
ALCOHOL AND OTHER DRUGS POLICY

INTENT

The primary aim of this policy is to provide a clear and documented statement relating to Cook Shire Council's requirements for minimising harm to members of the Council workforce and the wider community associated with alcohol, prescription drugs and other drugs. Council shall achieve this by:

- Ensuring a safe working environment
- Promoting the good health and welfare of workers
- Promoting a low level/low risk approach to drug and alcohol use specifically when impacting the workplace
- Providing education and information about referral to counselling, treatment and rehabilitation services

SCOPE

This policy applies to the following defined persons:

- All Council contract and award employees.
- Any person undertaking work under a contract of service with Council.
- All workers of Council as defined under Section 7 of the WHS Act 2011.

DEFINITIONS

| TERM | DEFINITION |
|---------------|---|
| Worker | A person is a worker if the person carries out work in any capacity for Cook Shire Council, including work as: <ul style="list-style-type: none"> (a) an employee; or (b) a contractor or subcontractor; or |

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| TERM | DEFINITION |
|---|---|
| | (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work with Council; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer. |
| BrAC | Breath Alcohol Concentration |
| Workplace | A workplace is any place where work is carried out by a worker for Cook Shire Council and includes any place where a worker goes, or is likely to be, while at work. In this definition, place includes a vehicle, vessel, aircraft or other mobile structure and any waters and any installation on land, on the bed of any waters or floating on any waters. |
| Alcohol | Is the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol. |
| Prescription and Pharmacy Medication | Prescription and pharmacy medication are pharmaceutical drugs that legally require a medical prescription to be dispensed. |
| Other Drugs | Drugs are defined as any chemical substance, natural or synthetic, that changes a person's mental state and that may be used repeatedly by a person for that effect. The term Other Drugs includes but is not limited to illegal substances such as heroin, anabolic steroids, cannabis (marijuana), psychoactive pharmaceuticals, amphetamines, methamphetamines, opiates, cocaine, phencyclidine and other controlled substances or medications used or obtained illegally. |

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POLICY STATEMENT

Cook Shire Council has a legal and moral obligation to provide a safe, healthy and productive workplace that actively manages appropriate alcohol and other drug detection, education and treatment referral programs.

The following policy statements apply to all persons identified in the Scope of this policy document. Non-compliance with this policy will be viewed as a serious matter and treated in the same way as a breach of any company policy.

Specific procedures for the operational management and application of this policy are contained in the Alcohol and Other Drugs Management Plan.

1. ALCOHOL

- 1.1. Any time a worker is performing work for council a BrAC of 0.000 (zero) is the allowable limit unless otherwise stated in the Alcohol and Other drugs management plan.
- 1.2. Alcohol shall not be consumed in Council workplaces, including vehicles, or at any time as workers of Council unless approved by the Chief Executive Officer for designated events that have been suitably assessed and risks controlled.
- 1.3. Where Council has allowed alcohol in the workplace, then responsible consumption of alcohol must be adhered to at all times.
- 1.4. Workers who attend Council approved events are only permitted to return to work if they have a BrAC of 0.000 (zero).

2. PRESCRIPTION AND PHARMACY MEDICATION

- 2.1. Workers using prescription and pharmacy medications for a legitimate medical purpose, shall do so in accordance with the instructions issued by the prescribing medical practitioner at the time of dispensing.
- 2.2. If Council suspects a worker's ability to safely perform work is impaired (or likely to be impaired) steps may be taken to address the issue in accordance with this policy and associated procedures.
- 2.3. Workers using prescription and pharmacy medication that are not recommended to be taken whilst driving, operating plant or machinery or carrying out other high risk activities, shall notify their supervisor prior to starting work. Alternate work may be found if the worker is fit for other duties.

3. OTHER DRUGS

- 3.1. Illicit drugs shall not be consumed on company premises, in company cars, or in any time as paid workers of Council.

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- 3.2. No illicit drugs shall be brought into, kept or stored in any Council workplace including but not limited to vehicles and itinerant worksites.
- 3.3. No worker of Council shall be permitted to work or remain in their workplace if they are under the influence of illicit drugs.

4. **EDUCATION, ENFORCEMENT AND TREATMENT**

- 4.1. All workers shall be provided with workplace education about the effects of drugs and alcohol.
- 4.2. Information about drug and alcohol treatment services shall be provided to workers through the Alcohol and Other Drug Management Plan.
- 4.3. Workplace assessment shall be undertaken by Council through a documented drug and alcohol testing program as defined in the Alcohol and Other Drug Management Plan.
- 4.4. Cook Shire Council reserves the right to undertake workplace testing for alcohol and other drugs in order to determine whether a worker is under the influence of those substances. This right shall be understood and accepted by all workers as a condition of their employment.
- 4.5. Council promotes an environment for self-reporting and self-referral of alcohol and other drug related problems by workers.

KEY RESPONSIBILITIES

| RESPONSIBLE OFFICER | RESPONSIBILITY |
|---|--|
| Chief Executive Officer, Directors, Managers and Supervisors | Will ensure: <ul style="list-style-type: none"> • Workers are aware of and understand this policy and accompanying management plan. • Workers comply with this policy. • The Chief Executive Officer is informed of any breaches of this policy. |
| Workers | Will ensure: <ul style="list-style-type: none"> • They clarify their understanding of this policy through their supervisors and/or manager. • Compliance with the requirements of this policy and the accompanying management plan. • They advise their supervisor or manager if they believe another worker is affected by alcohol or other drugs. |

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| RESPONSIBLE OFFICER | RESPONSIBILITY |
|---------------------|---|
| | <ul style="list-style-type: none"> They are not under the influence of alcohol or other drugs upon the commencement or during their period of duty in the workplace. |

REFERENCES, LEGISLATION AND GUIDELINES

- *Workplace Health and Safety Act 2011*
- *Workplace Health and Safety Regulation 2011*
- *Transport Operations (Road Use Management) Act 1995*
- *Drugs Misuse Act 1986*
- *Information Privacy Act 2009*
- *Cook Shire Council Code of Conduct for Employees*
- *Cook Shire Council Workplace Health and Safety Policy*
- *Cook Shire Council Alcohol and Other Drugs Management Plan*

RELATED DOCUMENTS

- Cook Shire Council Alcohol and Other Drugs Management Plan

IMPLEMENTATION/COMMUNICATION

- This policy will be communicated to employees at an all staff meeting and distributed to all staff via email.
- A copy of the policy will be available on the Intranet.
- A copy will be available via the controlled document register.

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APPROVED BY

Council Resolution 2020/188

REVIEW

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| SPONSOR: | Director Organisational Business Services |
| OFFICER RESPONSIBLE FOR REVIEW: | Senior Safety Advisor |
| ADOPTION DATE: | 14 th July 2020 |
| REVIEW DATE: | July 2022 |

THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL

AMENDMENT HISTORY

| VERSION | AMENDMENT DETAILS | AMENDMENT DATE | APPROVAL |
|----------------|--------------------------|-----------------------|--------------------|
| 1.0 | New Policy | December 2002 | Council |
| 2.0 | Amendment | June 2006 | Council |
| 2.1 | Amendment | March 2008 | Council |
| 3.0 | Amendment | June 2012 | Council |
| 4.0 | Amendment | July 2020 | Council – 2020/188 |

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