

DRUG & ALCOHOL POLICY

DEFINITION: Drug and alcohol use can affect a person's ability to work safely and creates a risk to work health and safety.

OBJECTIVES OF THE POLICY

- Ensure the health and safety of all employees, visitors, contractors and other persons in the workplace
- Facilitate rehabilitation and counselling for employees affected by drug and alcohol related illness, rather than focus on discipline
- Promote health and wellbeing of employees by a Proactive and Early Involvement approach

The use, sale, purchase, transfer, manufacture or possession in any detectable manner of any illegal drug, alcohol or drug administrating equipment by any employee, including contractual, casual and part-time employees while on Company premises or while performing Company business is prohibited.

RESPONSIBILITIES

The manager/supervisor at the workplace must, if they have reasonable grounds for believing that any person is incapable of safely performing their duties or may be a risk to others due to the effects of drugs or alcohol, arrange for that person to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at the workplace.

This includes not coming to work if, after drinking or using drugs in their social time, a persons' ability to work safely is still impaired. If a person comes to work, they must report to the supervisor who may assign them other duties or arrange for them to leave the workplace.

SMITH EARTHMOVING'S POLICY STATES:

- All employees will be subject to random drug and alcohol testing at work place
- In the event of a serious incidence, the employee shall be subject to drug & alcohol testing
- Employees who are dangerously affected by, or under the influence of drugs or alcohol, shall not place themselves or other persons at risk and will be deemed to be unfit for work
- Employees taking any drugs, whether prescribed or not, should immediately advise their Supervisor if those drugs may affect their ability to work safely. The Supervisor should ensure full confidentiality in all these matters
- It is the discretion of the Supervisor/Manager to make a decision on an employees' ability to work in a safe manner, whether they are fit or unfit for work

MANAGING DRUGS AND ALCOHOL

Smith Earthmoving will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them. We will consult with workers, Health and Safety Representatives and/or the work health and safety committee on this issue.

DISCIPLINARY ACTION

If any personnel are found to be in breach of this policy, they:

- Will not be dismissed if they are willing to obtain assistance
- Shall undertake and continue with a recommended treatment
- Will be entitled to take sick leave or leave without pay while attending treatment/counselling

If any personnel are dangerously affected by, or under the influence of drugs or alcohol:

- He/she will be given a written warning and made aware of the availability of treatment/counselling
- They will be immediately removed from the work site and transport arranged for their return to their place of residence
- Warnings will be effective for a 12 month period
- Three warnings within a 12 month period will lead to the dismissal of the employee

THE ACCEPTABLE BLOOD ALCOHOL CONCENTRATION (BAC) LEVEL FOR SMITH EARTHMOVING WORK SITES IS 0.00%

Authorised by:

Wayne Smith
Director/CEO
10 January 2016