

## **POLICY STATEMENT**

### **Alcohol and Other Drugs**

**POLICY ADOPTED:** 17 October 2017

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**Policy Objective:**

The Bland Shire Council, as a Person Conducting a Business or Undertaking (PCBU), has a target of achieving the highest attainable level of Work Health and Safety (WHS) for all workers and visitors. The Council is committed to addressing risk to health and safety in the workplace associated with inappropriate use of alcohol and other drugs.

**Policy Statement:**

According to s19, Work Health and Safety Act 2011, the Council has duty to ensure the health, safety and welfare of their workers and other people in the workplace.

Consuming alcohol at high levels and presenting at work in unfit manner presents a risk of harm in a number of ways. It can affect safety and productivity at workplace. The Council aims to reduce the alcohol and other drugs impairment in the workplace and to eliminate the risks associated with alcohol and other drugs; there by providing safer working environment to workers and members of public.

**Definitions:**

Employer - has the same meaning as a person conducting a business or undertaking under s5 of the Work Health and Safety Act 2011.

Worker - has the same meaning as Worker under s7 of the Work Health and Safety Act 2011, being :

- an employee, or
- a contractor or subcontractor, or
- an employee of a contractor or subcontractor, or
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- an outworker, or
- an apprentice or trainee, or
- a student gaining work experience, or
- a volunteer, or
- a person of a prescribed class.

Workplace - means a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Place includes:

- vehicle, vessel, aircraft or other mobile structure, and
- any waters and any installation on land, on the bed of any waters or floating on any waters, in accordance with s8 of the Work Health and Safety Act 2011.

## **Responsibilities:**

### General Manager

The General Manager, in relation to this policy, is responsible for providing safe and healthy workplace that is free of alcohol and other drugs impairment for all council workers and other persons visiting the council premises.

### Department Directors

Department Directors are responsible for:

- making sure that policies and procedures relating alcohol and other drugs use have been created and updated as and when required
- promoting a supportive culture that encourages cooperation between management and staff to provide workplace safety and health
- assessing the requirements for alcohol and drug testing program
- organising alcohol and other drugs testing with the help of WHS staff

### Managers and Team Leaders

Managers and team leader are responsible for

- communicating the alcohol and other drugs related policies and procedures to their staff
- highlighting the importance of alcohol and other drugs free workplace
- discussing, in confidence, any issues a staff might have in relation to use of alcohol and other drugs
- organising use Employee Assistance Program for workers who require the support of such services for issues relating to alcohol and drug use
- promoting a supportive culture that encourages a cooperative culture between management and staff to provide workplace safety and health
- maintaining strict confidentiality about issues that arise with workers in the workplace.

### Workers

Under s28 of the Work Health and Safety Act 2011, a worker must, while at work:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instruction by the employer
- cooperate with any reasonable policies and procedures of the employer.

### Other Persons

Under s29 of the Work Health and Safety Act 2011, a person at a workplace must:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the employer to allow the employer to comply with the Work Health and Safety Act 2011.

### WHS / HR Staff

WHS / HR Staff are responsible for;

- creating and updating, whenever required, policies and procedures related to alcohol and other drugs in consultation with senior management and staff
- providing education and awareness information in use of alcohol and other drugs to all new workers on commencement with the Council and providing updated information/refresher as and when required
- supporting senior management and managers in fulfilling their responsibilities in relation to alcohol and other drugs at the workplace
- organising alcohol and other drugs testing as required by the WHS legislation
- organising use of Employee Assistance Program for workers who require support in alcohol and other drug use in consultation with the manger/team leader

## The Council's approach in relation to alcohol and drug use in the workplace:

The Council's main focus is:

- to take constructive approach towards alcohol and drug related issues and hazards
- on education and correction of inappropriate behaviour in relation to alcohol and other drugs consumption
- to create supportive workplace culture that acknowledges and encourages workers to accept individual responsibility for workplace health and safety
- on fostering an attitude and culture amongst all workers that it is not acceptable to come to work under influence of alcohol and/or other drug that will prevent them from performing their duties in a safe manner
- to acknowledge that participating in nominating of workers who may be regarded as a risk to other workers is appropriate, encouraged by legislative obligations in the WHS Act 2011 and is supported by the Council and the union
- to support workers who may have difficulty in addressing alcohol and/or other drug related issues
- on providing rehabilitation program for workers who may have difficulty in addressing alcohol and/or other drug related issues
- to ensure disciplinary processes, where required, are consistently managed in accordance with Local Government State Award that is current at the time.

### References:

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Road Transport (Safety and Traffic Management) Act 1999

<b>EDRMS Doc. ID</b>	383499		
<b>Superseded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
1 December 2012	0		Sept 2013
19 February 2013	1		February 2014
17 November 2015	2		February 2020
17 October 2017	3		October 2023
<b>Related Council Policy / Procedure</b>			
<i>Alcohol and Other Drugs Procedure</i>			