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	Department		
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	Modified By	Document Version	Effective Date
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This policy applies to both ADRA Australia and Open Heart International. Unless specifically mentioned in the policy, references to ADRA Australia extend to, and include, Open Heart International.

CS 180 510 Alcohol and Substance Abuse

Policy

In our workplaces, it is a requirement that workers do not work under the influence of alcohol or drugs. Being affected by alcohol or drugs at work, particularly in at risk environments, can seriously compromise the health, safety and welfare of workers, and others in the workplace, and also impair an individual's ability to perform their work competently and professionally.

The purpose of this policy is to:


- a) Assist the workplace in fulfilling its Health and Safety obligations and duty of care to ensure the health, safety and welfare of all workers, and others in the workplace
- b) Assist workers to fulfil their duty of care towards themselves and others in the workplace
- c) Promote awareness of personal safety and security in relation to alcohol and drug consumption
- d) Ensure that individuals preserve the dignity and professionalism expected of them by co-workers and the community
- e) Provide workers with adequate information about the ways in which drugs and alcohol can impair safe and competent performance of work and the consequences of their inappropriate use, and
- f) Provide guidelines to workers who work in a supervisory role in relation to managing alcohol and drug problems in the workplace.

Policy process

- i. Workers must not possess, distribute, sell or consume prohibited or illicit drugs while at our workplace.
- ii. Alcohol is not to be consumed at our workplace.
- iii. Workers are not to report for duty in an intoxicated state, or in a condition that may be perceived by other people in the workplace as being so. This includes those who drink alcohol off the premises before a shift or during the course of their meal break or rest pause.
- iv. Workers are not to drive any workplace vehicle or operate any mechanical equipment after having consumed any alcohol or used illicit drugs within the previous 6 hours, or whilst under the influence of prescribed medication or over the counter drugs.
- v. Workers are to minimise any alcohol and/or drug related risks to the organisation and to individuals

Responsibilities of, Manager/WHS Coordinators and supervisors

- Ensure that all workers are aware of this policy and their roles and responsibilities detailed herein.
- Ensure that procedures, for managing persons who may be impaired by alcohol and/or drugs or who have ongoing alcohol and/or drugs-related problems, are followed.
- In addition Manager/WHS Coordinators are responsible for:
 - Monitoring work performance.

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- Reporting any concerns to officers (directors)
- Approaching a worker who may be intoxicated, see 'Approaching an Intoxicated Person', after discussions with company officers.
- Offering assistance to a worker who may be intoxicated, see 'Offering Assistance'.
- Maintaining confidentiality regarding alcohol and/or drug related problems of workers members.

Responsibilities of workers

- All workers have a legal obligation to carry out their duties safely and to refrain from any conduct, that includes the use of alcohol and/or drugs, which could adversely affect their performance and/or put at risk the health and safety of themselves or others in the workplace.
- Should you believe a co-worker is intoxicated whilst performing duties, please see their Supervisor or Manager/WHS Coordinator immediately.
- In particular, workers must:
 - Ensure they do not report for work or remain at work while under the influence of alcohol and/or drugs or any substance that adversely affects their performance.
 - Comply with requests by the worker's Manager/WHS Coordinator or CEO to be removed from the work area where the impaired person's behaviour is deemed to be a workplace health and safety risk.
 - Failure to comply with the request to be removed from the workplace may result in further disciplinary action.
- A worker who is experiencing alcohol and/or drug related problems is encouraged to discuss the matter with their Manager or the CEO

Access to Restricted Drugs

- Some roles within the workplace may have access to restricted drugs. This is a position of responsibility and these workers need to be aware of the associated risks.
- Allegations of misappropriation of drugs, whether for sale or for personal use, will be investigated as an allegation of misconduct.


Procedures for Supervisors or Manager/WHS Coordinators

All concerns relating to workers being impaired and under the influence of alcohol must be reported to their Supervisor, Manager/WHS Coordinator, workplace officers (directors) or any other member of senior management.

Approaching a person who may be impaired by alcohol and/or drugs at work

Typical signs of impairment include:

- Scent of alcohol and/or drugs on breath or person.
- Speaking too loudly or too softly.
- Slurred speech.
- Bloodshot eyes.
- Lack of alertness; for example, responding slowly to questions.

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- Poor motor control (stumbling, bumping into others, difficulty picking things up etc.).
- Rude, aggressive or other inappropriate behaviour.

The worker's Manager/WHS Coordinator should approach the person at work who appears to be affected by alcohol and/or drugs. It is important to:


- Ensure the safety of the affected person and other people.
- Ensure fair and reasonable treatment of the affected worker.
- The impaired worker should be asked to explain their behaviour.
- If a reasonable response is not given, request that the worker should be given the opportunity of providing a blood test (see Drug & Alcohol Testing).
- If the person denies being intoxicated, they should be given the opportunity to explain their impaired behaviour.
- The worker should be asked to leave the work area as health and safety is being put at risk, organise transport for the person to get home safely.
- If the worker is not cooperating, consideration should be given as to whether there is a risk to health and safety. If there is a risk, the area near the affected person should be isolated, contact Police and if requested the worker's representative.
- Failure to comply with the request to be removed from the workplace may result in further disciplinary action.
- A record of the incident should be made by the Manager/WHS Coordinator and forwarded to the CEO.

Assisting people with ongoing alcohol and/or drugs-related problems

- In consultation with the CEO, workers may be referred to Drug and Alcohol counselling or rehabilitation.
- Approve access to leave to attend these programs.
- Monitor future performance of the worker.
- Document all conversations and forward this information to the CEO
- Assess worker's ability to perform their role safely.
- A worker who accepts support is expected to actively participate. Failure to participate may result in action in disciplinary action; this may include suspension from work or termination of employment.

Drug and Alcohol Testing

- Testing may be implemented when and if a worker is deemed by the Manager/WHS Coordinator or Officer to be showing signs of intoxication and agrees to be tested. At all times during the testing process workers and management are to conduct themselves in a professional manner.
- The process is as follows:
 1. Immediate removal of the impaired worker from the work area
 2. Manager/WHS Coordinator to contact the CEO for a referral form to a pathology provider, for the relevant blood testing for alcohol and/or drugs.
 3. Worker to go directly to the closest provider collection centre

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4. Worker to be stood down, with pay, until test results are received
 5. Test results will determine action to be taken.
- After the test is completed the worker is to go home and return to work as advised by their Manager/WHS Coordinator or CEO
 - A counselling session will be held during the worker's next shift to discuss the behaviour and test results.
 - Where a worker refuses testing for alcohol or drugs they may need to provide evidence that disprove the allegations that they have breached this policy. In the absence of this proof, this workplace may make take disciplinary action.
 - In the event of a positive test result, a decision may be made in line with the discipline procedures and also refer the worker to drug and alcohol counselling.
 - In the event of a negative test result, we will proceed with counselling of the worker to discuss why their behaviour and other signs indicated the worker was intoxicated.
 - At all times the confidentiality of the worker will be maintained.

Grievance Procedures

If a worker feels they are being unfairly treated during this process, they should refer their grievance to the CEO for consideration.