**Drug and Alcohol Policy**

**Purpose**

Company Name (‘short name’) is committed to ensuring, as far as reasonably practicable, the good health and safety of all Workers, to ensuring healthy and safe working conditions, and to the safe operation of all equipment in the workplace. For the reason we have adopted the following Drug and Alcohol Policy which prohibits all Workers from working or conducting company business under the influence of drugs and/or alcohol.

**Scope**

This Policy applies to all Company short name Workers, contractors, subcontractors, outworkers, trainees, work experience students and volunteers (‘Workers’).

**Policy**

**Alcohol and Drug-Free Work Environment**

Company short name has a zero tolerance to the consumption of alcohol when carrying out the duties of your role / position in the workplace.

* During work hours (including lunch breaks).
* At work sponsored or work-related functions unless with specific permission of the employer.
* While onsite and in vicinity of Company short name facilities.
* While in command of a company vehicle or vehicle rented by the company.
* Operating machinery including but not limited to a forklift, overhead crane, power tools, welding equipment etc.

**Working while under the Influence**

An Worker who presents and/or begins work while impaired or who becomes impaired while at work is guilty of a major violation of the Company procedures and it may result in their employment being terminated, with or without notice.

**Possession of Drugs & Alcohol on Premises**

Company short name will take appropriate measures to ensure that alcohol or illegal drugs are not being stored or used on company property or in company vehicles. These measures may include, but are not limited to, searches of Workers and personal property located on the Company premises by law enforcement officers

**Drug and Alcohol Testing prior to employment**

We may require an applicant to undergo a pre-employment drugs and alcohol test. We reserve the right not to offer employment to any person who returns a positive drugs or alcohol test result.

**Obligation to Notify**

Workers who are taking prescribed drugs for medical reasons, which may impact on their ability to perform their duties in a safe manner, must provide to their immediate supervisor a medical certificate certifying they are fit for duty. The medical certificate should specifically refer to the use of any equipment/vehicle required by the Worker to complete their normal duties.

Any person who suspects a substance abuse case should discuss the situation immediately with their manager. Because each case is different, the handling and referral of the case must be conducted in a confidential manner and coordinated with the manager.

**Violation of Alcohol and Drug-Free Work Environment**

The use, possession, transfer, or sale of any substance on the Company premises or in the Company car park, warehouse, company vehicle or other property or site in which the Company operates its business, is strictly prohibited. Apart from potentially being illegal conduct which will be reported to the relevant authorities, any violations may lead to the termination of the Worker’s employment.

If an Worker is involved in the illegal use, possession, transfer or sale of an illegal substance, the Company will notify the appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Company.

Disciplinary action, up to and including termination of employment, will apply in instances where Workers behave inappropriately at social functions and do not comply with the Worker’s general legal obligations, including but not limited to, ‘drink driving.’

**Handling Drug and Alcohol Problems:**

The following are steps in handling Alcohol/Drug problems

**Reasonable Suspicion**

If a Manager or Supervisor has a reasonable suspicion that an Worker may be affected by alcohol and/or drugs the Worker will be:

* Immediately suspended on full pay and requested to undergo a medical examination from a medical practitioner nominated by the Company and obtain a medical certificate declaring the Worker’s fitness to return to normal duties.
* Accompanied to the medical practitioner, and the Company will bear the cost of obtaining the medical certificate and travel costs where necessary.
* If the medical certificate confirms the Manager’s or Supervisor’s suspicions, the Worker will be suspended for the remainder of the working day without pay; and
* Disciplinary action will commence on the Worker’s return to work.

**Admission and/or Unfit to Work**

The above procedure may be bypassed, and the Worker suspended without pay for the remainder of the working day in circumstances where, in the reasonable opinion of the Company, the Worker is under the influence of drugs or alcohol and is unfit for normal duties or if the Worker admits this fact.

If the Worker refuses to obtain a medical certificate, they will be suspended without pay for the remainder of the working day. A performance management process as per company policy will endure and a disciplinary meeting will take place. This will be held when the Worker is no longer suffering the effects of the substance.

If in the reasonable opinion of the Company and/or medical professional, the Worker has an addiction to alcohol or drugs, the Worker must undergo rehabilitation through an external provider as a condition of continuing employment. Failure to undergo rehabilitation will result in termination of employment.

Alternatively, disciplinary actions including but not limited to a warning or final warning may be issued as per performance management procedure

**Injury while under the Influence**

If an Worker is injured, and it is established they were under the influence of drugs or alcohol, it may be determined that any workers compensation claim will not be supported by the Workers Compensation insurer.

**Responsibilities**

**Company short name’s responsibility**

It is Company short name’s responsibility to ensure that:

* There are policies and processes in place on expectations regarding drugs and alcohol in the workplace.
* Management is empowered to educate their teams on a regular basis about the existence of this policy, and their rights and responsibilities; and
* Any breach of this policy is dealt with in a fair and consistent manner

**Managers Responsibilities**

At Company short name we expect our Managers to:

* Ensure their team understands the provisions outlined above; and
* Ensure any issues or queries raised by team members in relation to this policy are dealt with promptly and in a fair and consistent manner

**Worker Responsibilities**

At Company short name, we expect you to:

* Make yourself familiar with the content of this policy; and
* Adhere to the contents of this policy, being sure to be proactive and speak with your Manager if you have any questions on the contents of this document.

1. **Relevant Reference Material**

The following documents may provide relevant supplementary information:

* Company short name’s Code of Conduct
* Company short name’s Work, Health and Safety Policy
* Company short name s’s Fit for World Policy
* Company short name s’s Grievance Policy
* Occupational Work Health and Safety Act (2004)

1. **Contact**

Should any clarification be needed for the contents of this Policy, the reader should contact your Manager or the HR Team via phone (Company phone number) or email (Company email).

1. **Monitor and Review**

This Policy will be reviewed from two (2) years from date of adoption.

1. **Approval**

This policy was [DRAFTED/REVIEWED] on [DATE] and approved by [NAME], [POSITION TITLE], on [DATE].