



POLICY DOCUMENT – WHS

12.16.46

Policy Name	Drug and Alcohol Policy
Policy No.	12.16.46
Version:	1
Responsible Department:	People, Governance & Communications
Last review date:	New Policy
Next review date:	This Policy shall be reviewed 12 months after the implementation of the testing regime and every 3 years thereafter, or on significant change to legislations or aspects included within this policy.
Applicable Legislation:	Work Health and Safety Act 2012 Work Health and Safety Regulations 2012
Related Policies:	Employee Conduct Policy Hazard Management Policy
Related Documents:	WHS Drug & Alcohol Procedure PROC379 Procedure for Code of Conduct Human Resource Management Manual WHS Contractor Management Procedure

1. PURPOSE

The City of Port Lincoln, as part of its commitment under the Hazard Management Policy, recognises its obligation to identify reasonably foreseeable hazards that could give rise to health and safety risks. The City of Port Lincoln expects all Workers to work in a safe manner and the purpose of this policy is to reduce exposure to unacceptable risk or damage to Council/and or injury caused by illegal/illicit Drugs, medication and alcohol.

2. SCOPE

This Policy applies to all Workers as defined in the *Work Health and Safety Act 2012* and detailed below. The Policy applies at all times while carrying out work for Council, or at Council work-related functions, regardless of whether the worker is within or outside of the workplace. This includes when representing the Council at conferences, training events, business trips, using Council plant and equipment, attending Council work-related social events as well as at the usual place of work.

A person is a *worker* if the person carries out work in any capacity for a person conducting a business or undertaking, including work as—

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| (a) an employee; or | (e) an out Worker; or |
| (b) a contractor or subcontractor; or | (f) an apprentice or trainee; or |
| (c) an employee of a contractor or subcontractor; or | (g) a student gaining work experience; or |
| (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or | (h) a <u>volunteer</u> ; or |
| | (i) a person of a prescribed class. |

3. PRINCIPLES

The City of Port Lincoln is committed to ensuring the work performance and the safety of others is not compromised due to illegal/illicit drugs, medication or alcohol, and the following principles are fundamental to achieving this.

- Zero tolerance to Illegal / Illicit Drug taking;
- Restrictions on operating Plant & Equipment while on Medication, where the Medication carries a warning that it may affect the ability to operate Plant & Equipment.
- Zero tolerance to alcohol during work hours;
- A limit of less than 0.05 alcohol level for all Workers on call or in control of a council vehicle outside of standard work hours, except workers for whom state legislation demands a 0.00 level of alcohol.
- Zero tolerance to the sale, transfer or possession of Illegal / Illicit Drugs.

The City of Port Lincoln acknowledges that the most successful approach to controlling the use of Illegal / Illicit drugs, medication and alcohol within the workplace include a positive and supportive culture within the organisation. Accordingly, the City of Port Lincoln is committed to providing access to support, including but not limited to:

- General education for Workers and Line Managers on the effects of Illegal / Illicit Drugs, Medication and alcohol in the workplace and other drug-related matters; and
- The Employee Assistance Program for Council employees

4. POLICY FRAMEWORK

The policy framework for the monitoring of drugs and alcohol in the workplace is to:

- Identify reasonably foreseeable hazards and associated risks, with regards to Illegal / Illicit Drugs, Medication and alcohol.
- Provide established procedures for intervention where Illegal / Illicit Drug use and / or alcohol abuse is suspected or identified and assist affected Council employees to receive treatment with a view to rehabilitation.
- Ensure confidential consultation between all relevant stakeholders.
- Ensure Workers receive suitable and adequate information, training and supervision.
- Establish a process for drug and alcohol testing and the confidential and secure management of results including pre-employment screening, incident and cause testing.
- Provide an appropriate process for managing drug and / or alcohol use in the workplace.
- Ensure all records are maintained, registered and available only to those who have authority to access them.

5. BREACHES OF THE POLICY

All Workers must comply with this Policy and the related procedures.

Non-compliance with this Policy will be treated seriously by Council. A breach of the Policy may lead to disciplinary action up to and including termination of employment as per the Council's disciplinary processes, Employee Code of Conduct, Volunteer Management Policy or cancellation of Contract as per the terms of the Contract Agreement. Where the activities potentially represent criminal activity, these matters may be referred to SAPOL for investigation by the CEO or delegate.

6. **ROLES & RESPONSIBILITY**

6.1. ***Chief Executive Officer & General Managers (Executive)***

The City of Port Lincoln's Executive Team are accountable for:

- Assisting Council meet its legislative duties in relation to the use and/or misuse of drugs and alcohol in the workplace.
- Approving reasonably practicable budgetary expenditure necessary for ensuring that the workplace is free of drugs and alcohol.
- Ensuring that Line Managers are provided with appropriate training.
- Ensuring consultation occurs with key stakeholders and other Persons Conducting a Business or Undertaking (PCBU) as required.
- Ensuring Council functions are managed in line with the policy and the principles of Responsible Service of Alcohol, including:
 - Specifying start and finish times.
 - Having non-alcohol and low-alcohol beverages available.
 - Making food available.

6.2. ***Line Managers***

The Line Managers have a responsibility to model and promote the Policy and are accountable for:

- Ensuring that Workers are provided with information, training and supervision necessary to control Illegal / Illicit Drugs, Medication and alcohol in the workplace.
- Ensure Workers are supported and have the opportunity to undertake awareness programs / information sessions which address the potential effects of Illegal / Illicit Drugs, Medication and / or the excessive use of alcohol on their performance in the workplace and on their own health.

6.3. ***WHS & Risk and People and Culture Team***

The WHS & Risk and People and Culture team will provide support to Line Managers and workers with regards to implementation of this policy and the supporting procedures and are responsible for:

- Monitoring and advising on legislative change; and
- Providing relevant reports and information to the Executive Team and WHS Committee as required.

6.4. ***Workers***

Workers are accountable for:

- Ensuring they do not endanger themselves or others in the workplace.
- Complying with the requirements of this policy and the supporting procedures.
- Adhering to the requirements of Council's Employee Conduct Policy
- Participating in training and consultative processes when required.

6.5. WHS Committee

The WHS Committee's function is to:

- Facilitate consultation between department Line Managers and Workers in matters relating to this policy and subsequent procedure.
- Monitor the incident statistics and refer issues that require management direction or enforcement to the Executive Team.

SIGNED:

Acting Chief Executive Officer

Chairperson, WHS Committee

Date:

Date:

7. EMPLOYEE ACKNOWLEDGMENT

All Council employees will be given a copy of this policy and WHS Drug & Alcohol Procedure. Council Employees will be consulted and notified of any amendments to this policy and the WHS Drug & Alcohol Procedure.

If any Council employee has any difficulties or questions regarding this Policy or the WHS Drug & Alcohol Procedure they should discuss this with their Line Manager or the WHS & Risk team.

All Council employees must sign the statement below confirming that they have read, understood and agree to abide by this policy and related procedure and they understand that adherence to this policy also forms part of the expected behaviours pursuant to the Employee Conduct Policy. The signed original will be held in the Council employee’s Personnel file.

I,.....(Council employee name), have read, understood this policy and the WHS Drug and Alcohol procedure and by signing this acknowledgement, I understand that I am confirming that I agree to abide by this policy and the related procedure/s	
..... (Signature)/...../..... (Date)