

Policy Title:	Alcohol and Drugs
Policy Number:	HRP008
Category:	Policy and Procedure
Classification:	Human Resources
Status:	Approved 12th August 2014

Purpose

- Kalano Community Association Inc. (KCA) is committed to providing a safe, healthy and productive workplace for all employees including visitors, contractors, volunteers, trainees and clients;
- KCA recognizes that alcohol and drugs can affect an individual's ability in the workplace and can be a contributing factor to workplace injuries; and
- To fulfil requirements under AS/NZS ISO 9001:2008

Scope

The alcohol and drugs policy applies to all KCA employees, visiting contractors, volunteers, trainees, clients and elected council members.

Policy

Kalano Community Association acknowledges that alcohol and/or drug use is a significant problem that can impair a worker's judgment and impede performance and place their health, safety and welfare in jeopardy as well as that of their co-workers and other people in the workplace.

This alcohol and drugs policy aims to assist with the establishment of clear procedures for addressing risks to health and safety in the workplace associated with inappropriate use of alcohol and/or other drugs (AOD).

Procedures

Management Responsibilities:

- To provide reasonable assistance through education and rehabilitation programs that address AOD problems in the workplace;
- Take reasonable steps in meeting obligations to employees, volunteers, contractors and visitors to conduct business in a safe and supportive manner;
- All Executive Officers, Managers, Team Leaders and Supervisors are responsible and accountable for the safety of their workers;
- All Executive Officers, Managers, Team Leaders and Supervisors are responsible for ensuring all Work, Health and Safety Policies and practices are followed at all times;

- All Managers, Team Leaders and Supervisors are responsible to report an employee unfit for work due to AOD consumption or in possession of illegal drugs, to their Chief Executive Officer (CEO); and
- Where an employee taking prescription drugs is unable, or may be unable, to perform the required work, the Manager, if reasonably possible, in consultation with the employee, may make suitable arrangements to the work for the day. Where this is not a temporary situation the Manager will need to address the issue with the CEO as soon as practicable.

Individual Responsibilities:

- Under no circumstances will an employee undertake any work for KCA if affected by alcohol or drugs in a manner that puts their own and others' personal health and safety at risk. An employee who believes that they are in an unfit state to perform their work must inform their Manager prior to commencing;
- An employee taking prescription drugs who is unable to undertake work to the normal standards must inform their Manager before commencing;
- In particular, employees who work with or around power driven machinery, drive vehicles while on KCA business or work in a hazardous environment **MUST NOT** be affected by alcohol or drugs;
- While using or driving any power driven machinery or vehicles employees must not exceed any associated alcohol legal limits;
- Employees who have concerns about working with other workers affected by possible AOD use must consult with their Manager; and
- Under no circumstances will an employee knowingly engage in illegal drug related activities or maintain possession of illegal drugs while on KCA business

Counselling:

Because KCA values its employees we can offer the following services both in and out of the organization:

- Counselling;
- Education;
- Outreach support; and
- Rehabilitation.

Disciplinary Action:

- Where identified that an employee is affected by alcohol and/or drugs while at work disciplinary action will be taken in accordance with the KCA Inability to Perform policy;
- Such action may also include verbal or written warnings or dismissal;
- Dismissal may apply where, it is proven the consumption of alcohol and/or drugs has contributed to behavior that:
 - Results in injury to themselves and/or others;
 - Failed to heed warnings associated with poor work performance;
 - Abuse of work colleagues and/or Manager; and

- An employee will be dismissed if found to be in the possession of an illegal drug or engaged in illegal drug related activities while on KCA business.

Accidents/Incidents – Work Cover Issues:

Where it is reasonably believed that the consumption of alcohol and/or drugs has contributed to the workplace accident/incident the CEO or Deputy CEO may organize for drug and alcohol testing to be undertaken.

Confidentiality:

In accordance with the Confidentiality and Privacy Policy at KCA.

Definitions

Alcohol	Refers to all substances that contain alcohol
Drugs	A substance other than food intended to affect the function of the body. An illicit substance that causes addition, habituation, or a marked change in consciousness
Employees	Refers to both indoor and outdoor staff members
Individuals	Any reference to an individual will include all KCA employees or contractors and visitors to any KCA workplace
Prescription drugs	Drugs prescribed by a Medical Practitioner and issued by a pharmacist
Workplace	All areas where KCA work is performed, including in communities, where employees are in the course of undertaking their duties

Relevant Documents

<i>Related Policies</i>	<ul style="list-style-type: none"> • <i>WHSP001 – Work Health and Safety</i> • <i>HRP003 – Employee and Contractor Code of Conduct</i> • <i>HRP004 – Confidentiality and Privacy</i> • <i>HRP007 – Inability to Perform</i> •
<i>Related Publications</i>	<ul style="list-style-type: none"> • <i>Fair Work Act 2009</i> • <i>Privacy Act 1988</i> •