

ALCOHOL AND DRUG POLICY

Adelaide Training & Employment Centre Inc. (ATEC) is committed to providing a safe, healthy and productive workplace in accordance with requirements under the *Work Health and Safety Act 2012 (SA)*.

All employees, students, contractors and visitors whilst at ATEC have a responsibility under the above Act to ensure that they take reasonable care to protect their own health and safety and that of others whilst in the workplace.

Drug and alcohol use can affect a person's ability to work safely and creates a risk to work health and safety. The effects of intoxication and the regular use or dependence on alcohol or other drugs are associated with impaired judgment and skills, reduced concentration, absenteeism and increased accidents. These behaviors and activities may seriously affect safety and standards of practice within ATEC.

For the purpose of this Policy, ATEC defines alcohol and drugs as follows:

“Alcohol, alcohol based products, illegal drugs and medically prescribed and on-prescribed substances which may adversely affect a person's work performance or conduct in the workplace.”

- All individuals are prohibited from consuming, selling, distributing, manufacturing or possessing alcohol or other drugs when on the premises of ATEC.

ATEC will take necessary action dependant on the nature of the incident if any individual is found possessing, consuming, distributing, selling or manufacturing alcohol or other drugs or under the influence of alcohol or other drugs, on ATEC premises.:

As close as possible to the incident, ATEC will request witness reports and where applicable, will retain appropriate evidence to assist the investigation and response processes.

- The right of individuals to consume alcohol or take other drugs socially is acknowledged, however it is inappropriate to do so in the workplace or to attend the workplace affected by alcohol or other drugs. Therefore, ATEC reserves the right to take action if an individual is affected by alcohol or other drugs, so as to endanger their own performance and safety or the safety of any other person in the workplace.
- Individuals who have concerns about working with any others due to possible alcohol or other drug use should consult with their manager/supervisor immediately.
- Managers/supervisors must, if have reasonable grounds for believing that you are incapable of safely performing your duties or may be at risk to others due to the effects of alcohol or drugs, arrange for you to be removed safely from the workplace.
- On return to the workplace no longer affected, will be subject to normal counseling/disciplinary procedures for failure to perform and/or compromising workplace safety.
- In circumstances where an individual's taking of medically prescribed drugs to manage a specific condition may interfere with their work performance, they are required to notify their manager/supervisor/trainer. The manager/supervisor/trainer, in consultation with the individual (and the individual's doctor if relevant to the particular circumstances), may (if practicable) make adjustments to the work/service requirements of the individual concerned. If this is not possible and the situation is temporary, individual will take leave of absence from work or services till the situation is resolved.

ALCOHOL AND DRUG POLICY

- In circumstances where an individual self-reports having problems or a dependency with alcohol or other drugs, ATEC's response will include provision of/referral to appropriate support structures/services aimed at restoring the individual's work performance/conduct.
- Where alcohol may be available at ATEC or external functions appropriate guidelines are referenced in more detail under the Workplace Related Social Functions policy SUP-POL-040
In instances when individuals attend either workplace functions or functions on behalf of ATEC individuals will be expected to behave in a professional and responsible manner, ensuring that duty of care is provided to both themselves and others.
- In conjunction with ATEC's Health Assessment Policy (SUP-POL-022), this policy is intended to signal ATEC's commitment to providing a safe workplace and to act as a mechanism to eliminate the use and affects of alcohol and other drugs (without medical advice) in the workplace. Accordingly all prospective employees will be required to undertake a pre-employment health assessment that includes alcohol and other drug testing and return satisfactory results.
- In accordance with ATEC's Motor Vehicle Policy, ATEC vehicles are not to be driven by any person that is affected by/under the influence of alcohol or other drugs. ATEC will accept no liability for any damage to the vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of an ATEC vehicle is in breach of this Policy or the law. The driver of any ATEC vehicle found to have been affected by/under the influence of alcohol or other drugs prior to, or whilst, driving a ATEC vehicle will be deemed to have committed a serious misconduct and will be subject to disciplinary action and possible termination of employment. All liabilities will rest with the driver concerned.

ATEC reserves the right to search its premises for alcohol or other drugs.

Lynne Austin
CHIEF EXECUTIVE OFFICER