

DRUG AND ALCOHOL POLICY

PURPOSE

IPA Personnel Services Pty Ltd (IPA) is committed to providing a safe and healthy working environment for all employees. The aim of this Policy and accompanying Safety Procedure 4.15 – Managing Fitness for work is to define the requirements for the minimisation of risks to the safety and health of employees (including contractors and visitors) as a result of impairment from the use of legal and illicit drugs and alcohol.

PRINCIPLES

It is IPA Policy to:

- Ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
- Create a workplace environment, in consultation with employees, free from the adverse effects of drug abuse and alcohol misuse;
- Prohibit any person including its employees to present for work or be working with a Breath Alcohol Concentration (BAC) greater than 0.000g of alcohol in the bloodstream per 210L of breath expressed as 0.000g/210L;
- Prohibit any person including its employees to present for work or be working with levels of drugs equal to or in excess to the applicable target concentrations set out in the applicable Australian Standard;
- Employees shall not be permitted to drive or operate equipment whilst they have alcohol or drugs in their system which exceeds regulatory or policy limits set for the location where driving or the operation of equipment is due to be carried out.
- Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances;
- Support enforcement by applicable law enforcement agencies, all local, State, Territory and Federal (Commonwealth) laws and shall apply these laws consistent with statutory requirements.

MANAGING OUTCOMES

- In the event of an incident involving a worker under the influence of alcohol or drugs the worker shall be liable for regulatory penalties (i.e. fines and loss of license) as well as ESH disciplinary action which may include employment dismissal.
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- In circumstances where a worker is taking prescribed medication to manage a specific condition that may interfere with their work performance, they are required to notify their manager/supervisor. The manager/supervisor, in consultation with the worker, Human Resources, (and the treating doctor if relevant), may (if practicable) make adjustments to the work requirements of the employee concerned. If this is not possible and the situation is temporary, the worker will either be required to resume or commence sick leave until they are able to resume work.

SUPPORT

- Staff experiencing alcohol-related issues are encouraged to discuss the matter with their supervisor, a member of the HR team or WHS Manager
- To encourage employees to seek professional assistance at any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform assigned duties, through ESH Groups confidential Employee Assistance Program (EAP).

IPA reserves the right to modify this policy at any time.