meet the zero impairment of this policy, in their assessment of themselves.

- 2] *Possession, Consumption, Distribution or Sale of Alcohol, or Illicit Drugs on Company Premises*

The possession, consumption, distribution or sale of alcohol on the employer’s premises is strictly prohibited.

- 3] *Possession and Consumption of Prescription Drugs*

The possession, and consumption of prescription drugs are allowed. When the drug may affect the zero impairment requirement the use of such a drug/s must be reported to the Employer.

- 4] *Rehabilitation*
 - i) The Employer recognises that alcohol and other drug dependency is a treatable condition and will actively support the rehabilitation of for employees who have a dependency on alcohol or other drugs.
 - ii) The Employer recognises that continuity of employment can be an essential factor in rehabilitation success, and will not put the employment of any participant employees in jeopardy providing that:
 - (a) The employee seeks treatment, and the rehabilitation process proceeds satisfactorily.
 - (b) Job performance becomes satisfactory within a reasonable time after treatment begins, and
 - (c) The employee is not in violation of any other Employer rules and regulations.
 - iii) An employee undergoing rehabilitation may be re-assigned to an alternative position with no loss of base pay and conditions, where continuation in their assigned position could affect safety or risk of environmental exposure.

- 5] *Contractors and Visitors*

Providers of contract services to the employer, or visitors to Choice Enterprises Australia Pty Ltd premises shall comply with the provisions of Clause 1.1 and 2 of this document. Any employee or a contractor, or visitor, found to be in violation of clauses 1.1 and 2 of this policy can be refused entry onto or removed, and may be permanently barred from Choice Enterprises Australia Pty Ltd premises and/or providing services to Choice Enterprises Australia Pty Ltd .



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Providers of contract services to Choice Enterprises Australia Pty Ltd have the right to make use of the self test equipment and take appropriate actions to remedy their situation without penalty.

6] *Education and Training:*

- All staff will be given a copy of the company policy as well having the implications of the policy examined.
- Information on Alcohol and Drug-related problems will be available
- There will both general and specific training programs provided to managers, supervisors and staff.
- Inclusion in induction programs.

7] *Compliance*

Compliance with this Alcohol and Other Drugs Policy is required of all employees as a condition of employment. Failure to comply with this Policy may result in termination of employment. Choice Enterprises Australia Pty Ltd will take all appropriate steps to ensure that the rights of privacy of the individual are protected.

This Policy is not to be interpreted as any waiver of Management's responsibility to maintain discipline, or its right to invoke disciplinary measures in the case of misconduct which may be associated with the misuse of alcohol or other drugs.

Audit Records (*ref: SafetyMAP criteria 4.2.1*)

The current written and dated policy, signed by the Managing Director and displayed in the designated areas

Induction training content

Induction records

Distribution lists for policy revisions

Standard (including relevant legislation)

Under the terms of the Occupational Health & Safety Act, the employer is responsible for the provision of education and appropriate policy for the protection of its employees and if it does not provide these processes the employer is liable to litigation and damages by other employees and the affected employee.

- eg.
- Occupational Health & Safety Act 2004
 - Dangerous Goods Act 1985
 - Equipment (Public Safety) (Incident Notification) Regs



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Form OHS 029/1

**Choice Enterprises Australia Pty Ltd Pty Ltd
Drug and Alcohol Policy**

Objectives

Choice Enterprises Australia Pty Ltd is committed to providing a safe, healthy and productive workplace for all employees.

The aim of this policy is only to regulate the use of alcohol or other drugs in so far as their use impacts on the safety of the workplace.

Choice Enterprises Australia Pty Ltd is committed to a comprehensive prevention, education and rehabilitation program regarding alcohol and other drug overuse and abuse.

Responsibilities

Choice Enterprises Australia Pty Ltd is committed to encouraging its employees to self monitor their personal blood alcohol level believing the self regulation is better than punitive action.

Where an employee's job performance becomes affected, and there is a reasonable cause to believe that plant safety, the environment, or productivity of other employees or members of the public is prejudiced as a consequence of the use of these substances, management and unions will encourage the employee to take immediate self motivated action.

Application of the Policy

This policy is applicable to Choice Enterprises Australia Pty Ltd in all its operations, functions and specifically those situations where employees are required to work on site. (On site work means work undertaken at client premises).

Consultation

The organisation is committed to consultation and cooperation between management and employees. The organisation will consult with employees in any workplace change that will affect their health & safety.

Policy Authorised by:

Mark Thomas, Managing Director

Date of Policy Issue:

10th August 2009