



Policies, Procedures and Guidelines

ALCOHOL AND OTHER DRUGS POLICY

CSG014

BACKGROUND

The consumption of alcohol and use of drugs can impair the judgment and coordination of individuals in the workplace and increase the risk to health and safety of others.

Many aspects of the workplace require alertness, accuracy and coordination and any impairment to these characteristics can increase the chance of injury to workers or others in the workplace. There are many other affects associated with the use of alcohol or other drugs at work, which can include:

- reduced productivity
- illness and / or absenteeism
- challenging behaviour affecting other workers
- hangover, withdrawal, drowsiness which may affect job performance
- preoccupation with obtaining and using substances or the illegal sale of alcohol or other drugs while at work.

OBJECTIVE

Lachlan Shire Council (LSC) provides a safe and healthy work environment for all workers which is free from the hazards associated with the inappropriate use of alcohol and/or other drugs.

LSC fosters and supports a workplace culture that acknowledges and encourages workers to accept individual responsibility for workplace health and safety. Council workers understand that it is not acceptable to come to work under the influence of alcohol and/or drugs that will prevent them from performing their duties in a safe manner.

LSC has in place support systems for workers who may have difficulty addressing and managing alcohol and/or drug related issues.

SCOPE

The policy shall apply to all Council workers including those workers that undertake maintenance of LSC aerodromes controlled by the Civil Aviation Safety Regulations.

DEFINITIONS

For the purpose of this policy:

“Alcohol and other Drugs” means all substances, which adversely affect, or have the potential to adversely affect, the health, safety, work performance or conduct of a worker.

These include:

- alcohol
- prescription or over the counter drugs

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- illegal drugs
- any mind altering or intoxicating substances eg. Inhalants.

“Serious Misconduct” refers to the improper conduct of an worker that, if proved, could be:

- a criminal offence
- a serious breach of LSC policy providing reasonable grounds for terminating employment (in accordance with relevant legislation).

“Misconduct” refers to improper conduct which may be grounds for disciplinary action against workers and which is less serious than serious misconduct.

“Worker” for the purposes of this policy has the same meaning as ‘Worker’ in the Work Health and Safety Act 2011.

POLICY

The Work Health and Safety Act 2011 places a general duty of care on employers to provide a safe workplace. Employers must take all reasonable action to protect their workers and other people in the workplace from foreseeable risks to health and safety. In light of this responsibility, the following requirements are to be adhered to and workers at all levels must take the following actions:

- Workers shall not present themselves for work or undertake duties under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner to the individual for the purposes of treating a medical condition.
- During working hours, no worker shall ingest, inhale or inject any alcohol or any other drug except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition.
- Where a worker is required to use prescribed drugs or over the counter medication which may adversely affect their work performance, they should ensure they have discussed with their doctor any possible side effects the medication may have on them and how it will impact on their work. The worker should notify their supervisor immediately who will determine whether they may continue normal duties or be assigned alternative duties based upon the advice from the worker’s doctor.
- Workers who are aware of any change to the behaviour of their co-workers and have grounds to believe that a person’s ability to work safely may be impaired, have a responsibility to report it to their supervisor, manager or Manager – People and Organisational Development so action may be taken immediately.

Supervisors at all levels must take all of the following actions:

- Ensure workers who they supervise are aware of this policy.
- Take actions necessary to ensure this policy is enforced within their area of responsibility.
- Keep a diary or file note when advised by workers of any situation which may impact on work performance, health, safety and conduct.

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- d) Act as soon as they have evidence that alcohol and/or other drugs are affecting a worker's (or others) safety and/or work performance.
- e) Follow the procedures outlined in LSC's Alcohol and Other Drugs Procedure when dealing with an issue or suspected issue which involves drugs and alcohol.

Supervisors at all levels may consult with the People and Organisational Development team for advice and assistance.

Contractors and agents engaged by LSC as part of their conditions of engagement will be required to maintain records of instructions/training given to their workers regarding this policy and forward such information if requested by LSC.

Legislative requirements

General employer/worker obligations in relation to workplace health and safety laws exist under the:

- Work Health and Safety Act 2011 and
- Work Health and Safety Regulations 2012.

Workers who drive motor vehicles for work (including when travelling to or from work) must obey applicable road safety laws, including those relating to prescribed concentration levels of alcohol and other drugs. For further information in relation to prescribed concentration levels refer to the:

- Road Transport (Safety and Traffic Management) Act 1999 and
- Road Transport (Safety and Traffic Management) Regulation 1999.

Workers who undertake the maintenance of Council's aerodromes, must comply with the drug and alcohol testing requirements of the Civil Aviation Safety Regulations 1998 (Cth).

LSC has obligations to conduct testing and report on test results for alcohol and other drugs for workers undertaking works in rail corridors and on airports. There is also a general obligation under the Work Health and Safety Act to ensure a workplace is free of impairment by alcohol and other drugs. Accordingly, testing for alcohol and other drugs will be undertaken randomly across the whole organisation of its workers.

Workplace procedures for managing risks in relation to alcohol and other drugs must reflect these obligations if they apply. Examples include the:

- Rail Safety Act 2008 (NSW)
- Rail Safety (Drug and Alcohol Testing) Regulation 2008 (NSW)
- Civil Aviation Act 1988 (Cth)
- Civil Aviation Safety Regulations 1998 (Cth)

RELATED DOCUMENTS

Australian Standards:

- AS3547:1997 – Breath alcohol testing devices for personal use.

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- AS4760:2006 – Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.
- LSC Alcohol and Other Drugs Procedure
- LSC Drug and Alcohol Management Plan for Airport Operations

GENERAL MANAGER

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