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# Alcohol and Other Drugs Policy Builder

User Guide

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# 1. Introduction

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## 1.1 What is the Alcohol and Other Drugs Policy Builder?

The Alcohol and Other Drugs Policy Builder is an online form that asks you nine questions to help you build an alcohol and other drugs policy for your workplace. It is free to use.

Click this link to go straight to the policy builder: <https://www.cognitofrms.com/VicRoads1/BuildYourOwnAlcoholAndOtherDrugsWorkplacePolicy>

## 1.2 Who is the Policy Builder for?

The Policy Builder was developed for Victorian workplaces employing heavy vehicle drivers. Although it focuses on heavy vehicle drivers, it can be used for all employees. It might also be helpful for any workplace that has drivers.

It is useful for heavy vehicle workplaces that:

- do not have an alcohol and other drugs policy
- have a policy that needs to be updated or reviewed
- have a policy but want to see whether they are following best practice.

The Policy Builder will help you in developing or updating your alcohol and other drugs policy by giving general guidance on what to include in your policy. You should get independent advice when you have completed the policy document to ensure that it is adequate for your workplace.

## 1.3 What is the purpose of this User Guide?

This User Guide explains how the Policy Builder works and explains the questions in it. The Guide shows you the questions before you fill out the online form so you can think about what should be included in your alcohol and other drugs policy and talk this over with your employees.

## 1.4 Why is it important to involve my workforce in developing an alcohol and other drugs policy?

You have a legal obligation to consult with your workforce in developing your alcohol and other drugs policy. Involving your workforce in deciding what should be in your policy also helps everyone to understand what you're trying to achieve, makes them more likely to support the policy and ensures that it is a good fit for your workplace. A discussion guide to help you do this is provided in Section 3. [Jump to discussion guide.](#)

## 1.5 How can I involve my employees in building my policy?

You can do this by inviting a small group of employee representatives to discuss the questions in Section 3 and make recommendations suitable for the needs of your workplace. You should include people who will be responsible for making your policy happen (e.g. supervisors), as well as people who will be most affected by it (e.g. drivers).

## 2. Using the Policy Builder

### 2.1 How do I access the Policy Builder?

You can find the Policy Builder on the VicRoads website at: [vicroads.vic.gov.au/aodpolicy](https://vicroads.vic.gov.au/aodpolicy)

Or you can enter 'alcohol and drug policy' in the search bar on the VicRoads home page: [vicroads.vic.gov.au](https://vicroads.vic.gov.au).



### 2.2 How do I use the Policy Builder?

The checklist below shows you the steps in building your policy and putting it into practice.

#### Before you create your policy using the Policy Builder

- Use the Discussion Guide in Section 3 to talk with your workforce about what should be in the policy. [Jump to discussion guide.](#)

#### Using the Policy Builder

- Access the Policy Builder from the VicRoads website: [vicroads.vic.gov.au/aodpolicy](https://vicroads.vic.gov.au/aodpolicy).
- Enter your email address and click the 'start' button.
- Answer 9 questions about what you want in your policy.
- Enter your company name, upload your logo and accept the terms and conditions.
- Click 'Build my policy' to download a Word document that contains your alcohol and other drugs policy. It will be branded with your company name and logo if you have provided this.

#### After downloading your policy

- Save the policy document and make any necessary changes. If you answered 'yes' to Question 1, add information in Section 2.1 about other risks to your business. If you answered 'yes' to Question 9, add information in Annex C about your preferred medical provider.
- Obtain independent advice to ensure the policy document is adequate for your workplace.

#### Putting your policy into practice

- Discuss the policy with managers to ensure that they understand their responsibilities and how to apply the policy. Refer managers to the Manager Fact Sheets on the Employers and Employees page of the Heavy Vehicle Alcohol and Other Drugs Resource on the VicRoads website.
- Discuss the policy with employees, and make sure they understand what will happen if it is breached. This is best done in talks between employees and managers, for example at staff or team meetings. However, it could be done by email and backed up by a newsletter article or Intranet post. It is important to note that any decision made due to a breach in the policy must be in line with your employees' employment contracts.
- Ensure your employees have access to the policy and know how to find it (e.g. by putting it on the company Intranet or having hard copies at a location all employees can access).
- Print out or share links to the Employee Education Posters on the Employers and Employees page of the Heavy Vehicle Alcohol and Other Drugs Resource on the VicRoads website.
- Require your employees to complete the free online training available on the same page.
- Schedule reviews of the policy to see how well it is working and what could be improved. We suggest that this should be done every three years or more often.

## 2.3 What is the structure of the Policy Builder?

The first page of the online Policy Builder form is shown below.

You can see that you will move through 11 pages in the online form: an introduction page, 9 question pages and a branding page. These are described more below.

Figure 1: Image of first page of online Policy Builder form

**vic roads**

## Build your own Alcohol and Other Drugs Workplace Policy

Introduction 1 2 3 4 5 6 7 8 9 Branding

**Sign up**

To build your own Alcohol and Other Drugs Policy first you'll need to sign up by including an email address. Sign-up only requires very basic information so we can better understand the needs of the road transport industry. Your email will also let us send you new and updated material as well as gather feedback on the policy and resources.

**Remember to consult with employees**

Remember that consultation with your employees is a requirement when introducing new policies (*OH&S Act 2004 (Vic)*). We've produced this handy [Guide](#) with tips about how to involve your employees in developing your policy and how to put it into practice.

**Building your policy**

To start building your policy simply answer all 9 questions about your business needs.

The system will then allow you to upload your own branding so make sure to have those files ready. This will customise the policy for your organisation. Once you've answered all the questions, add your company name, agree to the Terms and Conditions and hit the 'Build my policy' button. This will then create the policy document ready for you to download and use.

We only ask for minimal and relevant information to ensure your privacy is protected. All your information is securely maintained.

Read our [Privacy policy](#) for more information.

**Your email:**

**Start**

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**Table 1: Structure of the online Policy Builder form**

Page Number	Content	Description
Page 1	Introduction	This page explains how the Policy Builder works. It asks for your email address so we can keep you updated with new materials and get your feedback on the Policy Builder as well as the Heavy Vehicle Alcohol and Other Drugs Resource page. To progress to the next page, click the 'start' button.
Pages 2 - 10	Questions	On each of these pages you will find one question about what you want to include in your policy.  The questions are all yes/no choices. Choose by clicking on the buttons. Answering 'yes' adds material to your policy. The material is explained in Section 3.  To move to the next page, click the 'next' button. If you need to change something, you can click the 'back' button and it will remember your choices.
Page 11	Branding	This page asks you to enter your company name, upload your logo and accept the terms and conditions. You must accept the terms and conditions to be able to download the policy document.

### 3. Discussion guide

**This discussion guide contains the questions from the online Policy Builder. You should use this to guide discussions with employee representatives to ensure that your policy is suitable for the needs of your workplace.**

There are nine questions and each one asks you if you want to include particular material. If you answer 'yes' to any question, material for that question is added to your policy. Table 2 below shows what the material will be.

You can also read the full policy document in Appendix A at the end of this user guide, where all the additional material from all nine questions is highlighted yellow.

**Table 2: Questions from the online Policy Builder and material for the policy document**

Questions from the Policy Builder	Additional material	Issues to think about
<b>1. Do you have any specific risks unique to your work environment that you would like included in your policy?</b>	<p>The policy document already has the following risks under Section 2.1:</p> <ul style="list-style-type: none"> <li>• employee fitness for work while driving on the road;</li> <li>• risk taking behaviour and dangers caused by other drivers;</li> <li>• use of heavy machinery and working around heavy machinery;</li> <li>• handling of goods; and</li> <li>• the image and reputation of our business.</li> </ul> <p>If you answer 'yes' to this question, the Policy Builder will:</p> <ul style="list-style-type: none"> <li> add a dot point at the bottom of the list where you can include any additional risks you want shown in your policy.</li> <li> You will have to type in these extra risks <b>after</b> you download the policy document.</li> </ul>	Are there any extra alcohol and other drugs risks in your workplace that you would like in your policy?

Questions from the Policy Builder	Additional material	Issues to think about
<p><b>2. Would you like to provide your employees free education about alcohol and drugs?</b></p> <p>Eg. Annually, allow a 30 minute break to complete an online program.</p>	<p>The policy document already has the following items in Section 3.1:</p> <ul style="list-style-type: none"> <li>• providing a safe workplace that ensures employees and others on the road are not exposed to unnecessary risks;</li> <li>• giving employees information, instruction, training and supervision to enable them to work in a safe manner;</li> <li>• consulting and cooperating with employees to reduce alcohol and drug related harm;</li> <li>• ensuring that this policy is applied on a consistent and fair basis.</li> </ul> <p>If you answer 'yes' to this question, the Policy Builder will:</p> <p> add the dot point below at the end of the list.</p> <ul style="list-style-type: none"> <li>• providing information and training about alcohol and drugs to help ensure employees are aware of the potential risks to health and safety associated with consuming these substances.</li> </ul>	<p>Education is important for preventing problems and helping your employees be fit for work.</p> <p>We recommend all organisations provide their employees with regular and ongoing education about alcohol and drugs.</p> <p> VicRoads has provided a free alcohol and other drugs eLearning program for heavy vehicle drivers. On completion of the program, users can download a completion certificate that they can provide to their supervisor as proof of completion.</p>
<p><b>3. Does your company conduct alcohol and/or drug testing – or might it do so in the future?</b></p>	<p>If you answer 'yes' to this question, the Policy Builder will:</p> <p> include two sections outlining alcohol and drug testing procedures (Section 3.2) and action upon a confirmed positive result (Section 3.3).</p>	<p>Even if your company doesn't conduct alcohol and drug testing, it is good practice to include information about testing if you want to do this in future.</p> <p>We recommend that you consult an alcohol and drug testing company for help with testing procedures. If your company reserves the right to conduct testing, advice should be given to employees about what will happen after a positive result.</p>
<p><b>4. Is your company able to make adjustments to an employee's work requirements for a short period of time?</b></p> <p>E.g. Can the employee be re-tasked while they are taking medication that may impair their ability to drive safely?</p>	<p>If you answer 'yes' to this question, the policy builder will:</p> <p> include a new section (Section 4.3) outlining how and when adjustments will be made to help employees who are taking medications that may affect their ability to perform their work.</p>	<p>We recommend that you tell employees how your company will manage someone who is taking prescription medication and whose driving and work may be affected.</p>
<p><b>5. Is your company able to support employees who may require alcohol or drug rehabilitation ?</b></p> <p>E.g. Would you be able to offer personal and/ or unpaid leave for a period of time while an employee attended rehabilitation?</p>	<p>If you answer 'yes' to this question, the policy builder will:</p> <p> include a new section (Section 5.7) showing how your organisation will support employees to undertake alcohol and/or drug rehabilitation.</p>	<p>Depending on your company's position, you may be able to support employees who take up rehabilitation programs and keep their position open for a period of time.</p>

Questions from the Policy Builder	Additional material	Issues to think about
<p><b>6. Do you want your managers to know what action to take if they believe an employee is in possession of alcohol and/or drugs at work?</b></p>	<p>If you answer 'yes' to this question, the policy builder will:</p> <p> include a new section (Section 5.4) that gives the steps a manager can take if they believe an employee has alcohol or illegal drugs at work.</p>	<p>Including this in your policy shows the importance of keeping alcohol and illegal drugs out of the workplace and lets employees know that their locker, bags, etc may be searched.</p>
<p><b>7. If an employee is prohibited from visiting a client's site, will this impact their ability to do their job?</b></p>	<p>If you answer 'yes' to this question, the policy builder will:</p> <p> include a new section (Section 5.9) that explains the consequences for an employee if they are banned from a client site because of misuse of alcohol and/or drugs.</p>	<p>Problems can arise if employees are banned from client sites. Including this material emphasises to employees that unacceptable behaviour will not be tolerated.</p>
<p><b>8. Does your company hold events or gatherings (formal or informal) or do employees represent your company at events where alcohol is available?</b></p>	<p>If you answer 'yes' to this question, the policy builder will:</p> <p> include a new section (Section 5.10) that explains behaviour expected from employees and employers at work-related functions.</p>	<p>This section reinforces the expected behaviour of all employees when consuming alcohol and highlights the employer's responsibility to serve alcohol responsibly at workplace events.</p>
<p><b>9. Does your organisation have a company doctor or a preferred medical provider for your employees to attend?</b></p>	<p>If you answer 'yes' to this question, the policy builder will:</p> <p> include a space at the end of the policy document (Annex C) for you to add the details of your company doctor or preferred medical provider.</p> <p> You will have to add these details <b>after</b> you download the policy document.</p>	<p>Many companies don't have onsite health care, but if you do, or if you have a preferred medical provider, it is recommended that the provider and their contact details are included in your policy.</p>

Please get in touch with the team at VicRoads if you have any questions about this resource: [AODPolicy@roads.vic.gov.au](mailto:AODPolicy@roads.vic.gov.au)

The following pages contain the full policy document that is produced if you answer 'yes' to all nine questions from the Policy Builder. The additional material from the nine questions is highlighted in the grey boxes.

The policy document includes three Annexes:

- **Annex A** – sets out definitions used in the policy document. All defined words are bolded in the policy document.
- **Annex B** – sets out signs and symptoms to determine if an employee is not fit for work.
- **Annex C** – sets out information on assistance and support services.

### 1. Purpose

- 1.1** As an organisation, we are committed to providing and maintaining a safe, healthy and productive workplace. We recognise the concerns of employees, members, customers and the general community with regard to the impact from the **misuse of alcohol and/or drugs**. Our aim is to ensure all employees return home safely every day and others on the roads are not negatively impacted by our actions. While we do not wish to intrude into the private lives of our employees, if alcohol or **drugs** have a direct impact on an individual's work performance or on our safety standards, it is our responsibility to intervene.
- 1.2** The objectives of this policy are to:
- a reduce the likelihood of injury and damage resulting from the **misuse of alcohol and/or drugs** (including **prescription drugs**);
  - b provide employees with an understanding of the behaviour expected of them during **working hours**;
  - c ensure that employees who are consuming alcohol or other drugs out of work hours, don't do so in a way that impacts on their work – for example, through a **hangover**; and
  - d explain how incidents will be handled when an employee is demonstrating signs and symptoms that deem them **not fit for work**.
- 1.3** This policy applies to all employees (full-time, part-time and casuals), whether employed as heavy vehicle drivers or in some other capacity, and to contractors, sub-contractors and any other people who represent the organisation in any way – collectively referred to in the policy as 'employees'.

- 1.4** This policy applies in all work locations, including locations visited when driving for company purposes. Where an employee is co-located with another organisation, they will be expected to comply with this policy as well as the policy of the other organisation.

### 2. Alcohol and drugs in the workplace

- 2.1** As an employer, we will take all appropriate measures to reduce the risk of harm to all employees. All employees also have a responsibility when it comes to identifying and managing risks associated with alcohol and other **drugs**. Employees should be aware of the risks unique to our working environment.

These risk include but are not limited to:

- the image and reputation of our business
- add any additional policy requirements here.

The effects of alcohol and drug use can be long lasting, including through hangovers. Substance use outside of work hours may influence an employee's performance at work, including negatively impacting on their performance in the workplace and their ability to drive safely.

### 3. Responsibilities – Employees

#### 3.1 Employer responsibility overview

Under the *Occupational Health and Safety Act 2004* (Vic), as an employer we have a general duty of care towards employees and others who may be present in the workplace to maintain a safe working environment.

Similar duties are imposed for interstate operations under the *Occupational Safety and Health Act 1984* (WA) and the *Work Health and Safety Act 2011* of the other states and territories.

To help meet this general duty, the employer is responsible for:

- providing a safe workplace that ensures employees and others on the road are not exposed to unnecessary risks;
- giving employees information, instruction, training and supervision to enable them to work in a safe manner;
- consulting and cooperating with employees to reduce alcohol and **drug** related harm;
- ensuring that this policy is applied on a consistent and fair basis;
- providing information and training about alcohol and **drugs** to help ensure employees are aware of the potential risk to health and safety associated with consuming these substances.

### 3.2 Alcohol and drug testing

As a company, we are authorised to carry out testing procedures for alcohol and/or **drugs** in the workplace. Alcohol and/or drug testing can be carried out at any time while employees are performing duties for the organisation. Employees should note that a refusal to take an alcohol and/or drug test will be deemed a positive test result and consequences will apply, which may include dismissal.

Circumstances where we may conduct alcohol and/or drug testing include but are not limited to:

- pre-employment (as part of recruitment process);
- post incident;
- random testing for general deterrence; and
- breach of policy.

### 3.3 Action upon a confirmed positive result

If an employee returns a negative result for alcohol and/or **drugs**, no further action is taken and the employee returns to work. An employee that returns a positive result greater than 0.00% (alcohol) or a confirmed positive result (**drugs**) will be considered in breach of this policy and will be required to undergo performance management, which may include termination of their employment.

If an employee refuses to participate in the alcohol and/or test, this will be assumed as a positive result and action will commence accordingly.

### 3.4 Confidentiality of results

The results of alcohol and/or drug testing will only be retained if there is a positive result. These results will be disclosed to management and will be kept confidential. The employee is entitled to view and retain a copy of the results.

## 4. Employees

### 4.1 Employee responsibility overview

Everyone has a legal obligation to take reasonable care for their own health and safety in the workplace and for the health and safety of others who may be affected by what the employees do or don't do. This includes employee not being adversely affected by alcohol or **drug** use during **working hours**. Employees should be aware of their own ability to work and ensure they comply with this policy at all times. They should carry out a self-assessment (determine if you are fit for work) and inform their supervisor if they believe they are **not fit for work**. Employees are reminded that fitness for work encompasses your physical, mental and emotional state.

Except as set out in the policy, employees must not:

- drive a vehicle while under the influence of alcohol while working;
- be **not fit for work** due to a **hangover** or the **coming down** effects of **drugs**;
- neglect to inform their supervisor of any side effects of medications that may affect their ability to work;

- **misuse** medication, for example without a **prescription** or for non-medical purposes;
- be under the influence or use **illegal drugs** at work or during **working hours** (even when offsite); or
- possess alcohol or **illegal drugs** at work.

### 4.2 Prescription and over-the-counter drugs/medication

Employees must inform their supervisor if they are taking any **prescription or over-the-counter drugs/medication** which has the potential to adversely affect them, before commencing work. It is important that employees make sure they understand the potential side effects of their medication, for example by asking their GP or pharmacist about side effects. Employees are not required to reveal the nature of their condition, only inform their supervisor how their performance may be adversely affected.

It is the responsibility of the employee to ensure they are:

- take the **prescription or over-the-counter drugs/medication** in accordance with the instructions from their GP or pharmacist, or those given on the medication pack. If these instructions are not readily available, the employee must take steps to find out including asking questions of their GP or pharmacist;
- don't **misuse the medication**, including taking more than recommended or drinking alcohol while taking the medication (if it's not advised);
- are aware of their limitations while taking the medication (eg. side effects that affect driving ability).

### 4.3 Alternative duties for people taking medication

Where an employee is taking **prescription or over-the-counter drugs/medication** for a legitimate medical purpose and is unable to perform required work, the supervisor in conjunction with the supervisor's manager may make reasonable adjustments to the work requirements, upon receiving a medical certificate or official medical advice. If it's not possible to accommodate the person at work while they are taking the medication, and the situation is temporary, the employee will be released from duty on personal leave. If it is not temporary, further consultation and consideration of appropriate duties should be discussed with the supervisor's manager.

### 4.4 Illegal drugs

**Illegal drugs** are not permitted on workplace premises or to be used during **working hours**. If an employee is found in the possession of an **illegal drug** or is deemed **not fit for work** by a supervisor as the result of **illegal drug** consumption, this could have consequences on their employment.

Employees should be aware that the **coming down** effects of **illegal drugs** can last for several days and that this may impact on their performance at work and cause safety issues. It is the employee's responsibility to ensure they are fit for work.

The sale, distribution or manufacture of **illegal drugs** in the workplace is a criminal offence and will be referred to police for investigation and will result in instant dismissal. This includes **prescription or over-the-counter drugs/medication** that are being distributed or consumed not for medical purposes, including 'synthetic' **drugs**.

#### 4.5 Liability and workers' compensation

The employer will not accept liability for any damage to a company vehicle, an injury to another person, or damage to property if an employee's use of alcohol and/or **drugs** contributed to the incident. The employee will be personally liable in such circumstances.

Employees should be aware that under the *Workplace Injury Rehabilitation and Compensation Act 2013* (Vic) they might not be entitled to workers' compensation if they sustain an injury whilst being under the influence of alcohol and/or **drugs**.

#### 4.6 Returning to work after being deemed not fit for work

If an employee is sent home by a supervisor because they are deemed **not fit for work** due to alcohol and/or drug consumption, prior to returning to work, the employee is to report to their supervisor. A medical certificate may be required from a medical practitioner prior to resuming work. Employees are required to cooperate in any investigation of such matters. Failure to cooperate or providing false information in an investigation may result in action being taken against the employee, as set out in Section 6.1 below under the heading 'Breach of this policy'.

#### 4.7 Concerns about another employee

Employees who have concerns about any employee **not fit for work** should inform their supervisor immediately. Further information about concerning signs and symptoms are detailed in Annex B.

### 5. Supervisors

#### 5.1 The definition of a supervisor

Assessing and determining if an employee is impaired by alcohol or **drugs** can be a complex process but it is often necessary for it to be made immediately to protect the safety of the employee and the worksite. All managers, supervisors and employees working in a supervisory capacity (collectively referred to in this policy as 'supervisors') are authorised under this policy to determine if someone is **not fit for work**. Supervisors can make the assessment based on their observations and the conduct of the employee at the time.

Supervisors should be aware of any work-related factors that may contribute to individuals developing alcohol or drug problems, and take steps to eliminate or minimise these factors. Further information on how to determine if someone is **not fit for work** is provided at Annex B.

#### 5.2 Prescription and over-the-counter drugs/medication

Management will ensure that no employee is disadvantaged by reporting that they are taking

medication on the advice of a medical practitioner. Management will not request unnecessary information (eg. the nature of the employee's condition). If a supervisor suspects that an employee's ability to safely perform work (including drive a vehicle) is affected, they may take steps to address the issue, for example finding alternative duties.

#### 5.3 Don't assume alcohol or drug use

Supervisors should not assume difficulties in talking, lack of balance or coordination are necessarily related to alcohol or drug use. Other causes of impairment may include head injuries, fatigue or a medical condition. When employees are demonstrating these sorts of unsafe, concerning behaviours and there is no clear sign their behaviour is definitely a result of alcohol or **drugs**, appropriate medical intervention should be sought prior to arranging safe transport home for the individual.

#### 5.4 Suspicion an employee possesses alcohol and/or illegal drugs

If a supervisor suspects that an employee has alcohol or **illegal drugs** in their possession at work, they may take any or all of the following steps:

- investigate the matter to attempt to determine whether the employee does have such substances in their possession;
- request the employee to open their locker, bag, or vehicle or to empty their pockets or jacket for the purpose of locating any alcohol and/or **illegal drugs**.
- should an open container of alcohol be found, the supervisor is to dispose of the alcohol immediately (unopened alcohol is permitted);
- should **illegal drugs** be found, the supervisor is to inform the police; and
- upon request, some or all employees may be required to undergo a medical examination in order to test for the presence of alcohol and/or **illegal drugs** (this cost will be borne by the company).

#### 5.5 When an employee may be intoxicated, hangover or coming down from drugs

Supervisors should be proactive if they suspect, or another employee suspects, someone in the workplace is intoxicated, has a **hangover** or is **coming down from drugs**, thereby making the employee **not fit for work**.

It is the responsibility of supervisors to make themselves aware of the signs and symptoms and remember that fitness for work encompasses the physical, mental and emotional state of an employee (further information is provided in Annex B). If anyone is unsure of these signs and symptoms, they are to request assistance from their immediate supervisor.

Concerning signs of intoxication, **hangover** or **coming down** include engaging in unsafe work practices and diminished or impaired work performance. If you have **reasonable suspicion** (see Annex B) that an employee is **not fit for work** you must:

- stop the employee from carrying out further work;

- remove the employee from any position of risk (if this isn't possible due to the individual becoming threatening or violent, remove all other people from the area, shut down machines and remove keys from vehicles where possible and, if required, call the police); and
- organise suitable transport for the employee to their residence at the expense of the organisation;
- inform the individual that they will not be allowed to return to work until *deemed fit* to perform their duties safely and productively. Inform them again of this requirement after the incident to ensure they remember. If a medical certificate is required prior to returning to work, this must be explained before the employee returns – with reasonable time to visit a doctor. Offer them information on assistance and support services (see Annex C).

### 5.6 Managing the return to work process

When an employee returns to work, following being sent home because they have been deemed **not fit for work**, the supervisor must assess whether they are now fit for work.

If the supervisor suspects the employee has a medical condition or an ongoing problem with alcohol and/or **drugs**, they can require the employee to bring a medical certificate into work to prove they are fit for work.

### 5.7 Alcohol and drug rehabilitation

We recognise that some people develop problems with alcohol and/or drugs and that this is a treatable condition. Employees experiencing these problems will be provided with information on assistance and support services (see Annex C). If necessary, personal leave will be granted to attend rehabilitation treatment, but will not be granted beyond entitlements. However, a period of unpaid leave may be granted for those attending rehabilitation and will be assessed on a case by case basis.

### 5.8 Refusal

If an employee refuses to undertake reasonable corrective action to improve their performance and behaviour in the workplace (eg. seek medical treatment) or refuses to go home when told by a supervisor, this will be considered a 'breach of this policy' – as set out in Section 6.1 below.

### 5.9 Employee's Prohibited on Client Sites

If an employee is banned from entering or working on any of our customer or supplier's sites (eg. through delivering or picking up goods), they may be unable to do their job properly. Should **misuse of alcohol and/or drugs** be the cause of the ban, the employee will be considered in breach of this policy and the employer will take appropriate action, which may include termination of employment.

### 5.10 Workplace functions and events

This policy is not restricted to the workplace or work hours. The obligations contained in this policy extend to all "work-related functions". It is recognised that from time to time, the employer may organise or allow the consumption of alcohol at approved functions. Responsible serving of alcohol practices will be observed on all such occasions.

Alcohol must be consumed responsibly when drinking at work-related functions where alcohol is available (including representing the company at a third party's event). Employees must:

- not become intoxicated;
- uphold an appropriate standard of behaviour at all times;
- ensure their drinking won't affect their work (eg. through a **hangover**);
- not drive any vehicle if they are over the legal blood alcohol concentration.

## 6. Disciplinary Action

### 6.1 Breach of this policy

Employees must comply with this policy at all times. If an employee is found to have breached this policy, they may be subjected to disciplinary action in accordance with the company's Disciplinary Policy.

In circumstances where an employee's behaviour may involve a breach of any Australian laws or international laws that we are subject to, the employer will notify the police or other relevant authority.

### 6.2 Agents, contractors or casual employees

Agents, contractors or casual employees who are found to have breached this policy will be subject to a review of their contractual terms and conditions and may have their contracts terminated.

#### Review

Date developed	
Date revised	
Revised by	
Revision frequency	<i>Every three years</i>

### Definitions

**“coming down”** – the experience of various unpleasant physical and/or psychological effects following the consumption of drugs. The specific “coming down” effects will depend on what and how much was taken and how your body responded. The “coming down” effects of drugs can sometimes last for several days, following the initial ‘high’.

**“drugs”** – refers to all legal and illegal substances, including performance and image enhancing drugs (such as steroids), pharmaceutical substances, “illegal drugs” and ‘new psychoactive substances’ or ‘synthetic’ drugs.

**“hangover”** – the experience of various unpleasant physical and/or psychological effects following the consumption of alcohol. The specific effects of a hangover will depend on what and how much was drunk and how your body responded. The effects of alcohol can sometimes last for several days, even following your body reaching a zero blood alcohol concentration.

**“illegal drugs”** – includes any drug prohibited by State or Commonwealth law in Australia. For the purposes of this policy, marijuana is considered an illegal drug as well as ‘synthetic’ drugs. In this policy, “illegal drugs” also includes the misuse of prescription or over-the-counter drugs including steroids which are used without the necessary prescription or for non-medical purposes.

**“misuse of alcohol and/or drugs”** – when these substances aren’t used responsibly. For example, being intoxicated at work; having alcohol in your blood while working as a professional driver; drinking too much out of work hours and having a “hangover” at work; taking illegal or ‘synthetic’ drugs outside or inside work hours; not taking medication in accordance with health practitioner guidelines; and not being aware of how medication may be affecting you and your ability to work and then not declaring it to your supervisor.

**“misuse of medication”** – refers to the consumption of any prescription drug without a prescription. It also refers to the consumption of either prescription drugs or over-the-counter medication which isn’t in accordance with the doctor or pharmacist’s instructions, or those on the medication pack.

**“not fit for work”** – an individual whose physical, mental or emotional state is adversely affected and they are therefore unfit to perform their duties satisfactorily or safely is not fit for work. An employee may become not fit for work because they are intoxicated or because they have a “hangover”, are “coming down” from a drug or are experiencing negative side effects from medication.

An employee may become not fit for work because they are intoxicated or because they are “hungover”, are coming down from a drug or are experiencing negative side effects from medication.

**“prescription and over-the-counter drugs/medication”** – drugs/medication that, by law, must be prescribed by a medical practitioner or available only from pharmacies.

**“reasonable suspicion”** – a supervisor has an opinion that there are reasonable grounds to believe that an individual is impaired by alcohol or drugs and is therefore not fit for work.

**“working hours”** – refers to the hours the employee is working for the organisation. This term also includes lunch breaks and layovers. Or as described by your employer in your contract.

## Signs and Symptoms

Supervisors need to watch out for the signs and symptoms of an employee being not fit for work. It may be difficult to determine whether the employee is not fit for work due to alcohol or drugs, or some other reason such as a medical condition. Therefore, supervisors are encouraged in the first instance not to focus on *why* the employee is unfit but the *actual* signs and symptoms, and how they determine if the person is not fit for work. This will also assist in minimising conflict and managing the situation in a calm and professional manner.

Fitness for work encompasses an individual's physical, mental and emotional state. Even if the individual does not have alcohol or drugs in their system, they may still have a hangover or be coming down from a drug. In either case, they are not fit for work.

The time to raise the possible causes of the concerning signs and symptoms is when the employee has recovered and you have made a time to discuss the incident with them. It is reasonable for a supervisor to infer that a person's condition may have been the result of alcohol and/or drugs if there is no medical explanation for the presenting symptoms.

Below are symptoms supervisors should look out for to help determine if an employee is not fit for work. Less concerning symptoms will need to be present in conjunction with other symptoms for an employee to be deemed not fit for work. For example, blood shot eyes would not be a reason to send an employee home, but blood shot eyes in conjunction with uncoordinated movement, irritability and fatigue, might be. However, fainting on its own (irrespective of the cause) would be a reason to send an employee home.

### Physical Symptoms

Shakiness
Bloodshot eyes
Dilated pupils
Uncoordinated movements, loss of balance and problems walking
Irregular breathing
Slow reactions and responses
Vomiting
Slurred speech
Hyperactivity
Fainting
Fatigue

### Psychological Symptoms

Unclear judgement/confusion
Aggression
Loss of memory
Depression
Irrational behaviour
Hallucinations
Anxiety
Irritability
Appearing 'high' or drunk by laughing or talking more than usual

### Assistance and Support

Being a professional driver can have many challenges. If you feel like you're struggling, it's important to take advantage of the many free services that could help you get back on track, including:

#### DirectLine

Confidential alcohol and drug telephone counselling and referral to treatment services.

1800 888 236 (24 hours a day, 7 days a week)

#### Beyond Blue

Support for depression, anxiety and other mental health problems.

1300 22 4636 (24 hours a day, 7 days a week)

[www.beyondblue.org.au](http://www.beyondblue.org.au)

(chat online or email 24 hours a day, 7 days a week)

#### Hello Sunday Morning

Be supported by other people who want to cut back or stop drinking alcohol through an online forum.

[www.hellosundaymorning.org](http://www.hellosundaymorning.org)

### Txt the Effects

Text the name of a drug, it doesn't matter if it's a slang name or not, and get an instant text back with its effects. Standard SMS costs apply.

SMS: 0439 TELL ME (0439 835 563) (24 hours a day, 7 days a week)

### 1800 Ice Advice

The helpline – 1800 Ice Advice will direct users and families to the treatment and support services they need and provide general information about ice and its effects.

1800 423 238 (24 hours a day, 7 days a week)

### Sleep Health Foundation

The Foundation aims to improve people's lives by through better sleep and raising awareness of sleep disorders.

[www.sleephealthfoundation.org.au](http://www.sleephealthfoundation.org.au)

### Your preferred medical practitioner

Insert your preferred medical practitioner details here.

- Company/Doctor/Nurse Name
- Address
- Phone number

