

DRUG AND ALCOHOL POLICIES AND PROCEDURES

Policy Number:		Version:	2
Drafted by:	Social Work Student	Board approval on:	June 2023
Responsible Person:	Strategic Finance Executive	Scheduled Review Date:	June 2024

INTRODUCTION

Under the NSW Work Health & Safety Act 2011, employers have an obligation to provide a safe working environment for all employees. Big Yellow Umbrella's drug and alcohol Policies and Procedures are designed to eliminate the hazards associated with drug and alcohol related problems in the workplace and to make a positive contribution to the ongoing health and welfare of staff and volunteers.

PURPOSE

The purpose of this document is to outline Big Yellow Umbrella's position regarding drug and alcohol issues with a view to complying with Big Yellow Umbrella's obligations to provide staff and volunteers with a safe working environment. This policy outlines the expected behavioural standards in relation to drug and alcohol use along with the responsibilities of the staff to maintain a safe work environment.

POLICIES

This policy applies to all employees of Big Yellow Umbrella.

This Policies and Procedures apply to:

- Staff
- Volunteers
- Students
- Contractors and their staff
- Suppliers and their staff
- Members of the Management Committee
- Clients

(The above group will be referred to as staff throughout this document)

Big Yellow Umbrella has a zero-tolerance policy in relation to the abuse of drugs and alcohol.

Chronic alcohol and drug problems can contribute to work performance problems as well as presenting a serious risk of accidents to all staff. Therefore, non-compliance with this drug and alcohol policy will be viewed as a serious matter. Investigations will be held as per the seriousness of the matter. Also, Big Yellow Umbrella may require staff to do random testing if a suspicion arises or in case of an investigation. Non – compliance with the policy may result in:

- termination of employment
- cancellation of engagement in the case of volunteers
- cancellation of services in the case of contractors and suppliers
- cancellation of services in the case of clients

RESPONSIBILITIES

The Chief Operations Manager and the Strategic Finance Executive are responsible for the implementation and monitoring of all aspects of this Policies and Procedures.

Staff are responsible for:

- adhering to the provisions of this Policies and Procedures at all times
- notifying the management if aware of the breach of policy by a co worker

The Chief Operations Manager and the Strategic Finance Executive is responsible for:

- educating staff on this policy
- dealing with breaches of this Policies and Procedure in a prompt and confidential manner to lessen the impact on staff safety.
- ensuring the affected staff get home in a safe manner
- providing assistance through the Employee Assistance Program where applicable

PROCEDURES

The following procedures apply:

- Staff must ensure they do not attend work under the influence of alcohol or illicit drugs and should not be adversely affected by alcohol or drugs during working hours.
- Staff taking prescription, or over the counter drugs that may cause drowsiness or otherwise impact on their ability to drive a vehicle, or undertake their duties in a safe manner, should notify one of the Leadership Team.
- Drivers of Big Yellow Umbrella's vehicles will at no time drive the vehicle while under the influence of alcohol or illicit drugs. Drivers should be aware that much prescription and over the counter medications can cause drowsiness and alter perception of distance and driving judgement, and the effects of any medication taken should be discussed with a medical professional.
- It is the responsibility of all staff to identify conditions that may compromise safety in their work environment and to report such conditions to a member of the Leadership Team.
- Any staff adversely affected by alcohol or another drug, will not be permitted to remain at work. Suitable transport will be arranged to the staff's home at the expense of Big Yellow Umbrella. Staff will not be paid for the lost time and will only return to work after authorisation from their manager.
- On return to the workplace, staff will meet with their manager to discuss the incident and the minimum of a formal written warning will be issued depending on the circumstances and at the discretion of the manager. Disciplinary action and possible termination of employment could be exercised for the breach of policy or for further breaches of the policy.
- Staffs that are required to have a current driving license as part of their employment conditions must immediately notify their manager if they are convicted of driving while over the legal limit of alcohol or under the influence of illicit drugs. This may impact on the ability of the employee to undertake his or her normal duties of employment. Continuity of employment will be dependent on the capability of Big Yellow Umbrella to find other suitable duties and the final decision will be at the discretion of their manager.
- All staff that do not comply with this drug and alcohol policy will be provided with information about counselling, treatment and rehabilitation services and if employment is to be continued, participation in a programme may be facilitated by the granting of leave to the staff concerned.

- Cancellation or continuance of contracts and continuation of services that support affected clients will be at the discretion of the Leadership Team.

RELATED DOCUMENTS
Bullying and Harassment in the Workplace
Code of Conduct Policy
Complaints Management Policy
Confidentiality and Declaration Policy
Disclosure of Information Policy
Fitness to Work Policy
Governance Policy
Managing Difficult Behaviours Policy
NSW Work Health & Safety Act 2011
Performance Appraisal Policy
Performance Management Policy
Recruitment Policy
Risk Management Policy
Smoking Policy
Staff Induction Policy
Staff Leave Policy
Volunteer Management Policy
WHS Policy

AUTHORISATION

The Board of Big Yellow Umbrella has reviewed and approved this policy.

Signature of Board Secretary: _____

Date of approval by the Board: _____

On behalf of the Big Yellow Umbrella