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ALCOHOL AND OTHER DRUGS (AOD) PROCEDURES

INTRODUCTION

The following Procedures are to be implemented to enable ##### to meet the policy objective of 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

These Procedures should be read in conjunction with all relevant ##### Policies and Procedures and, in particular, the Alcohol and Other Drugs (AOD) Policy.

PROCEDURES

The following procedures are to be implemented to ensure that the ##### meets its policy objective of providing a safe working environment free of the risks and hazards caused by the irresponsible use of alcohol and other drugs.

1. The unauthorised possession, distribution, sale or abuse of alcohol or performance impairment drugs on ##### property, related sites, vehicles or at any ##### event is strictly prohibited.
2. Employees, volunteers or Board Members must ensure that they are not adversely affected by alcohol or other drug use during working hours, thereby endangering their own safety or the safety of any other person. This includes personnel engaged in casual, contract or after hours work or functions.
3. Employees, volunteers or Board Members must not be affected by alcohol or any other drug whilst driving a ##### vehicle, operating mechanised equipment or undertaking any other high-risk activity.
4. Personnel on duty or on ##### premises or in vehicles are prohibited from having a blood alcohol concentration level above 0.05 prior to commencing duty, or from consuming alcohol or smelling of having consumed alcohol whilst on duty or on meal breaks, except as outlined under clause 8 below.

No employee, volunteer, consultant, contractor or Board Member is permitted to attend or remain at work under the influence of alcohol or other drugs (legal or illegal). If an employee is present at work under the influence of alcohol or illicit drugs, a supervisor or manager will provide or arrange for transportation home for the employee.
5. Under the Misuse of Drugs Act 1981 (WA) (as amended 2017), the police will be informed where illicit substances are identified or suspected and are known to be in an employee's possession.
6. It is the responsibility of all employees to report to their immediate supervisor, Manager or the Chief Executive Officer where they suspect an employee is under the influence of alcohol or other drugs, or if they have concerns about working with another employee because of possible increased risk to health or safety from the use of alcohol or other drug consumption.
7. There is a range of medications that may adversely affect performance, including pain relievers, sleeping pills or tranquillisers. An employee who is using legally prescribed medication that may impede performance must report this to their immediate supervisor or Manager before

commencing duty. Employees shall not be discriminated against when notifying a potential risk. ##### will ensure information disclosed by employees is treated confidentially.

8. ##### recognises that employees and service users enjoy a variety of social activities that may include the consumption of alcohol. Those employees supervising events and participating in ##### activities where alcohol is available are permitted to consume alcohol in a safe and responsible manner that will not harm ##### employees, service users, property or reputation. Under no circumstances are employees permitted to have a blood alcohol concentration level above 0.05 while on duty.

9. Employees are encouraged to advise the Manager, Industrial & Workplace Relations if they have an alcohol or other drug related problem. As far as is possible, ##### will seek out specialised counselling, education and training, treatment and rehabilitation of employees affected by alcohol and other drugs. Information disclosed by employees is treated confidentially.

10. ##### will ensure the availability of a confidential and non-judgemental response to employees with alcohol or other drug related problems through referral to appropriate external support programs for assessment and management of any addiction, intoxication or withdrawal states.

11. ##### may require employees, volunteers, Board Members and others who may have direct contact with service users to undergo alcohol and other drug testing. The categories of testing are:

- Random testing;
- Pre-employment testing;
- Post-accident or incident testing – where there is a potential for an individual's alcohol or other drug use behaviour to have resulted in the accident;
- Testing an employee deemed to be unsafe – where the potential exists for an employee to endanger their own safety or the safety of others;
- Rehabilitation testing – used for individuals attending a rehabilitation program provided by #####

12. Employees or volunteers who refuse to participate in, or cooperate fully with, an alcohol or other drug test will be counselled and encouraged to participate. If the person continues to refuse without legitimate cause, they will be deemed unfit for work and will not be permitted to continue at work. While under suspension for refusing to submit to an alcohol and other drug test, employees will not receive payment for the time not at work. Continued refusal to submit to an alcohol or other drug test is grounds for disciplinary action, up to and including termination.

13. Applicants for employment or volunteer work with ##### may be asked to submit a sample to be screened for alcohol or other drug abuse as part of their pre-employment medical examination. Any applicant who tests positive may be considered unsuitable for appointment.

BREACHES OF THE POLICY PROCEDURES

Any breaches of the Alcohol and Other Drugs (AOD) Policy Procedures could constitute a possible act of misconduct. Reference is accordingly made to ##### Employee Discipline and Termination Policy which outlines the relevant processes