



WHS Drug and Alcohol Procedure

Relevant / Associated Documentation

WHS Policy
Discipline Procedures
Risk Assessment Procedures
Drug & Alcohol Consent Testing Forms

Procedures

The Hut staff are expected to report for work and remain at work in a condition which enables them to perform assigned duties free from the effects of alcohol or drugs, including both prescription and non-prescription medication which may affect their ability to work without harm to themselves or others.

The use of alcohol or drugs which adversely affects the workplace or anyone within a Hut workplace will not be tolerated.

Off-the-job illegal drug activity or alcohol abuse which could have an adverse effect on staff performance at work or which could jeopardise the safety of other Hut workers, the public, the organisation's equipment or the organisation's relations with the public will not be tolerated.

Any illegal drug found in the possession of a Hut worker may result in dismissal.

The Hut will manage risk through its Risk Assessment Procedures. This procedure specifies emergency and security procedures to be followed in the event of an adverse alcohol or drug-related incident or specify event management procedures where alcohol is available.

No worker, client or visitor, shall unlawfully possess, use, sell, or distribute drugs while engaged in Hut business or on Hut premises. When a drug offence results in a criminal charge, The Hut may also initiate actions to protect or preserve the safety and welfare of The Hut and its reputation, including disciplinary actions if appropriate.

Individuals who are aware of persons on Hut premises who are engaged in drug-related activities that have the potential to cause harm to those involved, should advise either The Hut EO or the CDM who will determine whether the police need to be advised.

Under the relevant state legislation, police will be informed if illicit substances are identified or suspected or are known to be in possession.

Identifying intoxicated or drug-impaired persons

It is important to make sure that the person is actually impaired by alcohol or other drugs as the person may be affected by stress, fatigue, or illness. Observing the person for typical signs of intoxication may help to make that judgement.

Typical signs of alcohol or drug intoxication include:

- Speaking too loudly or too softly
- Slurred speech
- bloodshot eyes
- lack of alertness, for example, responding slowly to questions, poor motor control (stumbling, bumping into others, difficulty picking things up and/or drowsiness)
- scent of alcohol on breath of person
- rude or aggressive behaviour.

Ongoing alcohol and drug consumption and work performance issues

Workplace intoxication or drinking and drug-taking at work are relatively uncommon. The following behaviours however, may indicate that ongoing drug and alcohol use could be a problem:

Behaviours/Indicators	Examples
1. Absenteeism	<ul style="list-style-type: none">• Multiple instances of unauthorised leave• Frequent Monday and/or Friday absences• Excessive tardiness or unkempt appearance• Leaving work early/arriving late• Higher absenteeism rates than other staff members for colds, flu, gastritis etc.
2. High Accident Rate	<ul style="list-style-type: none">• Accidents on the job or accidents off the job affecting job attendance or performance
4. Difficulty in Concentration	<ul style="list-style-type: none">• Work requires greater effort and/or job takes more time
5. Confusion	<ul style="list-style-type: none">• Difficulty in recalling instructions, details etc.• Difficulty in recalling own mistakes
6. Spasmodic Work Patterns	<ul style="list-style-type: none">• Alternate periods of high and low productivity

Behaviours/Indicators	Examples
7. General Lowered Job Efficiency	<ul style="list-style-type: none"> • Missed deadlines • Mistakes due to non-attention or poor judgement • Making bad decisions • Complains about work performance and/or improbable excuses for poor job performance
8. Poor Relationships on the Job	<ul style="list-style-type: none"> • Over-reaction to real or imagined criticism and/or unreasonable resentments • Wide swings in mood or morale • Repeated borrowing of money from co-workers • Complaints from co-workers

Workers Impaired by Alcohol or Other Drugs

Workers, working alongside colleagues whose well-being or job performance they perceive to be adversely affected by alcohol or drug use are encouraged to support the worker concerned to seek appropriate assistance.

Workers should request the assistance of the EO or CDM who may call an ambulance if urgent medical attention is required for a person whose observed behaviour and work performance appears to be adversely affected by alcohol or other drugs.

The Hut Assistance Program

The Hut considers alcoholism and other drug addictions to be treatable illnesses and, to the extent that is reasonably practicable, will support its workers in dealing with use of these substances which is affecting them at work.

Hut staff experiencing problems with alcohol or other drugs is urged to voluntarily seek assistance to resolve these problems before they become serious enough to require management referral or disciplinary action.

A worker whose job performance is of concern due to the impact of alcohol or substance abuse may be referred to counsellors/professionals by management, at The Hut's cost, for an assessment and report on the potential impact of alcohol or drug use on their performance at work and their safety and the safety of others at work.

Participation in a program to assess or address an alcohol or drug-related issue will in no way jeopardise a workers position. On the contrary, successful treatment will be viewed positively. However, participation will not:

- prevent normal disciplinary action for a breach which may have already commenced; or
- relieve a worker of the responsibility to perform assigned duties in a safe and efficient manner.

Prescription or non-prescription substances

While encouraging the adoption of a healthy lifestyle and natural methods to ease pain and discomfort, The Hut accepts that there is a place for the appropriate use of medicines. The Hut will not provide any prescription or non-prescription medication to a staff member or participant.

Staff taking prescription or non-prescription substances must advise management when the use of such substances may affect their ability to perform their work. This reporting requirement is intended to protect the safety of the worker, The Hut's property and all who are present in Hut workplaces. Workers failing to follow this instruction may be subject to disciplinary action.

Guidelines for Hut Events at Which Alcohol Will Be Served

All approvals of decisions made in relation to the serving of alcohol at Hut events must be approved by The Hut Executive Officer

Guidelines for Responsible Service of Alcohol

- actively promote responsible drinking;
- take precautions to ensure that people being served alcohol do not become intoxicated;
- provide and suggest alternative drinks to alcohol; e.g. water (still)
- check I.D. for proof of age as appropriate;
- refuse to serve alcohol to people who are intoxicated or underage;
- look for ways to reduce possible causes of harm in the setting;
- closely supervise or monitor those people being served drinks and others who may consume the alcohol
- ensure/provide safe transportation arrangement after the event
- ensure all staff are aware of relevant policies such as work health and safety

Generally a workplace function should be an enjoyable occasion for Hut workers to relax and spend time together outside the demands of the workplace.

All Hut staff need to be aware that the function is still a work function requiring the same obligations and appropriate behaviour that is required in the workplace. The Hut expects acceptable and responsible behaviour for the health, safety and wellbeing of all its staff.

A Hut worker may face disciplinary action for any conduct that may be deemed to damage the reputation or interest of The Hut including offensive, drunken and violent behavior. Any conduct that puts Hut workers at risk of their health and safety may also warrant disciplinary action or potential termination.

Even a social gathering organised between work colleagues can result in the potential for The Hut to invoke disciplinary action in exceptional circumstances, including any conduct that occurs at other venues after the workplace function has finished.

Liquor Licensing

- Observe state and territory liquor licensing laws. E.g. Liquor Licensing Act 1997 South Australia

First aid and emergency assistance

If a worker appears to have an impaired capacity to function effectively or safely, the supervisor or colleague has a responsibility (legal and/or moral) to ensure the safety of other staff, clients, and visitors.

A Recommended Response to Someone Believed to be under the influence of Alcohol or Drugs:

1. Do not accuse the person of drug taking or being drunk. The person could be tired, unwell or have a medical condition (e.g. diabetes) that presents symptoms that may lead people to suspect drug or alcohol use.
2. The person's impaired capacity to function effectively and safely is the issue and this should be the focus of any discussion or report on the incident.
3. Approach the person calmly and quietly. If a staff member, talk with them to assess if he/she is capable of working effectively or safely.
4. If a staff member is assessed as incapable of working effectively, being unsafe or a risk to others, supervisor and/or other staff member may:
 - a) Quietly and respectfully remove or refuse admission to The Hut
 - b) Suggest to the staff member that they may choose to "go home sick".
5. Discourage the person from driving. Assist to arrange alternative transport (e.g. telephoning to arrange for their collection) or alternatively arrange for them to go home by taxi, ensuring that there is someone to receive them.
6. In an emergency situation contact the next of kin. When talking to the next of kin, state the person is unwell, rather than suggesting alcohol or other drug use.

Any behaviour that may have been influenced by a staff member's mental health or use of alcohol or other drugs does not in any way limit the responsibility of the worker for the consequence of his or her actions. **(Refer Discipline Procedures)** Staff who are suspected of being under the influence of a substance are to be managed in the same way that any other staff member who is assessed as being unwell or unsafe would be managed.

Where the behaviour of a staff member appears to have been influenced by alcohol and other drug use and this behaviour is inappropriate, unsafe or constitutes a risk to them or others, this issue must be addressed immediately. Supervisors are to avoid acting in a manner that may itself be unsafe or aggravate the situation, and must bring the matter to the attention of The Hut EO or CDM if the EO is unavailable.

Procedures Approved (WHS Committee	Date 12/07/2017
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To be reviews every 3 years		



Drug and Alcohol Forms

SCHEDULE B

Consent For Drug Testing

I consent to undergo a urine drug test, to be undertaken by a NZQA qualified collector & urine drug screener and an accredited laboratory appointed by The Hut which I acknowledge is for the purpose of determining whether I have a level(s) of a drug(s) (as defined by THE Hut's Policy) higher than:

- the accepted international standard as defined by the Australian/ New Zealand Standard AS/NZS 4308:2008, or
- the level determined by the laboratory

I understand that a urine specimen will be collected and the drugs being tested for are cannabinoids, opiates, amphetamine type substances (including benzylpiperazine), cocaine, benzodiazepines, and others if applicable. I understand that other illicit drugs (e.g. LSD, synthetic THC, cathinone's), restricted and legal party substances, misused prescription drugs and other mind altering substances can also be tested for.

I undertake to advise the qualified collector of any medication that I am taking. I also agree to provide the collector with verification of my identity (either photo ID or an alternative proof) and two unique identifiers (e.g. full name and date of birth).

I consent to the confidential communication of the drug test(s) results to The Hut.

I understand that I may request a second test be conducted on the reserve specimen which was split from the original urine and is stored at the laboratory. This request must be made within 5 days of receiving the result. For the second test to be positive there need only be the presence of drug or metabolite detected (i.e. not cut off limits). This will be accepted as a conclusive result and costs associated with this test will be borne by me. If the second test proves negative this will be accepted as a conclusive result and costs associated with this test will be reimbursed by The Hut.

Any collection, storage or exchange of information concerning the drug test will be in accordance with the requirements of the Privacy Act and results will only be used for the purposes for which they were obtained.

I understand that refusing to sign this form, or the return of a positive result, means that:

- **pre-employment:** the job offered/ applied for will not be confirmed or offered to me
- **current employee:** the company disciplinary procedure will follow which will include dismissal **or the requirement to take part in a Rehabilitation Programme.**

I have read and understood the terms of this consent form.

Signature of Applicant/Employee	Date
Applicants/Employee Name:	
Witness Name	Date
Witness Signature	



SCHEDULE C

Consent For Breath Alcohol Testing

I consent to undergo a breath alcohol test, which I acknowledge is for the purpose of determining whether I have a level of alcohol in my breath higher than that 100 micrograms of alcohol per litre (zero alcohol tolerance).

Results of the breath alcohol test will only be used for the purposes for which it was obtained, as set out in THE HUT' Drugs and Alcohol Policy.

I understand that a positive test result is likely to lead to disciplinary action which will include dismissal or **the requirement to take part in an Alcohol Rehabilitation Programme.**

I understand that a refusal to sign this form and undergo a breath alcohol test will be regarded as a serious offence and is likely to result in disciplinary action which may include dismissal.

I hereby authorise the collection and testing of a breath sample for alcohol, and the release of the test results to the authorised representative of THE HUT.

I have read and understood the terms of this consent form.

Signature of employee	Date
Employee name	
Witness name	
Witness signature	Date
Test administered at:	Date
By Name:	Signature
Reading - Result	Negative/Positive (circle the one that applies)



SCHEDULE D

Drug & Alcohol Rehabilitation Contract

Employee Name

I Acknowledge that I have been entered in the Hut health rehabilitation plan and my continued employment with The Hut is subject to the following:

I am committed to full participation in the Plan with the service provider(s) specified by the Hut Community Centre.

I authorise the service provider to release the following information to The Hut:

- Whether I have kept appointments
- Whether the service provider has recommended a course of treatment
- Whether I am following that course
- Whether a return to work is appropriate and within what time frame
- Whether I have completed the required treatment
- Whether return to work is to full or alternative duties

I authorise The Hut to permit the service provider to discuss results of drug and/or alcohol tests, undertaken during rehabilitation, with the accredited laboratory and medical advisor (if available).

I agree to take this course outside work hours or use leave entitlements if required to participate during work hours.

I agree to take 6 subsequent drug/alcohol tests per year in the 24 months following treatment and agree that the results are to be released to my employer.

I accept that if:

- I do not attend or complete the required course
- On any future occasion, including the subsequent tests above, I return a positive drug/alcohol test
- I refuse to take any of the subsequent tests

the consequence may be dismissal without notice.

I accept the terms of this contract, which I acknowledge may be in addition to the terms of my current contract and agree to be bound by both contracts.

Signature Employee:	Date:
Name of Employee	
Signature of Manager	Date
Name of Manager	
Signature of Witness	Date
Name of Witness	