

## HVTC Group POL004 Drug and Alcohol Policy

### 1. Purpose

The objective of this policy is to provide a drug and alcohol-free workplace for all HVTC Group Staff, Hosted Employees, Students, Contractors, and Visitors whilst engaged in operations and business at HVTC Group or other work locations.

HVTC Group is committed to:

- Protecting employee health and welfare;
- Preventing drug and alcohol related incidents;
- Fostering a safe workplace environment;
- Encouraging safe and positive behaviours;
- Discouraging use of drugs and alcohol; and
- Ensuring the availability of a confidential and non-judgemental treatment response for workplace participants with alcohol or drug related problems.

### 2. Scope

All HVTC Group Staff, Hosted Employees, Students and Stakeholders (including Host Employers, Contractors etc...) shall adhere to this policy when they perform work on behalf of HVTC Group as an employee of HVTC Group, or on a HVTC Group site. It encompasses the use of prescription medication, illicit drugs, cigarettes, e-cigarettes, and alcohol.

### 3. Responsibilities

The HVTC Group Chief Executive Officer is responsible for the implementation of this policy. All Staff, Hosted Employees, Students, Contractors, and Visitors are required to adhere with the HVTC Group Drug and Alcohol Policy and Procedure.

### 4. Document Owner

Group HR & Safety Manager

### 5. Policy Objectives

- Prohibit Employees and Students from working while under the influence of alcohol or drugs;
- Identify risk and implement controls regarding prescription medication. Employees and Students must notify their Supervisor if they are taking medication that may adversely affect their performance;
- 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;
- Support the rehabilitation of employees and students who have issues with drug and/or alcohol abuse;
- Provide education, training, and information to HVTC Group employees and students on the effects of drugs and alcohol;
- Ensure Employees and Students will not be disadvantaged or discriminated against when reporting a drug or alcohol effected Student or Employee; and
- Provide a smoke free workplace at all HVTC Group sites.

If found either using, or to be unfit for duty as a consequence of the consumption of alcohol or illegal drugs, the Employee or Student will be subject to performance counselling. Breaches of this policy will be addressed in accordance with the appropriate performance counselling procedures.

Where a Host Employer has fitness for work policies and procedures that extend to drug and alcohol testing, HVTC Group Hosted Employees will be subject to these regimes.

## 6. Related Documents

[Drug and Alcohol Procedure](#)  
[Emergency Management Procedure](#)  
[Employee Assistance Program](#)  
[Environmental Policy](#)  
[Fatigue Management Procedure](#)  
[Health Surveillance Procedure](#)

[Heat Stress Management Procedure](#)  
[Incident Management Procedure](#)  
[PPE Procedure](#)  
[Rehabilitation Policy](#)  
[Rehabilitation Procedure](#)  
[Risk Assessment Procedure](#)  
[Smoke Free Workplace Policy](#)

[WHS Consultation Statement](#)  
[WHS Management Plan](#)  
[Work Health and Safety Policy](#)  
[WHS Management System](#)  
[WHS Risk Management Procedure](#)  
[Workers Compensation Admin. Procedure](#)

Signed:



Sharon Smith  
CEO

Approved by Board of Directors: 24<sup>th</sup> February 2023

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.

## 7. Document History

Version	Prepared By	Approved By	Date	Description
1.0	A Malloy	Board of Directors	24/02/2023	First release