

ALCOHOL AND OTHER DRUGS POLICY

PC04

Policy Title:	Alcohol and Other Drugs Policy		
Policy Type:	People and Culture Policy		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	People and Culture Manager		
Responsible Officer:	Health, Safety and Risk Officer		
Records Number:	24942	Version:	4.0
Approval Date:	23/05/2024	Next Review Date:	23/05/2028

Purpose

The West Daly Regional Council (Council) is committed to providing a safe and healthy work environment for all employees. This Alcohol and Other Drugs Policy (Policy) outlines the expectations and guidelines regarding the use of alcohol and other drugs in the workplace to ensure the safety, well-being, and productivity of our workforce.

Scope

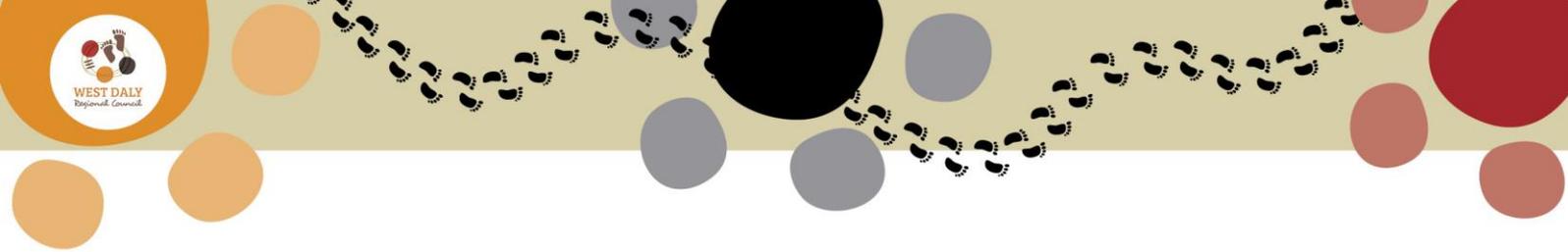
This policy applies to all employees, contractors, volunteers and visitors on council premises, engaged in council-related activities, or operating council vehicles and equipment.

Policy Statement

Council employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration, and alertness at the workplace is impaired. For this policy, the term 'employee/s' shall extend to cover contractors, volunteers, and any person performing work for or with the Council in any capacity.

1. Individual Responsibility

- 1.1. In accordance with the *Work Health and Safety (National Uniform Legislation) Act 2011*, workers must take reasonable care of their safety and health and not endanger the safety and health of others at the workplace.
- 1.2. The consumption of alcohol and/or drugs while at work is unacceptable.
- 1.3. Employees are required to present themselves for work and remain capable of performing their work duties safely while at work.



1.4. An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action, including possible termination of employment.

2. Reporting Requirement

2.1. Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

3. Exchange of Alcohol and Other Drugs on the premises

3.1. Employees are expected to uphold the highest standards of conduct within the Council premises, and engaging in the purchase, consumption, or sale of alcohol or other drugs on-site is considered serious misconduct, potentially leading to disciplinary actions, including dismissal.

4. Prescribed medication

4.1. Employees prescribed medication or drugs that could affect their ability to safely perform their duties must promptly inform their manager or People and Culture, disclosing any associated side effects.

5. Consumption of Alcohol and Other Drugs

5.1. Employees, contractors, and visitors on Council premises cannot partake in the consumption of alcohol or other drugs.

6. Drug and Alcohol Testing

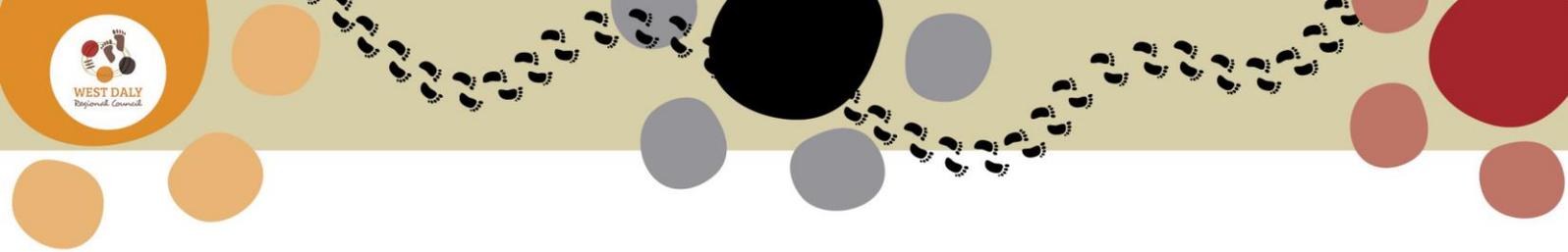
6.1. Council is committed to maintaining a safe and drug-free workplace. To achieve this, the organisation has established a comprehensive Policy outlining the standards and procedures for testing employees for the presence of prohibited substances. To prevent and eliminate the usage of alcohol in the workplace, Council enforces a strict blood alcohol concentration level of .000g/210L. This is in line with our commitment to ensuring a safe and productive work environment.

6.2. Employees may be required to undergo drug and alcohol testing under the following circumstances:

- a) Employment Medical: As part of the on boarding process, new employees may be required to undergo drug and alcohol testing.
- b) Random Testing Program: Employees may be selected at random for testing to deter substance abuse in the workplace.
- c) Reasonable Suspicion (known as Cause Testing): If there is reasonable suspicion of an employee being under the influence of prohibited substances, testing may be conducted.
- d) Post-Incident Testing: After workplace incidents, accidents, or injuries, employees involved may be subject to drug and alcohol testing.

6.3. The Council may conduct testing for the following prohibited substances:

- e) Alcohol
- f) THC (marijuana)
- g) Cocaine



- h) Amphetamine (speed)
- i) Methamphetamine (ice, ecstasy)
- j) Opiates (heroin, morphine, codeine)
- k) Oxycodone (OxyContin)
- l) Benzodiazepines (Xanax, Valium)
- m) Other prohibited substances or synthetic drugs

6.4. Testing Procedures: Drug and Alcohol testing will be conducted in strict accordance with the Council's HSR (Health Safety and Risk) Drug and Alcohol Procedure. This procedure ensures the confidentiality, accuracy, and fairness of the testing process.

7. Breach of Policy

7.1. If an employee or visitor is found to violate this policy, the Council reserves the right to remove the individual from the worksite. Employees or visitors found to violate this policy may be subject to disciplinary action, up to and including termination of employment. The Council emphasises the importance of compliance with this policy to maintain a safe and healthy workplace for all employees.

8. Education and Awareness

8.1. Employees who recognise that they have a drinking or drug problem, or that they are at risk of developing one, are encouraged to come forward so that they can be assisted to get the appropriate help.

8.2. The Council engages the services of an external Employee Assistance Provider who can provide the organisation's people with free and confidential counselling. Additionally, employees who want to quit smoking can access support to quit through:

- EASA
- NT Quitline (13 78 48):
- iCanQuit Website:
- My Quit Buddy App:
- GP Appointment Booking:

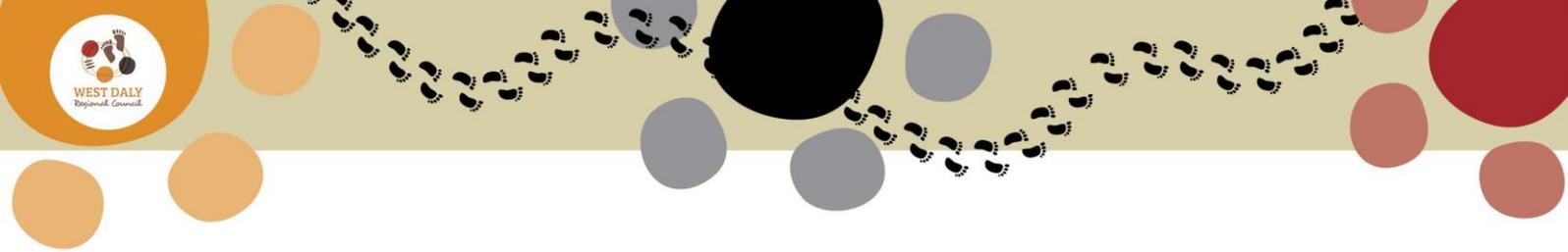
9. Alcohol and Other Drugs Treatment Programs

9.1. Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the council will assist the employee.

9.2. Council will allow an employee to access any accrued personal or annual leave while they are undergoing treatment.

9.3. The Council will take steps to return an employee to their employment position after the completion of the treatment program if practicable in the circumstances.

9.4. Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to a suitable alternative position or possible termination from employment if the employee is unable to safely carry out the requirements of their role.



Exception

The West Daly Regional Council has a Drug and Alcohol Management Plan (DAMP) in place, as required by Part 99B of the Civil Aviation Safety Regulations 1998 (CASR). Both this policy and the DAMP apply to employees involved in the airstrip and aviation-related roles. In the event of any discrepancy between this policy (or any other related procedure) and the DAMP, the DAMP will prevail.

References

- *Work Health and Safety (National Uniform Legislation) Act 2011*
- *Work Health and Safety (National Uniform Legislation) Regulations 2011*
- *Tobacco Control Act 2002*
- *Tobacco Control Regulations 2002*

Definitions

In the context of this policy, the following definitions apply:

Term	Definition
Employees	Includes staff, contractors, and volunteers.
Smoking	Includes smoking tobacco or any other substance by any means, including vaping.
Alcohol	All substances that contain alcohol – including foods and medicines.
Drug	A substance other than food intended to affect the structure or function of the body.
Over the counter drugs	Drugs which can be purchased legally without a prescription.
Prescription drugs	Drugs prescribed by a Medical Practitioner and issued by a pharmacist or clinic.
Prohibited substances	Drugs that are illegal under state or national law.
Random	Having no specific pattern.

Related Documents

- WDRC Drug & Alcohol at Work Version 3
- Work Health and Safety Policy



Review History

Version No.	Approval Date	Policy No.	Policy Name	Minutes ref./resolution no.
3.0	30/01/2019	HR08	Dugs and Alcohol at Work	013/2019
4.0	23/05/2024	PC04	Alcohol and Other Drugs Policy	OCM-2024/46 ID: 24942

Endorsement

Signature:	
Date:	23/05/2024
Name and Position:	Mark Blackburn, A/Chief Executive Officer