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## **ALCOHOL AND OTHER DRUGS (AOD)**

### **POLICY PURPOSE**

The purpose of this policy is to set out specific procedures for preventing injury and illness to employees and service users from the irresponsible use of alcohol and other drugs in the workplace. Whilst the policy mainly focuses on the abuse of alcohol and illicit drugs, employees need to be aware that the taking of, or failure to take, some prescribed medication may also affect the safety of themselves and others.

### **SCOPE**

This policy applies to all programs and activities within all service streams of the ##### and to all employees, Board Members, contractors, consultants and volunteers who interact with service users within the group.

##### is committed to providing a safe working environment to minimise risks and hazards that can arise from the irresponsible use of alcohol and other drugs in the workplace. Whilst ##### employees have a responsibility to comply with the law, they also have a duty of care for their own safety and that of colleagues and service users. ##### recognises that employees will fail in this duty of care if they attend work under the influence of alcohol or other drugs.

Being affected by alcohol consumption or other drug use, including prescription drugs, means that a person's ability to work competently and safely is reduced. If clinical tests are performed and biologically active concentrations of substances are measured in the body, there is an increased risk of being involved in an accident and the safety of other people or property are in reasonable doubt.

### **POLICY CONTEXT AND RELATED LEGISLATION**

This policy should be read in conjunction with other associated ##### policies and procedures and, in particular, the Alcohol and Other Drugs (AOD) Policy Procedures.

Additionally, this policy recognises the legal and moral obligations of ##### and it has been framed around the:

- Occupational Safety and Health Act 1984 (WA) (as amended 2014);
- Misuse of Drugs Act 1981 (WA) (as amended 2017);
- National Disability Insurance Scheme Act 2013 (Cth);
- National Disability Insurance Scheme Quality and Safeguarding Framework 2016;
- Standard 6 of the National Standards for Disability Services (2013), which places a duty of care on employees to ensure they are not in such a state, due to the consumption of alcohol or other drugs, as to endanger their own safety at work or the safety of any other person or to diminish their performance of their duties.

## **RESPONSIBILITIES**

- The ##### is responsible for ensuring the effective management within all service streams of the group of preventing injury and illness to employees and service users from the irresponsible use of alcohol and other drugs in the workplace.
- The Chief Executive Officer and Executive Directors are responsible for complying with the spirit of this policy and ensuring that all employees of ##### act in good faith and in accordance with this policy.
- Managers are responsible for monitoring compliance with this policy, and reviewing this policy to ensure that it is operating effectively.
- Employees are responsible for:
  - Acting with ethics, integrity, honesty and transparency at all times.

## **BREACHES OF THE POLICY**

Any breaches of the Alcohol and Other Drugs (AOD) Policy could constitute a possible act of misconduct. Reference is accordingly made to ##### Discipline and Termination Policy which outlines the relevant processes that may be followed if misconduct is suspected.

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