

Drug, Alcohol and Smoke free Policy

It is the Policy of St Chads Communication Centre Trust:

- to ensure that employees, clients, contractors and visitors are provided with a smoke free work environment
- to eliminate the negative impact drugs and alcohol can have in the workplace
- to comply with all legislation and pursue best practice

This Policy applies to all staff (both paid and voluntary) whether or not they are in direct contact with service users and includes the Board of Trustees. It further applies to all groups and individuals using St Chads Facilities at all times

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson

Definitions

- Drugs* – The term “drugs” refers to illicit drugs which cause impairment such as opiates (such as heroin and morphine), cocaine, cannabinoids and amphetamines. This term also includes prescription drugs such as benzodiazepines (tranquillisers and sedatives) which are sometimes abused however does not include prescription medication taken in accordance with medical advice
- Alcohol* – The term “alcohol” refers to any beverage that contains ethyl alcohol (ethanol), including but not limited to beer, wine and distilled spirits.
- Smoke free* – The term “smoke-free” and “smoking” also includes vaping or other forms of inhalation whether the product contains nicotine or not.

Guidelines:

St Chads Communication Centre Trust recognises that the safety and health of all employees, protection of all employees and the environment can be directly and adversely affected by the use of alcohol or drugs, or the abuse of prescribed medicines and is also committed to providing a healthy smoke free environment. Therefore:

1. The use, sale, transfer or possession of alcohol, drugs or controlled substances while involved in St Chads duties or on St Chads property is strictly prohibited. Any illicit drugs found on the Organisations property will be turned over to the appropriate authorities. This does not include alcohol consumed on-site for approved social functions.
2. It is strictly prohibited to report to work under the impairment of alcohol or drugs
3. Prescription medication brought to St Chads must be stored securely
4. An employee who uses prescription medication (in accordance with medical advice) that may impact on work safety and performance must be notified to the General Manager
5. Appropriate smoke-free signage will be clearly displayed and smoking is not permitted in the buildings or on the grounds of St Chads. Non-compliance is likely to be treated as misconduct by the employee
6. Appropriate support will be provided by St Chads for staff who request assistance/support to comply with this Policy

Pre-employment Testing

- a. A medical examination or drug test may be a condition of an offer of employment for external or internal recruitment or an internal transfer for permanent employees (part-time and full-time), casual employees and employees on a fixed term contract with St Chads Communication Centre Trust
- b. In accordance with St Chads general recruitment policy, the offer of employment is contingent on a satisfactory medical examination/drug test result

Post-incident Testing

- a. An employee may be tested for the presence of alcohol or the presence of drugs when an on-the-job incident or near miss occurs, or given sufficient reason. Sufficient reason includes:
 - An incident results in an injury requiring treatment by a medical practitioner or could have resulted in injury in the case of a near miss

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- An incident causes damage to property or could have resulted in damage in the case of a near miss. Management will decide whether the damage warrants testing
 - Exposure or potential exposure of individuals to a hazardous or toxic substance
 - There is reasonable grounds based on behaviour or presentation of an employee. The manager/supervisor shall record in writing the grounds on which the reasonable suspicion is based and provide a copy to the employee within 24 hours of the observed behaviour/incident
 - The employee should be offered the opportunity to explain any behaviour/incident before a test is required, and this explanation shall be recorded in writing
- b. Testing will be undertaken as soon as possible after the incident or near miss or on request.
- c. The test will be administered as soon as the employee is able to provide a specimen. If the employee involved requires medical treatment, this will be administered first. The manager will then ensure the employee is accompanied for the collection of a urine sample/breath test. Urine testing is to be compliant with AS/NZS 4308:2008. Alcohol testing is to be undertaken with an AS 3547-1997 compliant device. Oral fluid testing is to be compliant with AS 4760-2006
- d. If an employee refuses to provide consent or undergo assessment when required to do so for drugs or alcohol abuse, then dismissal without notice is likely to result.
- e. St Chads has zero drug or alcohol limit. A positive test may result in termination of employment without notice.

Supporting Documents:

Smoke Free Environment Act 1990

Health and Safety at Work Act 2015

Employment Relations Act 2000

Health and Safety Policy

Professional Conduct Policy

Recruitment and Appointment Policy

Volunteers Policy

Individual Employment Contract

Code of Conduct

Document Control Parameters:

The provisions of this Policy supersede and replace all previous Policies.

Policy Review:

This Policy is to be formally reviewed every second year.

Date ratified: 17/06/19	Date reviewed:	Next review:
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