

Drug and Alcohol Policy

SAMPLE

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SAMPLE

Purpose and Scope

This Drug and Alcohol Policy sets out [Company Name]'s expectations and requirements in relation to the use of alcohol and other drugs, and the management of related risks in the workplace. It forms part of [Company Name]'s Work Health and Safety (WHS) management system and supports the organisation's duty to provide, so far as is reasonably practicable, a work environment that is without risks to health and safety.

This policy applies to:

- All workers, including employees, contractors, labour hire workers, apprentices, trainees, work experience students and volunteers
- All workplaces under the management or control of [Company Name], including offices, depots, client sites, vehicles, remote and isolated work locations, and any place where work-related activities are undertaken
- Work-related functions, events, travel, training, conferences and any other activity where a worker can be reasonably regarded as representing [Company Name].

The policy covers:

- Alcohol use and possession
- Illicit drug use, possession and distribution
- Misuse of prescription and over-the-counter medications
- Fitness for work and impairment
- Testing, disclosure and support mechanisms
- Roles, responsibilities and procedures for managing suspected impairment.

Policy Statement

[Company Name] is committed to providing a safe and healthy workplace. The use of alcohol and other drugs can impair a person's ability to work safely and may increase the risk of incidents, injuries, property damage and poor performance.

[Company Name] will not tolerate:

- Workers attending work under the influence of alcohol or other drugs that may impair their ability to work safely
- The consumption, possession, sale, distribution or manufacture of illicit drugs in the workplace or while undertaking work-related activities
- The misuse of prescription or over-the-counter medications that may affect safe work performance.

Workers are required to:

- Present for work fit for duty and not impaired by alcohol or other drugs

- Follow all reasonable instructions relating to drug and alcohol controls, including testing where applicable
- Immediately report any concerns about their own fitness for work or that of others
- Use medications responsibly and notify their manager or supervisor if a prescribed or over-the-counter medication may affect their ability to perform their work safely.

[Company Name] will:

- Implement appropriate control measures to manage drug and alcohol-related risks
- Provide information, instruction, training and support to workers
- Treat all matters relating to drug and alcohol use sensitively, confidentially and in accordance with privacy requirements
- Provide fair and consistent processes for responding to suspected impairment, testing results and breaches of this policy.

Legislative Framework

This policy is to be read and implemented in the context of relevant Commonwealth and state/territory legislation including but not limited to:

- Work Health and Safety Act and Regulations applicable in the jurisdiction(s) where [Company Name] operates
- Relevant Road Safety, Heavy Vehicle National Law or other industry-specific safety legislation where applicable
- Road transport and drink/drug driving legislation
- Privacy and anti-discrimination legislation
- Workers' compensation and rehabilitation legislation.

[Company Name] will monitor changes to legislation, codes of practice and industry standards and will review and update this policy as required.

Definitions

Key Terms

For the purposes of this policy:

- **Worker** has the same meaning as in WHS legislation and includes employees, contractors, subcontractors, labour hire workers, apprentices, trainees, work experience students and volunteers.
- **Workplace** means any place where work is carried out for [Company Name] and includes any place where a worker goes, or is likely to be, while at work.
- **Alcohol** means any beverage containing ethanol, including beer, wine, spirits and mixed drinks.

- **Drugs** include:
 - Illicit substances (e.g. cannabis, amphetamines, cocaine, MDMA, heroin)
 - Misused prescription medications (e.g. strong painkillers, sedatives, stimulants)
 - Misused over-the-counter medications (e.g. codeine-containing products, antihistamines in high doses)
- **Impairment** means a reduced capacity to work safely due to the effects of alcohol, drugs, fatigue, medical conditions or other factors.
- **Fit for work** means being in a physical, mental and emotional state that enables a worker to perform their duties safely and effectively, without risk to themselves or others.
- **Testing** means any drug or alcohol testing method approved by [Company Name], such as breath testing, urine testing, oral fluid (saliva) testing or blood testing, conducted in accordance with relevant standards.

Risk Management Approach

Drug and Alcohol Risk Profile

Drug and alcohol use can create or exacerbate WHS risks by:

- Slowing reaction times and impairing judgement
- Reducing coordination, balance and concentration
- Increasing risk-taking behaviour and aggression
- Affecting decision-making, problem-solving and communication
- Exacerbating fatigue and existing medical conditions.

These risks are heightened in safety-critical roles, including but not limited to:

- Operating vehicles, plant and equipment
- Working at heights or in confined spaces
- Working with electricity, hazardous chemicals or high-risk machinery
- Lone, remote or isolated work
- Work requiring high levels of concentration, vigilance or complex decision-making.

[Company Name] will identify roles, tasks and environments where drug and alcohol-related impairment presents a significant risk and will implement proportionate control measures.

Risk Control Measures

[Company Name] will apply the hierarchy of control to drug and alcohol-related risks, including: