



DRUGS & ALCOHOL POLICY

Policy:

Burdekin Productivity Services (BPS) is committed to a safe, healthy, and productive workplace for all employees.

BPS recognises that consumption of alcohol, drugs, or other illicit substances by employees will impair their ability to perform their duties in a safe and proper manner, and may 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 whilst on organisation premises or whilst on organisation business, 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, consumption, distribution or sale of alcoholic beverages whilst on organisation premises or whilst on organisation business, is not allowed without prior approval of the manager.

Scope:

This procedure applies to all aspects of work undertaken by employees of BPS, BPS contracted labour, contractors or employees of contractors, including when operating motor vehicles and machinery.

Responsibility:

- Management 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 shall 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 management (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 shall be taken home by another employee who is in a fit state to do so.
- The worker may volunteer to submit to a drug and alcohol test or remain away from work for the remainder of the day (and required to take personal 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 shall 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 as well as termination of any contractual arrangements between BPS and its agents, contractors or contractor’s employees.
- BPS staff that refuse to undertake a screening test under this policy may be subject to disciplinary action, including summary dismissal.
- BPS recognises 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 shall consult with its employees on the procedures required to enable effective implementation of this policy, and shall also provide appropriate training and educational material to its employees and contracted labour.

Employee Redirection Program:

BPS recognises alcohol or drug dependency as a treatable condition. If an employee suspects that they have an alcohol or drug dependency problem, they are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance issues.

No employee with alcohol or drug dependency problems shall be dismissed or subjected to other forms of disciplinary action, if they request help in overcoming their dependency or because they are involved in a rehabilitation effort, so long as a violation of this policy has not occurred prior to such a request being made. Employees seeking help with alcohol or drug dependency problems shall 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, until management are satisfied that rehabilitation has been effected.

Violation of the provisions of this policy shall result in appropriate disciplinary action being taken. Such disciplinary action cannot be avoided by a subsequent request for treatment or rehabilitation by the offender.

A refusal to attend rehabilitation, failure to respond to treatment or failure 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 shall be removed from BPS premises and may be denied future entry.

Signed:

Chairman Burdekin Productivity Services Pty. Ltd.

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