

## **POLICY DOCUMENT**

**VERSION 2.0 JULY 2019**

### **DRUG AND ALCOHOL USE**

#### **PURPOSE**

Clean and Green Recycling & Clean and Green Organics Pty Ltd (CGR/CGO) are committed to providing a safe, healthy and secure environment for our employees and for those affected by its operations and activities. The health and wellbeing of CGR/CGO employees and the quality of CGR/CGO's work will not be compromised by the presence of people under the influence of alcohol, non-prescribed drugs or over prescribed dose of prescription medication in the workplace. This policy is designed to eliminate the risks inherent in the use or abuse of drugs, alcohol or other substances. This policy is designed to eliminate these risks from workplaces and their surrounding environments.

The policy applies to all direct employees, labour hire and sub-contract employees whilst at CGR/CGO workplaces and visitors to company premises or workplaces.

#### **REQUIREMENTS**

The requirements of the policy are:

- Employees must always be in a fit state to carry out their duties when at work. They must not possess, consume or be under the influence of alcohol or other impairing substances.
- CGR/CGO has a 'zero tolerance' to drugs and alcohol in the workplace. Employees are not permitted to work while under the influence of drugs or alcohol.
- CGR/CGO regards the detection of alcohol or drugs in one's system as a case of serious misconduct and as such disciplinary action will be taken against any employee who fails to comply with the requirements in this policy, which may include counselling, discipline or termination of the employee's employment.
- Anyone suspected of being impaired due to alcohol or substance abuse from the taking of drugs, legal or illegal, must immediately be removed from the workplace. If the person is the user of a company supplied vehicle the vehicle and contents are to be secured and the cost of leaving the site is to be the employees' responsibility.
- CGR/CGO may implement random screening if deemed necessary for drugs and alcohol at the companies' discretion. Testing may also be carried out on reasonable suspicion or following an accident or incident.
- CGR/CGO will provide assistance through a range of preventative, educational and rehabilitative measures to overcome drug and alcohol problems that could impair an employee's ability to work safely.
- Encourage our employees to maintain good health and wellbeing through a suitable lifestyle balance.

## **ACTIONS**

An employee / contractor has a responsibility to take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions relating to use of the drugs. In the instance that prescription medication could potentially affect the ability of the employee to perform their normal work duties safely; the employee must notify their immediate supervisor and CGR/CGO Management so that corrective control strategies can be implemented. Failure to advise may constitute serious misconduct.

In the event that drugs or unauthorised alcohol are found on company premises, actions may include an investigation of the matter to attempt to determine who is responsible for the drugs or alcohol, or requiring workplace participants to undergo a drug or alcohol test.

## **ALCOHOL AND DRUG TESTING AND DISCIPLINARY PROCESS**

CGR/CGO may carry out random screening for alcohol and drugs. Testing may also be carried out on reasonable suspicion or following an accident or incident. The disciplinary process as per the company disciplinary policy will be invoked, and may lead to summary dismissal, in the case of any direct employee who:

- is removed from a workplace due to impairment or suspicion of impairment caused by substance abuse, drugs or alcohol consumption
- tests positive for illegal drugs
- is found to have a blood alcohol level (BAC) of >0, or the equivalent in urine or breath samples.
- refuses to undertake a screening test for alcohol or drugs, or
- Is found supplying illegal drugs in any company workplace.

Employees working at Principal Contractor worksites that have implemented regular or random drug and alcohol testing are required to participate in the Principal Contractor's testing program. This may include pre-employment drug testing programs.

Persons found to be exhibiting the effects of drugs or alcohol may be required to have an appropriate test conducted. If a positive drug and alcohol reading is recorded at any time, the employee will be subject to disciplinary action, possibly including suspension and/or termination.

An employee found to be exhibiting the effects of drugs or alcohol, or returning a positive drug or alcohol reading, or refusing to participate in testing, will be required to cease work immediately and leave the workplace.

- As part of our commitment to maintaining safe work practices, CGR/CGO is unable to allow employees to resume work until such time as they undertake testing and a negative result is obtained.
- Employees sent home or to a medical examination must report to CGR/CGO head office the following working day or when they are no longer under the influence of drugs or alcohol to discuss the incident.

- Employees who return a positive result or refuse testing will not be paid for this time off work until a negative drug test is returned.
- As a result of any positive Drug or Alcohol test where applicable, the cost of any subsequent Drug and Alcohol test will be at the expense of the employee.

## **REQUESTS FOR HELP**

CGR/CGO will treat any requests for assistance from any employee who volunteers the information that they have an alcohol or drug related problem sympathetically. A request of this nature will not be accepted subsequent to or immediately prior to testing for alcohol and drugs. During any regime of treatment the individual would remain subject to the requirements of this policy whilst at work.

## **DRUG AND ALCOHOL MANAGEMENT STRATEGIES**

- CGR/CGO will ensure that where there is a risk to health and safety from drug or alcohol misuse, effective control strategies will be implemented.
- Such control strategies will focus on job performance and safety and will be implemented in conjunction with appropriate counselling.
- The Drug and Alcohol Policy will be explained to all new employees at induction.
- Workers are encouraged to report drug and alcohol problems that could present safety risks.
- Suitable training will be provided, if needed, so that workers will know how to deal with drug and alcohol misuse appropriately.
- Interventions in the case of safety-related drug and alcohol problems will be monitored and evaluated and followed up with further action if required.

## **MANAGER AND SUPERVISOR COMMITMENT**

Managers and supervisors are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into work practices.
- Effective action is taken to prevent accidents, incidents or injuries, which could result from drug or alcohol misuse.
- Risks arising from drug or alcohol misuse are identified, assessed and controlled.

## **CONFIDENTIALITY**

When addressing issues relating to alcohol and drug misuse, all parties should be sensitive to the individual's right to confidentiality, privacy and dignity. However, employees need to be aware that Partner Organisations will need to be informed about issues that may affect safety in the workplace. If the employee is aged less than eighteen years, the parent/guardian may also need to be involved.

This policy will be notified to sub-contractor and Labour Hire Agencies and it will be a condition of their contract with CGR/CGO that this policy applies to anyone they send to work in a CGR/CGO or Principal Contractor's workplace. In the event of any of their employees being found in breach of any of the requirements of this policy they will be permanently excluded from all company workplaces. Visitors to company workplaces should be notified of the requirements of this policy.



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