

Drug & Alcohol Policy

Created: 16/10/2019

To be reviewed: 16/10/2020

Purpose

Auspicious Arts Projects Inc. (AAP) has a duty of care under our commitment to comply with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*, especially those for drugs and alcohol, to protect employees and clients from any known harms.

Scope

This policy applies to all employees, including contractors and volunteers engaged by AAP under an agreement. They are required to:

- Understand and comply with this policy at all times while in the workplace or representing
- Comply with this policy at all times, while working and attending workplace social functions and events
- Inform client managers if they believe the policy has not been upheld

Client managers are responsible for:

- Making sure all clients are made aware of this policy
- Supporting and contributing to the implementation of this policy
- Managing the implementation and review of this policy

Policy

Overview

AAP has a duty of care to protect workers from known hazards and risks. This includes any impairment that may arise from the effects of alcohol and drugs. Workers who are impaired by alcohol and/or drugs increase the risk of injury and illness to themselves and to others. Drug and alcohol use can affect a person's ability to work safely. It creates a risk to workers and work health and safety.

AAP employees and clients will provide and promote an alcohol and drug free workplace by:

- Enforcing a zero alcohol and drug tolerance for staff when operating work vehicles or participating in safety sensitive tasks;
- Discouraging the consumption of alcohol during work time, including lunch breaks and events, business meetings and where representing the company.
- Referring them to the Alcohol and Drug Information Services or counselling services, where necessary
- Allowing flexible working arrangements for the treatment and recovery of people who have long-term problems with alcohol
- Avoiding providing alcohol as a gift or using alcohol as an incentive

Managing Drugs and Alcohol

The hazards and risks associated with the use of alcohol and other drugs in the workplace should be assessed in the same way as other occupational health and safety issues.

Adopting a risk management approach may assist employers to manage risks associated with alcohol and/or drug impairment in the workplace. The risk management process involves:

- Identifying hazards associated with alcohol and drug use in the workplace.

- Assessing the likelihood of risk.
- Controlling the risks associated with the use of alcohol and other drugs.
- Reviewing the effectiveness of control measures to ensure they are working as planned and, when necessary, revising and improving existing controls.

Consultation should take place at every step of the risk management process in accordance with section 35 of the OHS Act.

Social Events

Responsible social events can be held at this workplace (including likely events, such as Christmas parties or after work drinks). To ensure everyone remains safe:

- everyone is expected to act responsibly
- non-alcoholic drinks and food will be provided
- alternative public transport arrangements will be provided

Breach of this Policy

Any breach of this policy may result in counselling and/or disciplinary action, which, in the case of employees, may lead to dismissal, or, in the case of volunteers, may lead to the cessation of their engagement.

For further information, please read the Auspicious Arts Disciplinary Policy and Procedure.

Health and Safety Representatives

AAP will encourage and facilitate the formation of work groups and the election of Health and Safety Representatives to represent employees on health and safety matters.

Health and Safety Committee

Where required under legislation, AAP will establish a Health and Safety Committee consisting of management and employee representatives. The Health and Safety Committee will be the principal forum in which management consults with employees on broad health and safety and policy issues.

Other

This Occupational Health & Safety document has been developed to ensure AAP complies with the Occupational Health and Safety Act 2009 (VIC) and any other relevant legislation.

Further Information / Reference

<i>Age Discrimination Act 2004</i>	<i>Racial and Religious Tolerance Act 2001 (Vic)</i>
<i>Disability Discrimination Act 1992</i>	<i>Sex Discrimination Act 1984</i>
<i>Equal Opportunity Act 2010 (Vic)</i>	<i>Racial Discrimination Act 1975</i>
<i>Fair Work Act 2009</i>	National Employment Standards
Fair Work Regulations 2009	<i>Occupational Health and Safety Act 2004 (Vic)</i>
<i>Australian Human Rights Commission Act 1986</i>	<i>Australian Human Rights Commission Regulations 1989</i>
<i>Protected Disclosure Act 2012 (Vic) replacing Whistleblowers Protection Act 2001 (Vic)</i>	