

# Alcohol and Other Drugs Plan

SAMPLE

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# Alcohol and Other Drugs Plan

## Purpose

The purpose of this Alcohol and Other Drugs (AOD) Plan is to establish clear arrangements for preventing and managing alcohol and other drug-related risks in the workplace. This Plan supports [Company Name]'s Work Health and Safety (WHS) obligations to provide a safe place of work for all workers and others who may be affected by our operations.

This Plan applies to all workers, including employees, contractors, labour-hire personnel, subcontractors, apprentices, trainees, work experience students and visitors across all [Company Name] sites, including:

- Mining and resources operations (open cut and underground mines, processing plants, ports, rail and associated infrastructure)
- Transport and logistics (line haul, local delivery, warehousing, distribution centres)
- Building and construction sites
- Civil construction and earthworks projects
- Manufacturing and production facilities

## Scope

This Plan covers:

- Use, possession and distribution of alcohol and other drugs in connection with work
- Fitness for work requirements and impairment management
- Testing arrangements (where adopted by [Company Name])
- Roles and responsibilities
- Risk management and control measures
- Education, training and support
- Reporting, incident management and investigations
- Confidentiality and privacy

This Plan operates alongside other [Company Name] policies and procedures including, but not limited to:

- Fitness for Work Policy
- Fatigue Management Procedure
- WHS Risk Management Procedure
- Incident Reporting and Investigation Procedure
- Code of Conduct

- HR and Disciplinary Procedures

## Definitions

### Key Terms

- **Alcohol** – Any beverage containing ethanol, including beer, wine, spirits, premixed drinks and homemade alcohol.
- **Other drugs** – Any substance (legal or illegal) that may impair a person's physical or mental capacity, judgement, reaction time or behaviour. This includes illicit drugs, prescription and over-the-counter medications, synthetic drugs, and misuse of solvents or chemicals.
- **Illicit drugs** – Substances whose production, sale or use is prohibited by law, such as cannabis, methamphetamine (ice), cocaine, heroin and MDMA.
- **Prescription medication** – Medication lawfully prescribed by a registered health practitioner for the individual worker.
- **Over-the-counter (OTC) medication** – Medication available without prescription, such as cold and flu tablets, antihistamines and pain relief.
- **Fit for work** – A state (physical, mental and emotional) in which a person is able to perform assigned tasks competently and in a manner that does not compromise their own safety or the safety of others.
- **Impairment** – Any reduction in a person's ability to perform work safely due to the effects of alcohol, other drugs, fatigue, stress, illness or other factors.
- **Worker** – Any person who carries out work in any capacity for [Company Name], including employees, contractors, subcontractors, labour-hire personnel, apprentices, trainees, volunteers and work experience students.
- **PCBU** – Person conducting a business or undertaking, as defined in WHS legislation.

## Legislative and Other Requirements

[Company Name] will manage alcohol and other drug risks in accordance with applicable legislative, standards and guidance material, including (as amended):

- Work Health and Safety Act and Regulations in the relevant State or Territory
- Heavy Vehicle National Law (HVNL) and associated fatigue and chain of responsibility provisions (for transport and logistics operations)
- Rail Safety National Law and associated regulations (for rail-related operations)
- Mining and resources WHS legislation and regulations applicable to the jurisdiction (e.g. mine safety and health legislation)
- Applicable electrical, plant and high risk work regulations
- Australian Standards and Codes of Practice relevant to impairment and fitness for work

- Relevant guidance from Safe Work Australia, state/territory WHS regulators and industry regulators

[Company Name] will monitor legislative changes and update this Plan and associated procedures as required.

## Policy Statement

[Company Name] is committed to providing a workplace that is free from risks to health and safety arising from the use or misuse of alcohol and other drugs. Alcohol and other drug impairment is incompatible with safe work in high-risk environments such as mining, transport, construction, civil earthworks and manufacturing.

[Company Name] will:

- Prohibit workers from undertaking work while impaired by alcohol or other drugs
- Prohibit the use, possession, sale or distribution of illicit drugs in the workplace or while performing work
- Control and strictly manage the consumption of alcohol at any work-related function or camp facility
- Provide clear information, training and instruction about this Plan
- Offer access to support services and encourage early reporting of issues
- Implement fair, consistent and legally compliant processes for testing (where adopted), investigation and disciplinary action
- Consult with workers and Health and Safety Representatives (HSRs) when developing, implementing and reviewing this Plan

All workers share a responsibility to present for work in a fit state, free from the effects of alcohol and other drugs, and to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

## Roles and Responsibilities

### Officers and Senior Management

Officers and senior managers must exercise due diligence to ensure alcohol and other drug risks are effectively managed. This includes:

- Ensuring appropriate resources and processes are available to implement this Plan
- Approving and endorsing the AOD Plan and related procedures
- Ensuring AOD risks are considered in strategic and operational planning, particularly for high-risk activities such as heavy vehicle operations, crane work, confined spaces, hot work, working at height and operation of mobile plant
- Monitoring WHS performance indicators related to AOD issues (e.g. incidents, test results, near misses)