



# **WEDDIN SHIRE COUNCIL**

**POLICY NUMBER: 14.24.3**

## **POLICY FOR ALCOHOL AND OTHER DRUGS POLICY**

**Adopted: 17 August 2017**

## **POLICY FOR ALCOHOL AND OTHER DRUGS (NO. 14.24.3)**

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1. **Title:** Policy for Alcohol and other Drugs
2. **Number:** Policy Number 14.24.3
3. **Purpose:**
  - i) This policy aims to ensure that employees present themselves in a fit state to carry out their work activities, free from the effects of Alcohol or other Drugs.
  - ii) The policy aims to promote, create and maintain a safe work environment for all persons under Council's responsibility.
  - iii) This policy and associated procedure outlines the testing and education procedures for alcohol and other drug usage and abuse within the Weddin Shire Council.
4. **Application**

The policy applies to all employees, councillors, contractors, sub-contractors, volunteers and work experience persons under the responsibility of Council.
5. **Associated Legislation and Other References**

Work Health Safety Management Plan, Weddin Shire Council (2012)

Work Health and Safety Act (2011)

Work Health and Safety Regulations (2011)

Mine Health and Safety Act (2004)

Mine Health and Safety Regulation (2007)

Road Transport (Safety and Traffic Management) Act 1999 (NSW)

Road Transport (Safety and Traffic Management) Regulation 1999 (NSW)
6. **Definitions**

*Certified Laboratory* means a laboratory which meets minimum Australian performance standards set by an accrediting agency (eg National Australian Testing Authority)

*Confirmatory Test* means a second analytical test performed to identify the presence of specific alcohol and/or other drugs. The confirmatory test is a retest if the original test result is disputed.

*Fit for work* means that a worker is not under the influence of any alcohol or other drugs that would impede their ability to perform their duties.

*PCBU* means a Person Conducting a Business or Undertaking, including Council, and as described in the WH&S Act 2011

*Reasonable Suspicion* refers to indicators of impairment from alcohol and/or other drugs.

*Reportable Incident* is defined as an event or accident the occurred in the course of work, which results in more than first aid, plant, vehicle or property damage or a dangerous occurrence or behaviour that could have resulted in injury or damage.

*Worker* means any person who carries out work for a Council, this includes an Employee, Contractor, Sub-contractor, Councillor, Volunteers and Work experience and as otherwise described in the WH&S Act 2011

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### **7. Policy**

- i) *Workers* and all persons under Council's responsibility should present themselves in a state *fit for work* and complete their duties unimpeded by Alcohol or other Drugs. This is to ensure that the safety and wellbeing of the individual, other workers and members of the public is maintained as far as reasonably practicable.
- ii) A *worker* who is adversely affected by alcohol or any other drug is not permitted on or in any Council Workplaces. In addition, a person must not, without the authorisation of the General Manager, or other authorised Council employee, have any alcohol or other drug that may pose a risk to work health and safety in his or her possession, or consume any alcohol or other drug that may pose a risk to work health and safety during work hours.
- iii) Council will implement an alcohol and other drug testing program in support of this policy. The testing will include testing based on voluntary testing, random selection, reasonable suspicion and after a reportable incident. The Alcohol and other Drugs Procedures outline the process for these testing programs.

### **7.1 Responsibilities**

#### **i) General Manager**

The General Manager accepts overall responsibility for the effective management of workplace health, safety and well-being of all *workers* within Council.

#### **ii) Directors**

Directors are responsible, within the scope of their authority, for ensuring the following:-

- a) The necessary tasks required for the implementation of the Alcohol and other Drugs Policy and Procedures are undertaken.
- b) Adequate training, information, instruction and supervision are provided such that this policy can be successfully implemented.
- c) All *workers* are made aware of their obligations to be *fit for work*.
- d) Immediate and appropriate actions are taken when a fit for work issue has been identified.
- e) All Reportable incidents are appropriately investigated and reported.

#### **iii) Works Supervisor/Team Leaders**

- a) All *workers* under their supervision are made aware of their obligations to be *fit for work*.
- b) The policy and procedures are applied fairly and consistently.
- c) Privacy of those tested is maintained.
- d) Where reasonable suspicion has been identified, the *worker* in question is not permitted to commence or continue work until they are deemed *fit for work*.

#### **iv) Workers**

- a) All *workers* have the responsibility to present themselves *fit for work* and raise any concerns about their own fitness for work with their Works Supervisor and/or Team Leader.
- b) *Workers* also have the responsibility to ensure the safety of other *workers* and notify their Works Supervisor and/or Team Leader if they believe a fellow *worker* is not *fit for work*.

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**v) Others**

- a) Work Health and Safety committee has a duty to promote the fulfilment of this policy and procedure. The committee should facilitate the development, consultation and communication of this policy and the committee should participate and cooperate in workplace investigations into accidents, incidents or near misses.

**8. Non-compliance**

Non-compliance with this policy renders the person(s) responsible not *fit for work*. The person(s) in question will be disciplined and counselled as outlined in the associated Alcohol and other Drugs Procedures.

**9. Review and Amendment**

- i) This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.  
ii) This policy may be amended or cancelled by Council at any time without prior notice or obligation.

**10. Adoption**

- i) This policy commences as from the date of adoption by Council, being 17 August 2017 and replaces any previous policy.

**11. History**

<b>Version</b>	<b>Details</b>
14.24.1	Adopted 20 March 2014
14.24.2	Adopted 18 August 2016
14.24.3	Adopted 17 August 2017