



Goals

This policy shows:

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

This policy applies to everyone at State-Wide Earthworks Pty Ltd.

Definition

Drug and alcohol use can affect a person's ability to work safely. It creates a risk to workers and work health and safety.

Responsibilities

No one must drink alcohol or use drugs at this workplace, except:

- for legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to effect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication
- at workplace-based social events: This is dealt with in more detail under Social events in this policy.

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.

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.

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 be removed safely from the workplace.

Managing drugs and alcohol

State-Wide Earthworks Pty Ltd will identify all workplace factors that may influence someone to turn to drugs or excessive alcohol consumption and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

State-Wide Earthworks Pty Ltd will consult with workers, work health and safety representatives and/or the work health and safety committee on this issue.

Disciplinary action

Employees found to be in breach of this policy may be subject to disciplinary action. Disciplinary actions may include any or a combination of the following:

- The issuing of verbal warnings
- Counselling and/or interview,
- Immediate removal of employees from their current duties or position,
- Re-training,
- The issuing of a warning notice,
- Termination for repeat acts/omission,
- Immediate termination.



Testing

- Testing may be completed by either qualified State-Wide Earthworks Pty Ltd personnel or externally engaged professional organisations.
- Testing may be implemented post event, as a part of a testing program or in the case where an authorised State-Wide Earthworks Pty Ltd employee has a reasonable suspicion that an employee or subcontractor may be under the influence of drugs and/or alcohol.
- The testing procedures may range from a single use kit to a professional testing process.
- In the event of a positive test being returned,
 - the employee or subcontractor involved may be stood down,
 - possibly required to participate in further testing,
 - a performance management process developed
 - or the employee may be dismissed,
- Participation on the testing process is a requirement of individuals contract of employment and refusal to participate may result in implementation of a performance management process, including stand down until a negative testing is completed.

Social events

Responsible social events, including after work gatherings Christmas Parties and Sporting event gatherings, can be held at this workplace.

To ensure everyone remains safe:

- everyone is expected to act responsibly
- non-alcoholic drinks and food is made available
- alternative public transport arrangements may be provided
- personnel are expected to coordinate their own travel arrangements where they may have consumed alcohol in excess of legal limits.

Information and support

State-Wide Earthworks Pty Ltd will provide regular training and information about the effects of drug and alcohol use on personal and work health and safety, and on the components of this policy.

Policy authorised by:



Mathew Burns
Managing Director