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## DRUGS AND ALCOHOL - FIT TO WORK POLICY

### Purpose

As provided in 's Occupational Health and Safety policy, part of our employer responsibilities is a duty of care to ensure all of our employees, contractors and casuals are fit to work, and that they can perform their work effectively without compromising their safety, the safety of their work colleagues, or members of the public.

The purpose of this policy is to prescribe a set of employment conditions that will ensure that no employee or person is put at risk by the employee under the influence of alcohol or other drug/s which may affect an employees judgement or performance. Furthermore, the policy aims to ensure that people who are dependent on alcohol and/or other drug/s are not discriminated against for seeking assistance to overcome the dependency and that any requests for assistance or subsequent support be provided in confidence.

### Scope

This policy applies to all employees and contractors.

### Definition

<b>Fit to Work</b>	Ones capacity to exercise the physical and intellectual abilities needed to present an appropriate behaviour and to perform your work at the required level of concentration, precision, and skill.
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### Policy

You may not be fit to work due to **illness, emotional upset, or the effects of prescribed medication, drugs or alcohol**. The effects of substance abuse, including alcohol or drugs, have the potential to affect work performance and lead to increased risk of injury or accident and jeopardises a safe workplace. Your use of illegal drugs, or being under the influence of illegal drugs in the workplace, may result in immediate suspension and or dismissal and or policy investigation.

### Accountability

Each individual who presents themselves for work must ensure that he / she is not, by the consumption of **drugs or alcohol**, in such a physical or mental state as to endanger his / her own safety, or the safety of others. They must be able to perform work satisfactorily. In this context, intoxication at work is unacceptable. At work-related social events, if we believe that you are intoxicated and a risk to yourself or others, we will make enquiries as to how you expect to get home and if necessary, arrange transport on your behalf.

has a zero tolerance approach when it comes to illicit drugs within the workplace. Employees are not permitted to work whilst under the influence of alcohol drugs. If you are required to operate machinery or any type of vehicle your blood alcohol content limit is zero (0.00%)

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serves both non-alcoholic and alcoholic drinks at work related functions in a responsible manner. You are responsible for ensuring that your own level of alcohol consumption and your behaviour at, and following, such functions falls within appropriate legal and community standards. Failure to abide by this policy may result in disciplinary action.

If there is concern regarding an individual's ability to perform their duties safely, it is the responsibility of management to assess and give effective feedback to their people concerning work performance, and to investigate the facts associated with an individual being fit to work. If you have a concern related to working with another employee, contractor or casual due to that person's fitness to work, you must report your concerns to you're the person you report to.

If an employee is taking prescription medication which may impact their judgement or performance the employee must notify their person they report to and in some cases may be required to provide supporting medical documentation regarding the side effects. Each case will be assessed individually, however the employee may be given other suitable duties or provided leave.

### **Substance abuse**

recognises that substance abuse is a treatable condition. Individuals who suspect they have an alcohol or drug problem are encouraged to seek advice, and to follow appropriate treatment. In these cases, [client name] will attempt to continue the employment relationship to mutual satisfaction. Our first priority is to care for you and, within reason, undertake whatever is within our power to ensure your safety.

### **Breach of Policy**

A breach of this policy may incite standard disciplinary procedures under the Performance Management Procedure ([HR\\_PRO04](#)).

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