

ALCOHOL & DRUGS POLICY

The use of alcohol and drugs at the workplace cost a great deal in injuries, absenteeism, lost production and in worker's compensation and rehabilitation. Alcohol and other drug use in the workplace can cause injury to individuals and others, can affect family and damage mental and physical health.

The following procedure covers every person including employers, directors, consultants, employees, as well as visitors, clients, customers and contractors whilst on the premises or whilst representing the company to clients, suppliers or the community.

Consumption of alcohol or drugs

No member of staff is allowed to consume, be under influence of or have in their possession, any alcohol or other drug of any kind at the workplace or in company vehicles, during normal hours of work included unpaid breaks at the completion of the shift.

Report of hazards, harm to health

It is the responsibility of Managers/supervisors and managing director to monitor work performance of the staff within their area. Should they observe staff from another department whom they believe to be under the influence of alcohol or drugs they should immediately contact the employee's Manager/supervisor.

Should it be necessary to take medication prescribed by a medical practitioner or non-prescribed legal drugs, the employee must abide by any warnings issued with these drugs, e.g. 'Avoid operating machinery whilst taking medication' or 'this medication may cause drowsiness'. In these cases, the employee must advise their Manager/Supervisor of the situation prior to commencement of work. The Manager/Supervisor will make a decision whether the employee can perform normal or alternative duties. All information collected will be confidential. If necessary the Manager/Supervisor will consult with the treating doctor, after written consent of the employee.

Employee under influence

Where it is believed that an employee is under the influence of alcohol or other drugs they may be displaying some or all of these visible signs: lack of coordination, slurring of words, unusually excitable or hyperactive, vomiting, slow reaction and blurred vision.

It is the role of the Manager/Supervisor to approach the impaired person and inquire why their behaviour is different than usual. If the person is aggressive or appears unpredictable, more than one person should be involved in the initial approach, which should be quietly assertive- not aggressive, argumentative or threatening.

Disciplinary Action

Being under the influence of alcohol or other drugs is a serious misconduct.

Disciplinary action will be the responsibility of the Manager/Supervisor under guidance of the managing director.

Management

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