



Construction
Civil & Rail



Trade
Services



Mining Resources
& Energy



Maintenance



Cleaning



Landscaping



Science &
Technology



Hospitality



Labour Hire



Recruitment



Traffic
Management



Health



New Start

Drug and Alcohol Policy

1. A person perceived to be affected by drugs and alcohol is a danger to themselves and their colleagues, and will **NOT** be allowed to work until that person is perceived to be no longer affected.
2. **NO** person perceived to be under the influence of alcohol or drugs is to operate machinery or vehicles.
3. **A person who is perceived to be under the influence of alcohol or drugs will not be allowed to continue to work in any capacity and should be suspended for the day.**

We draw your attention to the consumption of alcohol in relation to the legal requirements of driving a forklift, truck, car or motorcycle. They are:

 - Forklifts/trucks - Nil alcohol
 - Cars/motorcycles - 0.05% (0.02% -Provisional drivers)

The Company requires that you comply with these legal requirements.
4. **Company Duty of Care**

If a supervisor or manager suspects that any employee has presented for work under the influence of alcohol or drugs, the supervisor or manager shall:

 - Immediately stand the employee down without pay on the basis that the employee is in breach of his/her Contract of Employment.
 - It shall be sufficient for a supervisor or manager, with validation by a peer employee, who suspects that an employee is under the influence of alcohol or drugs for the supervisor or manager to observe conduct or demeanour by the employee that indicates the employee has partaken of alcohol or drugs and remains under the influence thereof. Indications include: dilated pupils, slurred speech; unsteady walking, smell and so on.
- An employee who has been so stood down shall have the right to attend a Medical Practitioner within ninety (90) minutes of being stood down and obtain a Certificate to the effect that there is no presence of alcohol or drugs in the employee's "system".
- The employee, if not exonerated, is to be issued with a written warning on return to work.
- In the event that the employee attends work at the commencement of his/her next rostered shift, and produces the said Certificate stating that the employee had no concentration of alcohol or drugs in their system the employee's pay for the day of suspension shall be restored.
- If the test is positive, the employee shall be advised the Company has a "counselling and treatment program" available and the employee shall be invited to attend such program.
- In the event that the employee again attends for work evidencing consumption of alcohol or drugs and is again suspended, (subject to the condition that the employee has the right to establish that he/she was not affected by drugs or alcohol), the Company will take action to terminate the employment without further notice.
5. Such disciplinary warnings will remain effective for a twelve month period.
6. A person having problems with alcohol and or other drugs:
 - Will not be dismissed if he/she is willing to receive help;
 - **MUST UNDERTAKE** and continue with the treatment recommended

and

 - Will be entitled to sick leave (for permanent staff) or leave without pay whilst undertaking program treatment.
7. NO person is to consume alcohol or drugs on the premises during their hours of duty

Daniel Phillips
Managing Director
Dated February 2018