

DRUG AND ALCOHOL POLICY AND PROCEDURE

PURPOSE

Central Coast Community College (the College) aims to provide and maintain a workplace environment that not only protects the health and safety of all workplace participants whilst at work, but also facilitates a productive workplace.

This policy forms part of an overall commitment to the health, safety and wellbeing of all workplace participants and its purpose is to minimise the risk from the use of alcohol and other drugs to the health and safety of workers and other persons engaged in the College's activities.

The College is committed to:

- ensuring that workplace participants are well informed about the problems caused by misuse of alcohol and other drugs
- endorsing regulations which recognise the legal and social obligations in serving alcohol
- promoting a responsible attitude towards the use of alcohol in the College community
- addressing problems which arise from abuse of alcohol and other drugs; and
- ensuring the availability of a confidential and non-judgmental treatment response for workplace participants with alcohol or drug related problems

APPLICATION OF THE POLICY

The College has obligations under Work Health and Safety legislation to, as far as is reasonably practicable, ensure the safety and health of all people associated with its operations and those of its clients. A key aspect of meeting those obligations is the implementation of a sound and practical Drug and Alcohol policy. It is recognised that the inappropriate use of drugs and alcohol by workplace participants can lead to major deficiencies in an individual's work performance and can be a contributing factor in industrial accidents, driving accidents and road fatalities.

This policy:

- applies to all permanent, temporary and casual staff and contractors, whether employed directly or through other related or unrelated entities including employment and/or labour hire agencies
- does not form part of any employee's contract of employment, nor does it form part of any contractor's contract for services
- applies to all College programs and functions and all College premises and also applies when staff go to other workplaces in connection with work, for example when visiting a customer or supplier

KEY RESPONSIBILITIES

The CEO is responsible for the development, periodic review and implementation of the Drug and Alcohol Policy.

Role

Responsibility

CEO	<ul style="list-style-type: none"> • Develops, periodically reviews and oversees the implementation of the Drug and Alcohol Policy • Provides advice/guidance to Managers and other staff
Managers	<ul style="list-style-type: none"> • Ensures this policy is implemented effectively within their area/s of responsibility • Reviewing any work restrictions relating to the taking of prescription/over the counter drugs and determining if suitable duties are available
All workplace participants	Advises their manager or trainer/instructor of any person on College premises that they reasonably believe to be affected by drugs and/or alcohol and/or engaged in illegal drug or alcohol related activities

DEFINITIONS

Term	Meaning
Workplace participant	Student, staff, trainer, assessor, instructor, independent contractor or volunteer
Drugs	Any substance which when taken into the body alters its physical and/or psychological state. The term 'drug' includes legal and illegal substances such as depressants (e.g. alcohol, THC/marijuana), stimulants (e.g. amphetamines, cocaine), opiates (e.g. heroin, codeine, morphine), and hallucinogenics (e.g. LSD), and includes prescription and over the counter drugs.
Prescription medications	We recognise that workplace participants may have legitimate medical reasons for taking some medications. This includes where a medical practitioner has properly prescribed lawful medications for a diagnosed medical purpose or where the medication is lawfully available at Australian pharmacies and is required for the treatment of a legitimate condition.
Intoxicated	The state at which through consuming alcohol a person has lost the normal control of his or her bodily and mental faculties.

<p>Illegal/Illicit Drugs</p>	<p>Illicit drugs include:</p> <ul style="list-style-type: none"> • any drugs defined and specified as prohibited or illegal under any Federal, State or Territory legislation; • drugs for which a medical prescription has not been issued to the person using/taking the drug; and/or • consumption exceeding the prescribed dose or, in the case of over the counter drugs, exceeding the recommended dose, and/or not in accordance with warnings detailed <p>Illegal drugs do not include drugs prescribed for an individual by a medical practitioner and used by that individual in strict accordance with the prescribed dose. Further it does not include over the counter drugs used in strict accordance with recommended dose and warnings/use.</p>
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PROCEDURE

In addressing our responsibilities to provide a safe environment, we have set the following conditions.

Consumption of alcohol and drugs at work

The manufacture, possession, use, distribution, sale, purchase, transfer of and/or consumption of alcohol or illegal drugs is prohibited while on the College's premises or while performing duties on behalf of the College.

Workplace participants should refer any alcohol and other drug related safety concerns that could be likely to pose a safety hazard to their immediate Manager or the CEO, and if the problem is not resolved, to their representative on the Campus Health and Safety Committee.

If it is suspected, on reasonable grounds, that a workplace participant is under the influence of drugs and/or alcohol, steps will be taken to address the issue by any or all of the following actions:

- immediate withdrawal of the workplace participant from work or learning activities
- direct the workplace participant to attend a medical practitioner and submit to a medical examination to determine whether he/she is fit to safely perform his/her duties without risk to health or safety; and
- refusal to attend a medical examination constitutes a breach of this policy and may result in action being taken against the workplace participant.

If it is suspected that a workplace participant possesses drugs or alcohol on work premises, the following actions may be taken:

- investigation of the matter to determine whether the workplace participant does have drugs or alcohol on the work premises
- the workplace participant will be required to allow inspection of any personal property such as any bag, or vehicle or to empty their pockets or jacket; and
- failure to co-operate or providing false information in an investigation will be considered as misconduct. Misconduct may result in action being taken against the workplace participant.

If a workplace participant is found to have breached this policy, he/she may be subjected to the following actions:

- suspension while investigation takes place
- a formal warning
- referral to an appropriate counselling service
- disciplinary action
- termination of employment or contract, or withdrawal from a course; and/or
- in circumstances where a workplace participant's behaviour or conduct may involve a breach of any Australian laws to which the College is subject, we may notify the police or other relevant authority

Work functions and alcohol

Despite the above, the Company recognises that at some work-related functions responsible consumption of alcohol is allowed, for example, at a staff function, Christmas party or customer function. Workplace participants must not consume alcohol in the workplace or at work-related functions unless specifically authorised by the CEO. In these cases:

- workplace participants must do so in a responsible manner, must not become intoxicated and must always uphold an appropriate standard of behaviour, consistent with the College's workplace policies
- food must be served at any approved event or function where alcoholic beverages are being served
- workplace participants must not drive any vehicle from a work-related function if they have a Blood Alcohol Concentration above **0.02**, and if an alternate safe means of transport is not available, should advise management so that such transport may be arranged
- If a workplace participant is required to return to work or continue working after the function, and the consumption of alcohol could adversely affect their ability to perform work effectively and safely, consumption of alcohol by those workplace participants is not permitted
- If a workplace participant breaches this Policy at a work-related function and acts inappropriately, the workplace participant may be subject to disciplinary action, and may not be permitted to consume any alcohol at future work related functions

Prescription and over-the-counter drugs

- The possession and/or use of medications including prescription and over-the-counter drugs is only permitted when prescribed by a medical practitioner or permitted by law e.g. for legitimate medical reasons, and when taken in accordance with the recommended dosage.
- If workplace participant is taking any prescription/over-the-counter drug likely to affect their safety or the safety of any other person at the College, they must discuss the possible side effects with their doctor or pharmacist in relation to the type of work they perform
 - If there are no side effects likely to affect safety, the workplace participant does not need to notify their supervisor or manager of any details
 - If there are any side effects likely to affect safety, the workplace participant is required to notify their Manager or supervisor of the side effects only (not the type of medication or reason for taking), before engaging in College business. An assessment to determine their capacity to safely undertake normal or suitable alternative duties is required with adequate consultation with the treating health professional. An example of a side effect requiring notification is drowsiness when

driving if a staff member is required to drive a car when undertaking College business.

Smoke free areas (tobacco)

- Workplace participants must adhere to Campus smoking policies
- Where College activities take place on smoke-free premises, workplace participants must abide by that site's requirements.

Use of College Vehicles

A person driving a College vehicle must not:

- drive under the influence of alcohol or illegal drugs
- exceed the legislative limits prescribed for blood alcohol content levels
- permit any smoking in a College vehicle at any time

RELATED DOCUMENTS

Code of Conduct

Work Health and Safety Policy and Procedure

WHS Management Plan