

Purpose

This policy objective is to provide a drug and alcohol free workplace for all HVTC employees, students, contractors and visitors whilst engaged in operations and business at HVTC or other work locations.

Its purpose is:

- To eliminate the risk of injury and illness as a result of alcohol or drug impairment at the workplace;
- To assist employees who may require management strategies for alcohol or drug dependence; and
- To provide guidance for management of company functions.

Scope

All HVTC employees and stakeholders are required to adhere to this policy when the work they perform falls within the policy's scope.

It encompasses the use of prescription medication, illicit drugs, cigarettes and alcohol.

Responsibilities

Managers are responsible for the implementation of this policy and all associated procedures. Field Officers, Safety Co-ordinators and Trainers are responsible for providing training regarding drug and alcohol misuse, support and information. Employees are responsible for presenting to work fit for duty and being fit for duty at all times during working hours.

Document Owner

Manager Human Resources and Safety

Policy

HVTC will as far as is reasonably practicable ensure that employees, students, contractors and visitors shall not have in their possession, nor use whilst at work, any form of alcohol or illegal drugs.

This policy will be implemented by procedure which:

- Prohibit employees from working while under the influence of alcohol or drugs whether legal or not.
- Prohibit the possession and use of drugs and alcohol at the workplace (including meal breaks).
- Identify risk and implement controls for work events where alcohol may be available. Where apprentices and trainees are the primary attendees, alcohol will not be available at the venue wherever possible. In any case, alcohol will not be served to minors.
- Identify risk and implement controls in regard to prescription medication. Employees must notify their supervisor if they are taking medication that may have adverse affects on their work performance.
- Support the rehabilitation of employees who have issues with drug and/or alcohol abuse.
- Providing education, training and information to HVTC employees and students on the effects of drugs and alcohol.
- Ensure employees will not be disadvantaged or discriminated against when reporting risk due to potential drugs and alcohol effects by others
- Provides a smoke free workplace at all HVTC sites

If found either using, or found to be unfit for duty as a consequence of the consumption of alcohol or illegal drugs, the employee will be subject to disciplinary action.

Breaches will be addressed in accordance with HVTC disciplinary procedures. Any breach of this policy is serious and may lead to disciplinary action and/or dismissal. Confidentiality shall be maintained in regard to all aspects of this policy.

Where a host employer has fitness for work policies and procedures that extend to drug and alcohol testing, HVTC employees will be subject to these regimes.

Drug and Alcohol Policy

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Related Documents

Drug and Alcohol Procedure
WHS Policy
WHS Induction
Fair and Diverse Workplace Policy
Recruitment & Selection Procedure

Signed:

A handwritten signature in black ink, appearing to be 'S. Smith', enclosed within a hand-drawn oval shape.

Sharon Smith
Chief Executive Officer

Approved by Board of Directors: 31 October 2013

Due consideration has been given to legislation that may have been pertinent in the development of this policy. The relevant components have been incorporated and are again considered when conducting the policy review process.