

## HR.24 Drug and Alcohol Policy

### 1. Policy Objective and Statement

The Shire of Dundas and its employees must take all reasonable care not to endanger the safety of themselves or others (including members of the public) 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.

### 2. Policy Application

This policy applies to all employees, contractors, visitors and volunteers engaged or appointed by the Local Government while on the Local Government's premises or while engaged in Local Government related activities.

### 3. Responsibilities

Under the Work Health and Safety Act 2020 (WA) (WHS Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace.

The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely.

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

### 4. Reporting requirements

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

### 5. Drug use on the premises

Employees who buy, take, or sell drugs on Local Government premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their line manager or Human Resources and disclose any side effects that these medication/drugs may cause.

### 6. Consumption of alcohol on the premises

Except in situations where the Local Government holds a function on the premises and alcohol is provided, employees must not consume alcohol in the workplace.

### 7. Drug and alcohol treatment programs

Where an employee acknowledges that they have an alcohol and/or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee. The Local Government:

- will allow an employee to access any accrued personal or annual leave so that they may undergo treatment, and
- will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol and/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 suitable alternative employment,

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or possible termination from employment if the employee is unable to safely carry out the inherent requirements of their role.

### 8. Managers' responsibilities – consumption of alcohol at work sponsored functions

Managers are required to:

- encourage employees to make alternative arrangements for transport to and from work prior to the function
- ensure that the following is made available: water, soft drinks, low alcohol drink options, tea and/or coffee and food
- assist the employee with safe transport home, including contacting a family member or arranging a taxi, if the manager believes a person may be over the BAC 0.05 limit, and
- appoint a delegate to oversee the remainder of the function if the manager has to leave early.

### 9. Pre-employment medical tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

### 10. Identification of impairment and testing

If the Local Government has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include, but are not limited to, where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the Local Government suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties
- require that an employee undergo drug and alcohol testing administered by a suitable qualified person appointed by the Local Government, and/or
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Local Government may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Local Government may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee, up to and including the termination of employment.

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The following steps are to be taken where an employee, who has submitted to a medical assessment, returns a positive test result for alcohol and/or drugs:

- the employee tested and the supervisor (or respective employer) will be informed of the result, and
- a disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Local Government.

### 11. Education, training, and awareness

Employees who recognise that they have a drug and/or alcohol 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.

The Shire of Dundas engages the services of an external Employee Assistance Provider through LGIS who can provide the Local Government's employees with free and confidential counselling. Details of the Employee Assistance Provider are to be made readily available to all employees.

### 12. Consequences of breaching this policy

An employee engaged by the Local Government who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

### 13. Variation to this policy

This policy may be cancelled or varied from time to time. Shire of Dundas employees will be notified of any variation to this policy by the usual correspondence method.

**Policy Reviewed March 2023**

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## HR.24 Drug and Alcohol Policy

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