



DRUGS & ALCOHOL PROCEDURE

Policy:

Burdekin Productivity Services (BPS) is committed to a safe, healthy, and productive workplace for all employees. BPS recognises that alcohol, drug, or other substances used by employees will impair their ability to perform properly and will have serious adverse effects on the safety, efficiency and productivity of other employees and the organisation as a whole.

The misuse of legitimate drugs, or the use, possession, distribution or sale of illicit or non-prescribed controlled drugs while on organisation business or premises, is strictly prohibited and will result in appropriate disciplinary action, up to and including dismissal.

While this policy refers specifically to alcohol and drugs, it is intended to apply to all forms of substance abuse.

The possession, use, distribution or sale of alcoholic beverages on organisation premises is not allowed without prior approval of appropriate management.

Scope:

This procedure applies to all aspects of work undertaken by a worker (including the driving of motor vehicles and the operation of machinery).

Responsibility:

- The Executive Officer is responsible for ensuring that the alcohol and drug procedure is kept up to date and any reprinted versions are distributed to all workers.
- Supervisors are responsible for ensuring that all staff who report to them are aware of the alcohol and drug procedure.
- All staff have the responsibility to support the alcohol and drug procedure and to promote compliance with the procedure to workers.
- Workers are required to present to work in a fit state as per this procedure.

Procedure:

- No person will be allowed to operate or work near machinery, including motor vehicles, if they are suspected of being under the influence of drugs or alcohol.
- The Supervisor in conjunction with the Executive Officer (if applicable) may assess a person and determine whether the person is considered to be in a fit state to carry out their duties.
- Any person suspected of being in an unfit state (unable to perform normal daily duties safely and competently) to carry out work will be sent home.
- The worker may volunteer to submit to a drug and alcohol test or remain away from work for the remainder of the shift (and required to take sick leave until no longer affected by the drugs or alcohol).
- The worker may be required to take a drug and alcohol test before returning to work.
- The person may be subject to further disciplinary action, including summary dismissal.
- Should the Supervisor not be available to assess the employee and make a determination about the worker's fitness to work the worker will not be allowed to operate or work near machinery, including motor vehicles until the Supervisor can be contacted.

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Screening:

To ensure that this policy is effectively implemented, BPS may conduct alcohol and other drug screening tests in the following situations:

Pre-employment	Post vehicle collision	Post property damage
Post on job injury	Post rehabilitation	Reasonable suspicion
At random during any work shift or the breaks between broken shifts.		

Non-Compliance with this Policy:

- A breach of this policy may lead to disciplinary action against BPS employees and all contractual arrangements for agents, contractors and representatives.
- BPS staff that refuse to undertake a screening test under this policy may be subject to disciplinary action, including summary dismissal.
- BPS recognizes that there may be employees who have alcohol or other drug problems, and any BPS employee with a drug or alcohol related problem is encouraged to raise the issue with his or her manager, who shall provide the employee with support in accordance with BPS’s Employee Redirection Program. An employee undertaking rehabilitation may be required to undertake alternate duties.
- BPS reserves the right to request a visitor leave a BPS site or to remove a visitor from a BPS site in the event that they appear to be affected by alcohol or other drugs.

Supporting Procedures and Material:

BPS will consult with its employees on the procedures required to enable effective implementation of this policy, and will provide appropriate training and educational material.

Employee Redirection Program:

BPS recognises alcohol or drug dependency as a treatable condition. If you suspect you have an alcohol or drug dependency, you are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance problems.

No employee with alcohol or drug dependency will be dismissed if they are requesting help in overcoming that dependency or because of involvement in a rehabilitation effort.

However you may not be permitted to work in designated positions identified by Management as being critical to the safety and well-being of employees, the public, or the organisation.

Violation of the provisions of this policy, appropriate disciplinary action will be taken. Such action cannot be avoided by a request at that time for treatment or rehabilitation.

A refusal to attend rehabilitation, failure to respond to treatment or fail to meet normal job performance requirements may result in disciplinary action, up to and including dismissal. This policy does not require, and should not result in, any special regulations, privileges, or exemptions from normal job performance requirements.

Contractors and carriers are also covered by this policy. Those who violate the policy will be removed from organisation premises and may be denied future entry.

Signed:

Chairman Burdekin Productivity Services Pty. Ltd.

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