

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Drug and Alcohol Policy

Issue #: 1

Revision #: 0

Record

Reviewed by: **Jason Haywood**
Managing Director

Approved by: **Jason Haywood**
Managing Director

Drug and Alcohol Policy

Purpose:

The purpose of this policy is to define the process for provide a safe, healthy and productive workplace for workers and others in which the safety, welfare and performance of workers is not adversely affected by the use of alcohol or other drugs.

Policy:

Convoy Transport Pty Ltd is committed to providing a work environment for its workers, clients and visitors that is safe and without risks to health and safety. The misuse or abuse of alcohol and other drugs represents a significant problem to both Organisation's and workers in terms of workplace incidents/near misses, absenteeism and other individual costs.

Workers must not perform work duties under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a medical condition.

Work duties include:

- Presenting at the workplace or off-site job;
- Operating plant or equipment; and
- Use of organisation vehicles.

Where a worker is on prescribed medication that may impair their judgement or performance, they must notify their supervisor and work will be modified to accommodate impairment.

Possession of, use, distribution or sale of alcoholic beverages or illegal drugs on the premises of Convoy Transport Pty Ltd, is not allowed.

On occasion, Convoy Transport Pty Ltd will host social functions, where the *Managing Director* may permit limited alcohol consumption. At these functions, people must always remember they are representing Convoy Transport Pty Ltd and must conduct themselves in an appropriate manner.

Where a worker presents for duty and appears not to be in a fit state to carry out their normal duties Convoy Transport Pty Ltd reserves the right to remove the worker from the workplace and seek advice from a medical practitioner on the worker's fitness for duty.

Supervisors and workers are obliged to ensure that no person commences or continues duty if that person appears affected by alcohol, illegal drugs or medication that may lead to a health and safety risk.

Confidentiality is to be strictly observed in these matters.

A breach of this policy or associated procedure will lead to disciplinary action and may result in the termination of employment.



Amendment	Drug and Alcohol Procedure	Issue #: 1	Revision #: 0
Record	Reviewed by: Jason Haywood Managing Director	Approved by: Jason Haywood Managing Director	

Drug and Alcohol Procedure

The Drug and Alcohol Procedure will be used in conjunction with the Convoy Transport Pty Ltd Drug and Alcohol Policy and will:

- Provide a framework to reduce the costs to Convoy Transport Pty Ltd of drug and alcohol use in the workplace;
- Identify, assess and control any contributing factors in the workplace to harmful drug or alcohol use;
- Provide workers with access to information and education regarding drug and alcohol use; and
- Provide access to counselling and support services to workers who have problems with drugs or alcohol.

Responsibilities:

At Convoy Transport Pty Ltd, the Person Conducting the Business or Undertaking is responsible for ensuring that:

- Convoy Transport Pty Ltd provides a workplace where there is an effective, ethical and equitable mechanism in place to prevent and respond appropriately to the unsafe use of drugs and alcohol;
- All workers are trained and familiar with the Drug and Alcohol Procedure; and
- Review of this procedure is conducted as required.

Supervisors/Managers are responsible for:

- Referring workers requesting assistance for drug and alcohol related issues;
- Informing workers of the potential work-related problems that may arise from the use of drugs and alcohol;
- Informing workers of their responsibilities in relation to workplace safety, conduct and performance
- Managing and monitoring workers whose work performance or conduct is adversely affected by the misuse or abuse of drugs or alcohol;
- Providing information about referral to counselling, treatment and rehabilitation services where appropriate;
- Appointing and co-operating with an appropriate organisation and/or officer of a State or Federal Authority to conduct drug and/or alcohol testing if/when required;
- Managing Disciplinary Action appropriate to the circumstances of individual workers if/and when required;
- Ensuring all workers, including contractors are aware of and comply with this procedure.

Workers, including volunteers and contractors, are not to undertake any work for Convoy Transport Pty Ltd whilst under the influence of alcohol or other drugs.

Workers who are aware of any change in the behaviour of co-workers and have grounds to believe that person's ability to work safely may be impaired, have a responsibility to report it to their supervisor or the Health and Safety Representative so action may be taken immediately.

If a worker is required to take prescribed medication and is concerned about the health and safety effects of this medication, he/she must discuss the concerns with his/her manager who will determine if there is a need to modify duties on a short-term basis, or if sick leave must be taken.

Reasonable Suspicion:

"Reasonable Suspicion" is suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behaviour, speech or body odours of the individual or reliable information from another source.

1. Approaching a worker who may be under the influence:
 - Only **Management** should approach a worker who may be under the influence. "Reasonable Suspicion" should be assessed before approaching any worker who is suspected of being under the influence;
 - Care needs to be taken when making this judgement in case the worker is ill or injured, taking prescribed medication or in some other form of distress, which may account for their behaviour;
 - When approaching an apparently intoxicated worker it can be more effective and less confronting to talk in terms of their approach to safety and general work performance rather than their alcohol or drug use;

2. As far as is reasonably practicable discuss the matter with the worker in a private location away from other people;
3. It will then be explained to the worker that they have been approached for a breach of the Drug and Alcohol Policy;
4. It will be made clear that there is Reasonable Suspicion that the worker is impaired by drugs and/or alcohol;
5. The worker will be given the opportunity to explain the observed behaviour;
6. After speaking with the worker, if Reasonable Suspicion is no longer held and no further action is required, the worker can return to duty;
7. It will be clearly explained to the worker that refusal to submit to Reasonable Suspicion testing is a violation of this Procedure, which can lead to discipline, up to, and including, termination of employment;
8. Where Reasonable Suspicion is confirmed, the worker will be advised that they are to leave the workplace;
9. Suitable arrangements will be made to get the worker home safely;
10. If drug or alcohol testing is not to be carried out:
 - The worker will be informed that they are to return to work unimpaired by drugs or alcohol on his/her next scheduled work period;
 - The worker must report to (insert person's name) upon return to work before returning to their work duties;
 - A meeting will be arranged upon the worker's return to the workplace between the worker and (insert person's name) to enable consultation to occur regarding any monitoring and management of the worker, or disciplinary action, as per the applicable HR policy and procedure;
11. Drug or alcohol testing:
 - Workers who are suspected of being under the influence of illicit drugs or alcohol whilst at work and deny this will be provided with the opportunity to undergo suitable testing by a medical professional. This testing will include blood and urine tests;
 - Testing will be carried out in accordance with the *AS4308:2008 "Procedures for Specimen Collection and the detection and quantisation of drugs of abuse in urine"*;
12. All health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the *Privacy Act 1998 (Commonwealth)*.

Disciplinary Action:

Workers whose behaviour has placed the safety of themselves and others at risk will be subject to disciplinary procedures in accordance with the relevant award and/or employment agreement.

This process will involve the conduct of an interview between the manager, worker and union representative (if applicable) or health and safety representative (if applicable), a discussion of the

unacceptable behaviour, offer of counselling assistance and verbal warning initially followed by written warning if the behaviour continues.

A further instance of concern within a two (2) year period will result in a final warning and potentially termination of employment.

If drug and alcohol testing has been conducted on an individual worker and a 1st positive test result returned: Repeated positive test results will accumulate for two (2) years from the date of the first positive. Three (3) positive test results in two (2) years of the first positive will lead to a review of the worker's employment status, which may include termination of their employment.

Support Services:

Workers who believe that they may have a problem with illicit drug or alcohol consumption should approach [Jason Haywood Managing Director](#) who, after consultation may arrange suitable leave or alternate duties. Counselling services may also be offered to workers undergoing disciplinary action for being under the influence of illicit drugs or alcohol whilst at work.