

STAFF DRUG AND ALCOHOL POLICY AND PROCEDURE

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1.0 Purpose

The purpose of this policy is to ensure that employees are not exposed to hazards and risks that may come about from impairment by alcohol and/or other drugs.

2.0 Scope

This policy extends to all EIT staff, both administrative and academic.

3.0 Overview

All employees have a duty to take reasonable care of their own health and safety and ensure they don't adversely affect that of others. This means they must be fit and well enough to do their job, not be under the influence of alcohol or drugs, or use alcohol or illegal drugs while at work.

If an employee's capacity to use judgment, concentration and coordination is decreased due to the use of alcohol and /or drugs, the risk of illness or injury is increased and it becomes an occupational safety and health issue.

Consuming alcohol and illicit drugs while at work is unacceptable, with the exception of responsible consumption of alcohol at workplace social functions or lunches.

4.0 Introduction

This policy establishes responsibility for personal health and safety at work, identifying a person under the influence of drugs alcohol and managing an employee under the influence of drugs and alcohol.

5.0 Responsibilities

Current legislation requires that workers must take reasonable care of their own health and safety and not endanger the health and safety of others at the workplace. It is therefore important that upon presenting themselves for work, they are capable of performing their work duties safely.

6.0 Identification of persons impaired by alcohol or other drugs

The following indicators may be observed in an intoxicated person:

- Smell of alcohol on breath.
- Delayed reaction time.
- Impaired coordination/balance.
- Impaired memory.
- Reduced ability to concentrate.
- Reduced ability to communicate.
- Behaviour that is out of character.
- Reduced interpersonal skills.

7.0 Managing someone impaired by alcohol and/or other drugs

- Remaining firm, brief and calm, the following approach may help.
- Using the affected person's name, "It appears you are not managing at work today and I am instructing you to stop for the day. Arrangements will be made for you to go home."
- Do not argue or debate but simply repeat your message if necessary.
- Make suitable arrangements to ensure the impaired person can get home safely e.g. contacting next of kin or a taxi service.
- Try to persuade them not to drive a vehicle.
- Avoid using terms such as 'You're drunk'.

8.0 When the affected person returns to the workplace

- In a private and confidential meeting, discuss the behaviors exhibited by the person when they were intoxicated.
- Provide information regarding access to drug and alcohol services – **Appendix 1**.
- Offer the services of professional counselling or psychological services. EIT will cover the cost of these services.
- Staff should understand that incidents of substance abuse may be subject to performance management procedures and possible consequences of further breaches should be discussed.
- Document and keep records of incidents, meetings and advice given ensuring these records are stored in a confidential location.

9.0 Essential Supporting Documents

- Occupational Safety and Health Act 1984 (WA)
- Occupational Health and Safety Act 2004 (VIC)
- Road Traffic Act WA 1974
- Road Safety Act 1986 (VIC)
- Liquor Control Act 1988 (WA)
- Liquor Control Reform Act 1998 (VIC)

- Misuse of Drugs Act 1981 (WA)
- Drug, Poisons and Controlled Substances Act 1981 (VIC)

10. Related policies

- Emergency and Critical Incident Policy & Procedure
- Staff performance and review policy

APPENDIX 1 - WHERE TO GO FOR HELP

Telephone information services - access to a counsellor

For a confidential, non-judgmental conversation with a professional, experienced, drug and alcohol counsellor, call:

Perth

- the Alcohol and Drug Information Service on 9442 5000
- the Parent Drug Information Service on 9442 5050

Melbourne

- DirectLine on 1800 888 236

Drug and Alcohol Centres

There are Drug and Alcohol Centres in Perth and Melbourne, providing:

- Access to clinical treatment, information and referral for people with alcohol and other drug problems.
- Outpatient services and treatment.
- Clinical services.

The Drug and Alcohol Centres' services are free and centres are located at:

Perth:

Inner city and east metropolitan area

The East Metropolitan Drug and Alcohol Centre at 32 Moore Street, East Perth – telephone 9219 1919

South metropolitan area

The South Metropolitan Community Drug Service Fremantle – 22 Queen Street, Fremantle – telephone 9430 5966; Rockingham – Unit 3 3 Goddard Street, Rockingham – telephone 9529 2500; and Mandurah – 22B Tuckey Street, Mandurah – telephone 9581 4010

North metropolitan area

The North Metropolitan Drug and Alcohol Centre at Unit 3, 26 Dugdale Street, Warwick – telephone 9246 6767.

Melbourne:

North and West Metro Alcohol & Drug Service

Ph: 1800 700 514,

Email: in.intake@nwmetroaad.org.au

- 26 Jessie St Coburg;
- 273 Settlement Rd Thomastown;
- 660 Bridge Road Richmond;
- PANCH, 300 Bell St Preston;
- Darebin Community Health Service, 125 Blake St Reservoir;
- Banyule Community Health Service, 21 Alamein Rd West Heidelberg;
- Banyule Community Health Service, 917 Main Rd Eltham;
- Banyule Community Health Service, 25 Grimshaw St. Greensborough.



Engineering Institute of Technology.

See also:

www.dao.health.wa.gov.au

www2.health.vic.gov.au/alcohol-and-drugs/aod-treatment-services/pathways-into-aod-treatment

www.directline.org.au