



## Alcohol and Drugs Policy

### Goals

1. The Tasmanian Council on AIDS, Hepatitis & Related Diseases (TasCAHRD) is committed to providing a safe and healthy work environment and does not permit the misuse of alcohol and other drugs in the workplace. TasCAHRD complies with the Tasmanian Workplace Health and Safety Act, 1995 and Workplace Health and Safety Regulations 1998.
  - The misuse of alcohol and other drugs in the workplace can seriously compromise the health, safety and welfare of employees, board members and other volunteers, contractors and visitors and impair an individual's ability to perform their duties in a competent and professional manner.
  - Inappropriate or unlawful conduct arising from alcohol and other drug use has the potential expose TasCAHRD to legal liability, in some cases. TasCAHRD and its management are committed to protecting and maintaining the reputation of TasCAHRD within the community.
2. TasCAHRD is committed to the responsible serving of alcohol and will apply a risk management approach to all TasCAHRD events and functions in accordance with TasCAHRD's Risk Management Policy.

### Definitions

3. The misuse of alcohol and other drugs refers to a person using substances in a way that affects their ability to work safely. Drugs are defined as prohibited, medically prescribed and over the counter. Substances that can be misused include;
  - a) Alcohol
  - b) Illegal drugs
  - c) Prescription and non-prescription medication
  - d) Solvents used as inhalants
  - e) Tobacco

## **Application**

4. This policy is applicable to any individual perceived to represent TasCAHRD, which includes but is not limited to employees, board members and volunteers. For the purpose of this policy and related guidelines the term 'volunteer' includes TasCAHRD Board Members.

## **Responsibilities**

5. TasCAHRD will apply risk control measures to ensure side effects of medically prescribed or over the counter drugs do not impact on work performance or the occupational health and safety of employees where required. This is to occur in consultation with the employee.

It is recognised that some TasCAHRD activities may involve the responsible serving and consumption of alcohol. Prior to the event being held an 'Events Serving Alcohol' risk assessment form must be completed and submitted to the CEO for approval.

## **Managers & Supervisors**

TasCAHRD's President, CEO and Supervisors are responsible for ensuring compliance with this policy and guidelines. This includes ensuring that:

- a) All employees and volunteers are made aware of this policy and relevant guidelines and procedures.
- b) Risk assessments are undertaken in consultation with employees and volunteers.
- c) Employee and volunteer behavior is observed to ensure adherence with this policy. Any concerns or issues are addressed proactively and expediently to ensure the health and safety of all board members, employees and volunteers.
- d) Where possible, assistance and support will be offered to employees and volunteers where there is a perceived or identified substance or dependency problem.
- e) Any suspected breaches of this policy are reported to the Responsible Officer.

## **Employees and Volunteers**

All employees and volunteers have a duty of care to themselves and others in the workplace. Employees and volunteers should seek advice from their medical practitioner or pharmacist relating to information on the possible effects of taking medically prescribed drugs or over the counter drugs.

All TasCAHRD employees and volunteers must comply with the following;

- a) Employees and volunteers must not be impaired, in their ability to perform their duties safely, competently and professionally, by alcohol or drugs including medically prescribed or over the counter drugs.
- b) Where an employee or volunteer has a legitimate need to use a medically prescribed drug or over the counter drug that could impair their work performance, the employee/volunteer is required to notify their supervisor so that a risk assessment can be conducted to ensure the safety of the individual and others. The risk assessment will be undertaken in accordance with TasCAHRD Risk Management Policy.
- c) Employees and volunteers must advise their supervisor if they have a concern for themselves or a co-worker affected by alcohol or drugs, which could present a threat to the health and safety of others in the workplace.
- d) Employees and volunteers are not permitted to consume alcohol while on duty, other than in accordance with this policy.
- e) All employees and volunteers will comply with the responsible serving of alcohol at TasCAHRD events/functions.
- f) Employees and volunteers must not possess, distribute, sell or consume any prohibited drugs while on duty, including on TasCAHRD premises and off site at events.
- g) Employees and volunteers on duty, who are found to be affected by alcohol or drugs, may face disciplinary action, which may include termination of employment.

## **Events Serving Alcohol**

6. It may be appropriate, on occasions, to serve alcohol to visitors and employees at TasCAHRD events. Supervisors must conduct a risk assessment using the 'Events Serving Alcohol' form prior to events to identify potential issues relating to the provision of alcohol at the event. Risk assessments must be submitted to TasCAHRD's CEO for approval. Employees and volunteers must comply with the responsible serving of alcohol at all TasCAHRD events.

The following should be considered when organising an event involving alcohol;

- The appropriateness of serving alcohol at events/functions.
- Offer a range of beverages including mid strength and non alcoholic drinks and food to promote a balanced approach to the consumption of alcohol.

- Investigate liquor licensing requirements for events/functions

## **Breaching this policy**

7. TasCAHRD views any breach of this policy extremely seriously. Depending on the severity of the breach, an employee or volunteer may face disciplinary action in accordance with TasCAHRD disciplinary procedures, which may include a warning, final warning or dismissal.
8. A risk management approach will be used to determine those areas where zero tolerance of alcohol consumption will apply. All work will be considered high or medium risk unless assessed as low upon the completion of a risk assessment in accordance with TasCAHRD's Risk Assessment Policy.
  - Examples of high and medium risk activities may include but are not limited to; Operating or driving any mobile equipment, including commercial vehicles, first aid.
  - Examples of low risk activities may include but are not limited to; administrative duties i.e. clerical work,
9. Where appropriate, TasCAHRD may recommend or direct an employee or volunteer to attend external drug and alcohol counseling.
10. This policy applies to all work based activities of TasCAHRD employees and volunteers, whether on or off site.

## **Testing**

11. An employee or volunteer may be required to undertake an alcohol and/or drug test if there is sufficient evidence to indicate that the person is affected by alcohol and/or drugs in the workplace.

Evidence for testing will be based on direct observations made by managers or supervisors that the person has used or possesses illicit substances, exhibits physical symptoms of being under the influence and/or displays patterns of abnormal or erratic behavior. TasCAHRD reserves the right to request an alcohol and/or drug test.

## **Related documents**

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Risk Assessment Policy

Alcohol and Drugs in the Workplace – Supervisor Guidelines

Alcohol and Drugs in the Workplace – Employee Guidelines

## **Forms**

Events Serving Alcohol Risk Assessment Form