# Alcohol and other drugs / fitness for work policy

This policy outlines how we will manage the risk to workers’ work health and safety from the use of alcohol and other drugs in the workplace. It applies to everyone at [insert your business name].

## Overview

Drugs and alcohol use can affect a person’s ability to work safely. It creates a risk to workers (themselves and others) and work health and safety. This policy is also termed ‘fitness for work’ to encompass the mental, physical and emotional aspects of alcohol and other drug use, and not just on ensuring workers don't have drugs/alcohol in their system before returning to work.

## Responsibilities

No one must drink alcohol at this workplace. Only prescription drugs can be used for legitimate medical reasons. You must notify your supervisor if prescribed medications are likely to affect your performance and therefore work health and safety. Your supervisor may assign you other duties while you’re taking the medication.

The manager/supervisor at this workplace may 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 be removed safely from the workplace.

## Managing alcohol and other drugs

[Insert your business name] will identify workplace risks that may influence someone to turn to alcohol or other drugs, and eliminate these risks where reasonably practicable and if not reasonably practicable then introduce measures to control the risks.

[Insert your business 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 in your workplace to address factors that may influence someone to turn to alcohol and other drugs].

## Disciplinary action

If anyone is found to breach this policy, management will follow our Disciplinary Procedure.

## Testing

[If the business wants to develop an Alcohol and Other Drugs Policy that includes the possibility of drug testing, then consultation must take place. Testing is a specialised process supported by Australian Standards and requires professional advice.]

## Social events

[If the business decides to allow responsible social events then it must include details about it in this policy. For example serving non-alcoholic drinks, providing transport and any other measures you may take].

## Information and support

* [Insert your business name] will provide regular training and information to managers, supervisors and workers about the effects of alcohol and other drug use on personal and work health and safety.
* [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 signed

/ /

Review date