



# **Drug and Alcohol Policy**

<b>Date policy was adopted by Council:</b>	22 May 2013
<b>Resolution number:</b>	100/13
<b>Previous Policy review date:</b>	May 2013
<b>Next Policy review date:</b>	May 2016
<b>Reference number:</b>	C1347265

**1 OUTCOMES:**

Queanbeyan City Council has a duty to ensure the health, safety and welfare of its workers and other people in the workplace (*Section 19, Work Health and Safety Act 2011*). Also, Workers have a duty to take reasonable care for their own health and safety, as well as for the health and safety of other people in the workplace and to co-operate with their employer in providing a safe working environment (*Section 28, Work Health and Safety Act 2011*)

As a consequence of these obligations, the Council will have:

- processes in place to reduce the workplace risks associated with the use of alcohol and other drugs by workers; and,
- mechanisms to appropriately manage the misuse of alcohol and other drugs in the workplace through awareness, training, education and where required, rehabilitation or disciplinary processes.

**2 POLICY:**

Queanbeyan City Council is committed to:

- providing a safe and healthy work environment for all staff, contractors and people who may have dealings with Council.
- Eliminating the physical risks associated with the misuse within the workplace of alcohol and other drugs, thereby providing a safer working environment.
- reducing the risks of alcohol and other drugs impairment in the workplace;
- encouraging workers to act in good faith by not engaging in conduct which puts Council's goodwill and reputation at risk, or impedes the proper performance of the worker's responsibilities; and
- promoting a supportive culture that encourages a co-operative approach between all workers regardless of level within the organisation and builds on the shared interest in, and commitment to, workplace health and safety.

### 3 DEFINITIONS

*Supervisor* – refers to any member of Council staff acting in a line management role (i.e. team leader, supervisor or manager or higher classification).

*Worker* – employee, councillor, contractor, trainee, volunteer, labour hire or work experience person.

*Alcohol* – refers to all substances that contain alcohol (including food, medicines and beverages).

*Drugs* – refers to all substances (including prescription medication) that when taken into the body, alter the way the body functions physically or psychologically.

*Workplace* – any site where work is undertaken; excludes venues where liquor is offered for sale and at a designated council function i.e. a Christmas party, Dinner, Conference, Seminar, Workshop or Mayoral function.

### 4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Australian Standards:

- AS3547:1997 – Breath alcohol devices for personal use.
- AS4760:2006 – Procedures for specimen collection and the detection and quality of drugs in oral fluid.

Work and Health and Safety Act 2011 (NSW).

Work Health and Safety Regulations 2011 (NSW)

### 5 CONTENT:

Workers are obliged to present themselves for work in a fit state so that in carrying out their work activities they do not expose themselves, their co-workers or other people in the workplace to unnecessary risks to health and safety. Therefore:

- Workers must always be in a fit state to carry out their duties when at work. They must not possess, consume or be under the influence of alcohol or other impairing substances.
- The Council's aim is to have '**zero influence**' of drugs and alcohol in the workplace . Workers are not permitted to work while under the influence of drugs or alcohol and must at all times be within the RMS prescribed concentration levels for alcohol and other drugs.
- Anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs, legal or illegal, must immediately be removed from the workplace.
- The Council values its image in the community and the consumption of alcohol by staff in public places during working hours does not enhance our image and reputation. Accordingly, Workers are strongly encouraged to not partake in the consumption of alcohol during working hours. In this regard working hours includes meal and other prescribed work breaks.

- Workers are not permitted to take illegal drugs during working hours. In this regard working hours includes meal and other prescribed work breaks.
- The Council will if considered appropriate carry out screening for alcohol and drugs. Testing may be carried out on reasonable suspicion or following an incident and will be conducted in a way that is consistent with Council's policy and processes.
- The Council also reserves the right to introduce random testing where it is considered appropriate.
- Workers will be encouraged to overcome identified drug and alcohol problems that could impair a workers' ability to work safely.
- Encourage our workers to maintain good health and wellbeing through a suitable lifestyle balance.

A worker has a responsibility to take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions relating to use of the drugs. In the instance that prescription medication could potentially affect the ability of the worker to perform their normal duties safely; the worker must notify their immediate supervisor.

In the event that drugs or alcohol are found on Council's premises, actions may include an investigation of the matter to attempt to determine who is responsible for the drugs or alcohol, or requiring workplace participants to undergo a drug or alcohol test.

## **6 ALCOHOL AND DRUG TESTING AND DISCIPLINARY PROCESS**

Queanbeyan City Council will carry out screening for alcohol and drugs. Testing may be carried out on reasonable suspicion or following an accident or incident. Queanbeyan City Council also reserves the right to carry out random testing where it is considered appropriate. Area for random testing will be determined by conducting a draw by the General Manager (based on all work groups being represented). The Work Health and Safety Coordinator will facilitate the draw and assist the General Manager.

Drug and Alcohol testing will be carried out by an external company and testing will be conducted in accordance with requirements under the Australian Standard.

Disciplinary procedures will be invoked, and may lead to summary dismissal, in the case of any worker who:

- is removed from a workplace due to impairment or suspicion of impairment caused by substance abuse, drugs or alcohol consumption.
- tests positive for illegal drugs, including Cocaine, Opiates, Methamphetamine, or THC.
- is found to have a blood alcohol level that exceeds the RMS prescribed concentration levels for alcohol of 0.05 detected in a breath or a blood sample.
- refuses to undertake a screening test for alcohol or drugs, or
- is found supplying illegal drugs in any council workplace

Workers found to be exhibiting the effects of drugs or alcohol may be directed to have an appropriate test conducted. If a positive drug and alcohol reading is recorded at any time, the worker will be subject to disciplinary action, possibly including suspension and/or termination.

A worker found to be exhibiting the effects of drugs or alcohol, or returning a positive drug or alcohol reading, or refusing to participate in testing, will be required to cease work immediately and leave the workplace.

- as part of our commitment to maintaining safe work practices, the Council is unable to allow workers to resume work until such time as they undertake testing and a negative result is obtained.
- workers sent home or to a medical examination must report to their supervisor the following working day or when they are no longer under the influence of drugs or alcohol to discuss the incident.
- workers who return a positive result or refuse testing will not be paid for this time off work until a negative drug or alcohol test is returned.

#### *6.1 Requests for Help*

The Council will treat any requests for assistance from any worker who volunteers the information that they have a drink or drug related problem sympathetically, and the worker will have access to Councils employee assistance program.

A request of this nature will not be accepted subsequent to or immediately prior to testing for alcohol and drugs. During any regime of treatment the individual would remain subject to the requirements of this policy whilst at work.

#### *6.2 Drug and Alcohol Management Strategies*

- The Council will ensure that effective control strategies for drug or alcohol misuse will be implemented.
- Such control strategies will focus on job performance and safety and will be implemented in conjunction with appropriate counselling.
- The Drug and Alcohol Policy will be provided to and acknowledged by all new employees (full time, part time and casual employees) at induction.
- Contractors and volunteers will also be provided a copy of this policy by their project or line manager and acknowledge that they may be subject to testing under this policy.
- Workers are encouraged to report drug and alcohol problems that could present safety risks.
- Suitable training will be provided, if needed, so that workers will know how to deal with drug and alcohol misuse appropriately.
- Interventions in the case of safety-related drug and alcohol problems will be monitored and evaluated and followed up with further action if required.
- An operational Alcohol and Drugs Procedure will be developed and implemented to support this policy.
- All processes relating to this policy will be *Promapped* and made available to all workers and their supervisors.

### *6.3 Manager and Supervisor Commitment*

Managers and supervisors are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into work practices.
- Effective action is taken to prevent accidents, incidents or injuries, which could result from drug or alcohol misuse.
- All processes relating to this policy are followed and due process afforded to all workers.
- Risks arising from drug or alcohol misuse are identified, assessed and controlled.

### *6.4 Confidentiality*

When addressing issues relating to alcohol and drug misuse, all parties should be sensitive to the individual's right to confidentiality, privacy and dignity. However if the worker is aged less than eighteen years, the parent/guardian may also need to be involved.

## **7 PERFORMANCE INDICATORS**

- Zero incidents caused by workers being affected by drug or alcohol in the workplace.
- Level of management of workers affected by drugs or alcohol carried out in a proactive manner.
- Incidents of the need to support workers with drug or alcohol misuse problems.

POLICY:-	
<b>Policy No:</b>	
<b>Policy Title:</b>	Drug and Alcohol Policy
<b>Date Policy was adopted by Council:</b>	22 May 2013
<b>Resolution Number:</b>	100/13
<b>Previous Policy Review Date:</b>	May 2013
<b>Next Policy Review Date:</b>	May 2016
PROCEDURES/GUIDELINES:-	
<b>Date Procedure/Guideline (if any) was developed:</b>	January 2013
RECORDS:-	
<b>Container Reference in TRIM: Policy</b>	
<b>Container Reference in TRIM: Procedure</b>	
<b>Other locations of Policy:</b>	Intranet (linked to TRIM Container)
<b>Other locations of Procedures/Guidelines:</b>	Intranet (linked to TRIM Container)
DELEGATION (if any):-	
RESPONSIBILITY:-	
<b>Draft Policy developed by:</b>	Workplace Health & Safety Officer
<b>Committees (if any) consulted in the development of the Draft Policy:</b>	Executive Workplace Consultation Committee
<b>Responsibility for Implementation:</b>	Workplace Health & Safety Officer
<b>Responsibility for Review of Policy:</b>	Executive Manager – Legal & Internal Services

INTEGRATED PLANNING FRAMEWORK:	
<b>Community Strategic Plan:</b>	Strategic Priority No. 6
<b>Delivery Program Title:</b>	Workplace Health & Safety
<b>Operational Plan:</b>	Program No. 132

<b>Senior Authorizing Officer</b>	<b>Position</b> General Manager	<b>Signature/Date</b>  22 May 2013
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<b>ACTION</b>	<b>COUNCIL MEETING DATE</b>	<b>RESOLUTION NUMBER</b>	<b>REPORT ITEM NUMBER</b>
<b>NEW/RECONFIRMED/ AMENDED</b>			
New	22 May 2013	100/13	Item 14

<b>DATE REVIEWED</b>	<b>REVIEWER POSITION</b>	<b>REVIEWER NAME</b>