

Drug and Alcohol Policy

Commitment

VicRoads is committed to ensuring the health, safety and welfare of employees, other persons in the workplace and those who may be exposed to a risk of health and safety arising from the work performed by VicRoads and its contractors. Similarly, VicRoads employees have a duty to take reasonable care for their own health and safety, as well as for the health and safety of others in the workplace and to co-operate with VicRoads in providing a safe working environment.

Scope

This policy and VicRoads Drug and Alcohol Impairment Procedure apply to all VicRoads employees, contractors, agency staff and visitors.

They establish consistent, proportionate, transparent and objective processes and requirements for addressing the health and safety risks associated with people affected by drugs and alcohol in the workplace.

This policy and VicRoads Drug and Alcohol Impairment Procedure applies to any employee, contractor or agency staff who may also be subject to drug and alcohol control requirements, such as rail safety workers in accordance with the *Rail Safety Act 2006*.

VicRoads Position

A person whose work performance or behaviour is impaired by drugs or alcohol will be considered to pose an unacceptable risk to the health and safety of themselves and others. A person that is deemed to be impaired in accordance with VicRoads Reasonable Suspicions Guidelines will not be permitted to remain at work.

High risk work is work that is designated high risk by VicRoads. This includes work undertaken by Sprayline Road Services, Transport Safety Services (TSS) Surveillance Managers and Incident Response Services (IRS) operations.

Employees engaged in prescribed high risk work positions (being which comprises Sprayline Road Services, TSS, Surveillance Managers and Incident Response Service (IRS) positions) are required to have a zero BAC while at work.

Consumption of Drugs or Alcohol

Illegal drugs

Illegal drugs are not to be consumed, possessed, distributed or sold at any VicRoads workplace at any time.

Prescribed or over the counter medication

- VicRoads encourages employees who are required to take prescribed or over the counter medication to be aware and/or consult with their treating health practitioners regarding the potential impact any medications may have on their work performance or impact on the health and safety at the workplace.
- Where notified and deemed necessary by the employee's treating health practitioner/s, the employee and supervisor / manager will jointly review the employee's duties and where necessary, make agreed, temporary modification to such duties.
- Should there be a requirement for long-term modification of duties, the employee's supervisor / manager should refer the matter to their manager and WHS Group for assistance. Prior to any decisions being finalised, the employee should be encouraged to seek further support as needed from their own health practitioner/s.
- Prior to any testing being undertaken by an independent test provider, an opportunity will be given to all those being tested to inform the test provider of any prescription or over the counter medication that may be taken.

Alcohol

- The consumption of alcohol whilst at work is prohibited. This includes consumption during authorised recesses, including meal breaks. The responsible consumption of alcohol after work has finished is permitted. Work shall not resume after the consumption of any alcohol.

Work outside ordinary hours

When paid an allowance to be "on-call" or "continuously available", alcohol may be consumed outside of the workplace provided that employees can return to work with a blood alcohol concentration which is below that prescribed by the law for driving.

When employees engaged in prescribed high risk work positions (which comprises Sprayline Road Services, TSS, Surveillance Managers and Incident Response Service (IRS)) are paid an allowance for "on-call" or "continuously available" or "recalled to work", it is a requirement that they return to work with a zero BAC.

Safe work sponsored functions

Where alcohol is served at VicRoads functions, organisers and attendees shall ensure that appropriate measures are put in place to encourage safe driving practices by ensuring:

- The responsible serving/consumption of alcohol;
- The provision and use of breath testing devices;
- Soft drinks and low alcohol beverages are available; and
- Food is served whenever alcohol is available.

Attendees are advised to consider alternative transport arrangements if required. The simplest way to ensure your safety and that of others is if you are planning to drink – don't drive.

VicRoads Requirements

1. Pre-employment testing

VicRoads applies a risk management approach to determine those activities and work areas where high risk exists and when pre-employment testing for drugs and alcohol applies. Applicants for predefined positions including Sprayline Road Services, TSS, Surveillance Managers and Incident Response Service (IRS) positions where high risk work may be undertaken are to undertake drug and alcohol tests by independent medical practitioners as part of a pre-employment health check.

2. Voluntary disclosure

A VicRoads employee who voluntarily advises their supervisor / manager that they are having problems with alcohol and/or drugs that may affect their work and provides documentation from a qualified medical practitioner:

May elect to take sick leave, annual leave or long service leave while attending treatment; and

Should undertake and continue with recommended treatment.

3. Employee Voluntary Alcohol Self -Testing

VicRoads will make available alcohol breath testing devices for VicRoads employees engaged in prescribed high risk work positions which comprises Sprayline Road Services, TSS, Surveillance Managers and Incident Response Service (IRS) and provide its employees with instruction in their use. Business areas are responsible for the maintenance and calibration of devices.

VicRoads employees in these prescribed positions may use these devices before commencing work. An employee undertakes this self test of their own accord therefore no documentation is required. However all employees have obligations under the OH&S Act 2004 to not wilfully place at risk the health and safety of themselves or any person at the workplace.

VicRoads employees engaged in prescribed high risk work positions must not present for work in the knowledge that they have returned a test result above zero BAC.

If a VicRoads employee in a prescribed high risk work position returns a result above zero BAC from a self-test they are required to leave work, after advising their Supervisor, and use their leave to cover their absence.

4. Random drug and alcohol testing

VicRoads reserves the right to conduct random drug and alcohol testing for VicRoads employees engaged in prescribed high risk positions which comprises Sprayline Road Services, TSS, Surveillance Managers and Incident Response Service (IRS). Other workers engaged in VicRoads high risk construction work may also be subject to testing.

Random testing for drugs and alcohol for VicRoads workers may be conducted at any time throughout the worker's hours of work (including overtime).

Random testing will be conducted in an appropriate area. The testing will be done privately.

All workers including contractors and sub-contractors onsite will be eligible for selection for random testing. Visitors under the supervision of workers onsite will not be subject to random drug and alcohol testing.

Random drug and alcohol testing will be undertaken in accordance with VicRoads Random Drug and Alcohol Testing Procedure.

5. Post Incident Testing

The immediate supervisor (or if not, another available supervisor) on suspicion of impairment due to drugs and/or alcohol may require a person to undergo a drug and alcohol test by an independent test provider. In particular, a test may be required following any accident or incident that occurs in the course of work which results in personal injury (requiring treatment over and above first aid), plant/ vehicle damage (including third party property), property damage (including environmental damage) and/or any incident that has the potential for significant risk of harm or injury to persons or equipment. A refusal to undertake a test will be managed in the same way as a positive test result.

Notifiable Incidents. Where practicable, those persons directly involved in a Notifiable Incident (pursuant to Sections 37 and 38 of the OHS Act 2004), shall be subject to a drug and alcohol test by an independent test provider as soon as possible following the incident. A refusal to undertake a test will be managed in the same way as a positive test result.

6. Reasonable suspicion

A VicRoads employee reasonably suspected to be impaired by drugs or alcohol will be released from duty without loss of pay for the remainder of that day. The employee may be required to take accrued leave in relation to any subsequent period of absence. Arrangements are to be made for the person's safe travel from the workplace. The employee should return to work on the next scheduled work day when they are not impaired by drugs and / or alcohol.

7. The immediate supervisor (or if not, another available supervisor) will make the decision on a person's impairment using VicRoads Drug and Alcohol Impairment Procedure. In most work situations, it is likely that managers/ supervisors will know their staff and be familiar with their usual behaviour. Where possible, a Trained Staff Member should be consulted prior to making this decision. As it may not always be possible to have a Trained Staff Member available, the immediate supervisor has the authority to make the decision on impairment. VicRoads staff fulfilling responsibilities as Trained Staff Members under this clause must have successfully completed a Drug and Alcohol impairment training course before acting under this policy. If required by the immediate supervisor, an independent test provider will be engaged by the immediate supervisor to conduct an oral fluid test for drugs and a breath test for alcohol. A refusal to undertake a test will be managed in the same way as a positive test result.

8. On the first occasion, the VicRoads employee will on their return to duty be counselled by their immediate supervisor on their behaviour, may receive a written reprimand and be given information on the availability of treatment / professional counselling. Further measures including counselling would apply if there was a second occasion. If there is a third occasion, disciplinary procedures will commence that may result in termination of employment.

9. Lawful use of prescription medicines under medical supervision will be treated separately under this policy where advice is provided to the relevant supervisor.

10. VicRoads staff working as part of an Alliance or working on an Alliance job must comply with all Alliance policies in relation to drugs and alcohol. Those staff will also be subject to this policy and VicRoads Drug and Alcohol impairment Procedure and VicRoads Random Drug and Alcohol Procedure.

11. Privacy

VicRoads acknowledges that privacy of individuals is paramount when dealing with drug or alcohol related problems in the workplace. VicRoads managers and employees must maintain privacy and act ethically when they are involved in applying this procedure.

12. No VicRoads employee will be victimised or discriminated against by the application of this policy. Any VicRoads employee may appeal a disciplinary decision made under this policy in accordance with the relevant industrial appeals mechanisms available to their situation.

This policy will be reviewed every two years or as otherwise required.



John Merritt
Chief Executive

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