

Drug & Alcohol Policy

1. Purpose and Scope

Drug and alcohol use can affect a person's ability to work safely and creates a risk to work health and safety. This Policy applies to everyone at Hackham West Community Centre and shows:

- our commitment to health and safety in this workplace, and to reducing health and safety risks for all persons including BoM, staff, volunteers, participants, contractors and visitors.
- our commitment to complying with the requirements of the *Work Health and Safety Act 2012* (SA) and the *Work Health and Safety Regulations 2012* (SA), especially those for drugs and alcohol.
- how we will deal with drugs and alcohol use and/or their effects in the workplace.

2. Definitions

- Prescribed Medications – refers to any medications that have been prescribed by a doctor.
- Non-prescribed Medications – refers to those purchased or obtained without a doctor's prescription.
- Employees – paid staff, contractors and volunteers

3. Related Documents

The following documents either contain references to this policy or are referred to in it:

- Work Health and Safety Policy
- Work Health and Safety Procedure
- Use of Private Vehicle for Work Purposes Procedure
- Board Manual
- Staff Handbook
- Volunteer Handbook
- Risk Management Procedure
- Staff Disciplinary Procedure
- Volunteer Disciplinary Procedure

4. Legislative Requirements

This policy acknowledges the legal responsibilities that we have in relation to:

- [Work Health Safety Act 2012](#)

5. Policy

- 5.1 In the interests of Work Health and Safety and to ensure that all Hackham West Community Centre employees and volunteers enjoy a safe workplace, the Board of Management concurs that the consumption of any substance which is likely to impair the work performance of an employee be designated as a hazard. Three particular substances – alcohol, medicines or illegal drugs are the subject of this policy.
- 5.2 No one must drink alcohol or use drugs at the workplace, except:
- For legitimate medical reasons – you must notify your supervisor if prescribed medication is likely to affect your behavior and therefore work health and safety. Your supervisor may assign you other duties while you are taking the medication
 - At work-based social events: this is dealt with in more detail under "Social Events" in this policy.
- 5.3 The manager/supervisor at this workplace must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace. (Refer 5.14)
- 5.4 Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.
- 5.5 This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor who may assign you other duties or arrange for you to leave the workplace.
- 5.6 Many of the products used for medicinal purposes have the ability to affect the performance capabilities of those taking them.
- 5.7 Sensible, limited consumption of alcohol by any persons is acceptable at certain identified functions or events. When providing alcohol at events, advice will be sought from the Office of the Liquor and Gambling Commission on requirements for License and WHS Responsibilities.
- 5.8 Any person taking medication that could affect his/her performance at work, should notify their immediate supervisor of the "warning information" supplied with the medication and the employee's assessment of the effects of the medication.
- 5.9 Should the risk to the person and/or other persons be increased to a point that

threatens safety, the supervisor must then identify either alternative safe duties within the area of operation, or alternative safe duties at the workplace.

5.10 Should the risk be of such magnitude that no safe work can be made available the employee will leave the workplace and be recorded as sick leave.

5.11 Persons arriving at work in a manner considered "unfit for duties" will be sent home.

5.12 Persons who believe they have an alcohol and/or drug problem will be encouraged and supported to participate in a relevant program.

5.13 **Social events**


Responsible social events can be held at this workplace and outside venues and to ensure everyone remains safe:

- everyone is expected to be responsible and mindful of the workplace
- non-alcoholic drinks and food will be provided

5.14 **Disciplinary Action**

Persons caught possessing, taking and/or selling or dealing in illicit drugs will be **instantly dismissed** from employment and the relevant Authorities notified.

6. **Approval**

Name	Andrew Whitecross Sue Steer Gillian Golding Helen Short Richard Schirmer Shannon Little
Position	Board of Management
Signature	
Date	05/18
Next Review Date	05/2021

7. **Document History**

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3	11/9/2013	BoM	
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