**Drugs and Alcohol Policy—Zero Tolerance**

**AFEI Member Template: Drugs and Alcohol Policy**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

[Note: this policy is intended for use by employers who require workers to be completely free from the influence of illicit drugs or alcohol at all times while at work. The policy also accounts for impairment as a consequence of legal drugs]

**Purpose**:

Illicit drug use or consumption of alcohol by workers can result in health and safety hazards and other risks which could affect the worker, other staff, customers/clients, [the organisation]’s operations, property, [the organisation]’s regulatory compliance, and [the organisation]’s reputation.

In addition, workers taking prescription or pharmacy medication may be susceptible to impairment depending on known side-effects of the medication, if that medication is misused (including if it is used other than in accordance with medical advice or instructions), or where an unintended/severe reaction occurs.

The purpose of this policy is to protect the health, safety and welfare of workers and others, and to ensure that the quality of [Name of organisation]’s services/products and the safety of its workplace is not compromised by the presence of workers affected by drugs and alcohol.

To achieve this purpose, this policy expresses the organisation’s zero tolerance policy for workers being affected by illicit drugs or alcohol, and for being affected by prescription/pharmaceutical medication where it is used in a manner which is inconsistent with the prescription/associated medical advice or instructions.

**Scope**

This Policy applies to all of [Name of organisation]’s workers and anyone else who is present at the workplace which includes, but is not limited to, service providers, clients/customers and visitors.

**Definitions**

***Worker*** means any [Name of organisation] employee, contractor, volunteer and labour hire staff.

***Manager/supervisor*** means those with responsibility for directing and overseeing workers at [Name of organisation].

***Incident*** means incidents in which there is a “near miss” or an imminent and serious risk in the workplace to any person and/or property, or where serious harm and/or damage to any person or property has occurred in the workplace.

***Illicit drugs*** mean illegal drugs, and prescription-only drugs for which the worker does not have a prescription.

For the purposes of this policy, a worker is ***affected by alcohol or illicit drugs*** if the worker tests ‘positive’ to any amount of illicit drugs or alcohol.

For the purposes of this policy, a worker is ***affected by misuse of prescription/pharmaceutical medication*** if the worker:

1. Has a prescription for the medication, and is using the medication in a manner which is inconsistent with the prescription/associated medical advice or instructions; or

2. Is using non-prescription (over-the-counter) pharmaceutical medication for a non-medical purpose, or in a manner which is inconsistent with medical advice or instructions associated with the pharmaceutical medication.

Examples of being affected by misuse of prescription/pharmaceutical medication include: overuse, use of expired medication, reliance on an outdated prescription, engaging in activities (or proposing to engage in activities) which are inconsistent with safety precautions identified by the prescription/ medical advice or instructions, etc.

***Positive test*** occurs when the result of a random or scheduled drug or alcohol test carried out accordance with this policy which demonstrates the presence of alcohol, illicit drugs, or misuse of prescription/pharmaceutical medication in a worker’s system.

**Responsibilities**

***Workers***

Workers are responsible for taking reasonable care of the health and safety of themselves and others in the workplace, and ensuring that their performance and actions are not affected by the use of alcohol or drugs, whether illicit or not.

A worker must not:

* Attend work or perform duties at work if affected by illicit drugs and/or alcohol, or affected by misuse of prescription/pharmaceutical medication; or
* consume alcohol, use illicit drugs, or misuse prescription/pharmaceutical medication at work or on a work break (e.g. meal break, rest break, crib break, or breaks within broken shifts); or
* consume, possess, manufacture, sell, purchase or transfer illicit drugs or alcohol at work; or
* manufacture, sell, purchase or transfer prescription medication and/or pharmacy drugs at work; or

A worker must:

* report to their supervisor any incident which raises a reasonable suspicion of another worker being affected by illicit drugs, alcohol, or misuse of prescription/pharmaceutical medication;
* co-operate with testing for illicit drugs, alcohol, or misuse of prescription/pharmaceutical medication in accordance with [Name of organisation]’s drug and alcohol testing procedure;
* report to their manager/supervisor before they commencement of work the use of prescribed or pharmacy dispensed medication which may affect work performance, or which contain a safety caution about engaging in certain activities/holding certain responsibilities which are required for the worker’s role;
* ensure any prescription and pharmacy medications are taken in accordance with the prescribed directions or per the advice of a medical practitioner;

***Managers/Supervisors***

Where a manager or supervisor reasonably suspects that a worker may be affected by alcohol or illicit drugs, or affected by misuse of prescription/pharmaceutical medication, they are to:

* Determine appropriate strategies for further compliance with this policy (and other relevant procedures) which eliminate or minimise the health and safety risk to the worker, themselves, and other workers.
* ensure that the worker does not commence work, or where the worker has already commenced work , ensure that the worker stops work immediately;
* discuss with the worker whether they have consumed illicit drugs or alcohol or whether they are taking medication in accordance with a prescription/medical instructions;
* wherever possible, initiate [the organisation]’s drug and alcohol testing procedures as soon as possible to ascertain if the worker is affected by illicit drugs or alcohol, or misuse of prescription;
* deal with the incident in accordance with [the organisation]’s disciplinary procedure;
* document the issue and record in personnel files.

1. **Breach of this policy**
2. A breach of this policy, including a single breach, can result in disciplinary action up to and including termination of employment.

## Acknowledgement

In order to effectively implement this policy, employers must take reasonable steps to notify employees that the policy exists and/or has been amended.

If it is practicable to require employees to sign the policy and return it to you, include the User’s Declaration below. If this is impractical, omit the User’s Declaration and consider alternate means by which employees may be informed of the change e.g. emailing as an attachment to all staff.

### User’s Declaration

I have read and understood this Drugs and Alcohol Policy and agree to its terms.

**Name:**  **Date:**

**Signature**:

**Members should be aware that this document is a guide only. It might not be appropriate in this format for every situation or your industry. For assistance in drafting workplace policies to suit your specific needs please contact the AFEI Hotline on 02 2964 2000.**