

# Central Tablelands *Water*



## Alcohol and Drugs Policy

<b>Policy Title:</b>	Alcohol and Drugs Policy	
<b>Responsible Officer:</b>	General Manager	
<b>Adopted:</b>	Date: 12.10.2016	Minute Number: 16/079
<b>Last Reviewed:</b>	Date: 30.5.2016	
<b>New Review:</b>	Date:	
<b>Version Number:</b>	V2	

## Objective

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Council is committed to ensuring staff have a safe and healthy working environment; free from risk caused by alcohol and drugs.

## Definitions

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**Medication** – a legal drug that is used to prevent, treat, or relieve symptoms of a disease or abnormal condition.

**Prescribed medication** – a medication/drug requiring a prescription, as opposed to an over-the-counter drug, which can be purchased without one.

**Alcohol** – a liquor or brew containing alcohol as the active agent.

**Drug** – a chemical substance, especially one prescribed by a medical provider, that is used in the diagnosis, treatment, or prevention of a condition or disease or a chemical substance such as a narcotic or a hallucinogen that affects the central nervous system and is used recreationally for perceived desirable effects on personality, perception, or behaviour (commonly known as a recreational drug).

**Non-prescription medication** – a medication/drug that can be bought legally without a prescription; over the counter etc.

**Controlled substance** – a drug or chemical substance whose possession and use are controlled by law.

## Purpose

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- Comply with the Work, Health & Safety Act 2011 and Work, Health & Safety Regulations 2012.
- Provide employees who suffer from the use of drugs and alcohol the opportunity to “self-refer” to professional services.
- Develop a workplace culture that is built on responsibility, trust and confidentiality.
- To eliminate work risks due to drugs and alcohol during working hours and travelling to and from work.
- To protect CTW’s reputation, especially when working on third party projects.

## Obligations of Employees

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- Should any CTW employee become aware of breaches of this policy they are obliged to immediately report the matter to the supervisor/manager of the person in breach.
- Employees shall be free from the influence of alcohol and drugs while at work;
- Employees shall be under the prescribed blood alcohol concentration legal limit while operating any CTW plant. Employees operating any CTW plant whilst under the influence of drugs will not be tolerated.

- Where an employee is on-call, they shall be under the prescribed blood alcohol concentration legal limit whilst operating any CTW plant. Employees who are on-call and operating any CTW plant whilst under the influence of drugs will not be tolerated.

## Procedure

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Any employee, who considers that safety and/or reputation is compromised because a fellow worker or contractor may be under the influence of alcohol or drugs, shall immediately in confidence advise their manager or supervisor.

If the manager/supervisor agrees, they shall immediately and discreetly advise the employee or contractor they are unfit to continue work and advise the employee that they may have a representative (union official or otherwise) present if discussions are continued.

If the manager/supervisor considers the employee is a risk, they will be suspended for the day and may be advised that a return to work is subject to provision of a medical clearance.

The manager/supervisor must inform that counselling is available through the Employees Assistance Program (EAP).

The employee shall be advised of the potential hazards of travelling home; and Council will provide transport home for the employee. The employee's property will be secured.

## Medication

Any employee taking prescription medication are to obtain a medical clearance certificate from their medical practitioner at their next medical appointment certifying that they are fit to undertake their normal Council duties. The medical clearance certificate is to be provided confidentially to Senior Management. Employees that are prescribed medication at an initial medical appointment are to obtain a medical clearance certificate from their medical practitioner and provide a copy confidentially to Senior Management. If Senior Management considers an employee or contractor is noticeably affected by prescription medication, the employee or contractor will be told to cease work until medical advice is received.

It is important that Senior Management have available employee's current prescribed medication information so it can be relayed to relevant medical authorities, only under emergency circumstances. This information will also assist Council to adhere to its NSW Worker's Compensation Insurance Policy requirements.

## Employee Assistance

Council will make every attempt to support staff who seek assistance with counselling in relation to the use of drugs and alcohol.

## Additional Assistance

Confidential advice etc. can be obtained from the following:

Alcohol & Drug Information Service

24 hours/7 days a week

Advice/Information/Referral

Toll Free: 1800 422 599

Employee Assistance Program (EAP)

Converge International

Ph: 1300 687 327

Email: [eap@convergeintl.com.au](mailto:eap@convergeintl.com.au)

Local agencies will be utilised where appropriate or where requested.

## Application

If an employee's performance is affected by drugs or alcohol, Council will initiate disciplinary action.

## Variation of Requirements

The General Manager may waive the restriction regarding the consumption of alcohol on Council premises or functions for occasions deemed appropriate.

## References

- NSW WorkCover Authority
- Work, Health & Safety Act 2011
- Work, Health & Safety Regulations 2012
- NSW Health Department