

# Sample

## Drug and Alcohol Policy

This policy shows:

- our commitment to health and safety in this workplace, and to reducing health and safety risks for all workers, contractors and visitors
- our commitment to complying with the requirements of the *Work Health and Safety Act 2012 (SA)* and the *Work Health and Safety Regulations 2012 (SA)*, especially those for drugs and alcohol
- how we will deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to everyone at

..... (PCBU name).

### Definition

Drug and alcohol use can affect a person's ability to work safely and creates a risk to work health and safety.

### Responsibilities

No-one must drink alcohol or use drugs at the workplace, except:

- for legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication
- at workplace-based social events: This is dealt with in more detail under 'Social events' in this policy.

The manager/supervisor at this workplace must arrange for you to be removed safely from the workplace, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor who may assign you other duties or arrange for you to leave the workplace.

### Managing drugs and alcohol

..... (PCBU name) will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

..... (PCBU name) will consult with workers, Health and Safety Representatives and/or the work health and safety committee on this issue.

*(Outline the specific actions you will take to address any factors in your workplace that may influence someone to turn to drugs or alcohol.)*

### Disciplinary action

If anyone is found to breach this policy, management will *(outline the actions you will take e.g. giving a formal warning, followed by encouraging them to get treatment, suspension, and finally, dismissal)*.

### Testing

If you decide to introduce a testing program, you must include details about it in this policy. This includes:

- the practicalities of testing: who will do it, when and how it will be done, and what type of procedure will be used
- the procedures for the action you will take for a positive test result
- acknowledgement that people have the legal right to refuse to be tested, unless specified in legislation or in their contract or employment agreement.

# Sample

## Social events

Responsible social events can be held at this workplace (*include likely events*). To ensure everyone remains safe:

- everyone is expected to be responsible and mindful of the workplace
- non-alcoholic drinks and food will be provided
- alternative transport arrangements will be provided to discourage drink-driving
- (*include any other measures you may take*).

## Information and support

..... (PCBU name)  
will provide regular information and training about the effects of drug and alcohol use on personal and work health and safety, and on the components of this policy.

(*Include any support, whether internal or external, that you can provide workers, especially those who admit they have a drug or alcohol problem*).

## Policy authorised by

Name

Signature

Date

Review date