



# DRUGS AND ALCOHOL POLICY HR014

## 1. INTRODUCTION

Charles Sturt Campus Services Limited has developed the following policy to create a safe and healthy workplace for workers, and others. This policy outlines the responsibilities of employees with regard to drugs and alcohol in the workplace. Through consultation workers are able to contribute to health and safety issues that may affect them and their welfare. This consultation process allows us to become more aware of hazards and Work Health and Safety (WHS) issues experienced by workers and involve them in addressing potential problems before they escalate and affect our business.

## 2. SCOPE

This policy applies to all CSCS employees (including casual and consultants), contractors (including subcontractors), clients and visitors of CSCS, within all the locations the company operates.

## 3. PURPOSE

Alcohol and other drugs affect the functioning of the body and mind and can increase the chances of having serious safety incidents in the workplace.

The aim of this policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

For the purpose of the policy, alcohol dependence is defined as:

*"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".*

Drug dependence is defined as:

*"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".*

## 4. PROCEDURE

The Company's policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For those reasons, the following rules will be strictly enforced.

No employee shall-

- Report or try to report for work when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse;
- Be in possession of illegal drugs\*\* in the workplace;
- Supply others with illegal drugs in the workplace;
- Supply others with alcohol in the workplace;
- Consume alcohol or illegal drugs or abuse any substance whilst at work.

\*\* Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines.

In addition, employees must –



- ensure they are aware of the side effects of any prescription and over the counter drugs.
- advise their supervisor or member of the management team if taking prescription or over-the-counter medications that may impair performance or the health safety of themselves or others. Such advice will be treated confidentially.
- notify the manager in a discreet manner if concerns are evident in the workplace.
- report for duty at the workplace in a fit condition capable of safely carrying out their allocated tasks.

Contravention of these rules is gross misconduct and the Company will take disciplinary action for any breach of these rules, which may include summary dismissal.

A person who is considered to be under the influence of drugs or alcohol will be prevented from commencing or continuing to work until they can prove that they are fit to return to work. The person may be removed from site, not permitted back on site and subject to disciplinary action. A person who refuses to submit to a test for drugs or alcohol without a reasonable excuse may be subject to disciplinary action.

Testing for drugs and alcohol may be conducted on-site or other nominated location on a random, selective, or targeted basis, and following an incident, or where there is a reasonable suspicion that a worker is in breach of this policy. Testing will be conducted by a registered medical practitioner (or other appropriate authority) of the company's nomination. Our clients may have additional requirements to this policy and those requirements shall be observed.

Persons who return a non-negative or otherwise are observed to be in breach of this policy will be encouraged to seek counselling and rehabilitation. Ongoing issues relating to inappropriate drug or alcohol use may result in further disciplinary action.

Where a person is found in unauthorised possession or is suspected/found to be involved in the sale or supply of illegal or prescription drugs, or alcohol on or near site, they may be subject to investigation, reporting and severe disciplinary action including termination of employment.

## **Counselling and Referral**

The Company will;

- a. encourage staff and students who suspect that they may have, or are known to have, an alcohol or drug problem to seek assistance;
- b. provide counselling for students through the Health Promotion and Counselling Service (see clause 40 for contact details) and referral for staff to counselling services through the [Employee Assistance Program](#), in relation to alcohol or drug abuse and associated problems; and
- c. provide referrals to appropriate support agencies with the cooperation of the individual.

## **Seeking Help**

The Company has established a network of internal and external sources to assist staff to identify and manage alcohol and other drug-related problems that they or others may be experiencing. Information can be obtained through the Human Resources and Safety Manager.

Further information about alcohol and other drug-related issues is available at:

**CSCS Work Health and Safety Website:** [Wellness & Wellbeing](#);

## **Employee Assistance Program**

The Employee Assistance Program (EAP) provides an independent and confidential counselling service to all employees and their



immediate families. Counselling can be for either work-related or personal issues, and is strictly confidential. Employees and eligible family members can make an appointment from anywhere in Australia. To speak with a counsellor call: [1300 361 008](tel:1300361008)

**Alcohol and Drug Information Service (ADIS)**

free 24-hour confidential information, advice and referral telephone service.

Regional NSW: [1800 422 599](tel:1800422599)


**Counselling Online**

24-hours a day free alcohol and drug counselling online and text based help.

<http://www.counsellingonline.org.au/>

**5. SIGN OFF**

**Company Representative:**

**Signed:**  **Date:** 5<sup>th</sup> May 2021

**Name:** Martin Dooner **Position:** General Manager