

# DRUGS AND ALCOHOL POLICY

## 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 sub contractors), clients and visitors of CSCS, within all the locations the company operates.

## 3. PURPOSE

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

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 other 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 drugs;
- Advise their supervisor or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

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.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately.

In addition, possession of or dealing in illegal drugs on CSU premises will, without exception, be reported to the Police.

## **Help and support**

The Company will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the employee refrains from work temporarily, or undertakes restricted duties to ensure their own safety and that of others.

The Company may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality. Some useful links to websites are provided below.

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

Sydney: [02 9361 8000](tel:0293618000)

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

## **Counselling Online**



Health & Safety  
AS 4801  
SAI GLOBAL



**Charles Sturt Campus Services Limited**

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8

Charles Sturt University

Wagga Wagga NSW 2678

24 hours a day, 7 days a week  
Free alcohol and drug counselling online.

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

### **Say When**

Online support for monitoring alcohol intake.

<http://www2.betterhealth.vic.gov.au/saywhen>

## **5. SIGN OFF**

### **Company Representative:**

**Signed:**

**Date:**

24<sup>th</sup> June 2014

**Name:**

Martin Dooner

**Position:**

General Manager