



Drugs & Alcohol

- This presentation is a company training awareness toolbox and is applicable to all employees, it is designed to give all employees an understanding of the need for education and awareness associated with the use of drugs & alcohol and the requirements associated with the use of drugs & alcohol while at work. It does not detail all the hazards associated with using drugs & alcohol.
- Please be advised that specific procedures surrounding drugs & alcohol may be applicable at client sites that you work on and these should be followed whilst working on those sites.
- *This information compliments that contained in Appendix I of the Corke Instrument Engineering (Aust) Pty Ltd - ETU Enterprise Agreement 2007-2010.*

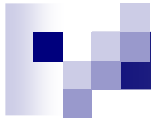


Corke Instrument Engineering (Australia) Pty. Ltd.



Alcohol & Drug misuse?

- If someone misuses alcohol & drugs within or outside of work it can impair their judgment, co-ordination, concentration or alertness and could cause a workplace accident, injury or illness. They can also put co-workers and the public at risk.
- Substances that can be misused include:
 - Alcohol (the most commonly misused drug)
 - Illegal drugs
 - Prescription and non-prescription medication
 - Solvents used as inhalants
 - Tobacco.
- Employees taking prescription or over-the-counter medications that may impair performance are to advise their project manager/supervisor. Such advice will be treated confidentially.



How does alcohol & drug misuse affect the workplace?

- Misusing alcohol & drugs in the workplace can cause health & safety concerns.
 - Accidents & injuries, near misses & mistakes
 - Damage to plant, equipment & other property, and associated costs
 - Absenteeism & lateness
 - Risk of workplace violence or bullying
 - Increased stress for workmates picking up the load
 - Deteriorating workplace relations

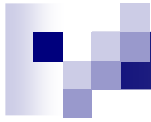


Legislative Requirements

- **Occupational Health and Safety Act 2004**

Section 21 (1) – *An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health.*

- An employee or others can be placed at risk if an employee who is affected by the consumption of alcohol or drugs is allowed to commence or continue working. This may cause the employer to be in breach of the Act.
- Similarly, employees are also required to take reasonable care of themselves and others who could be affected by what they do, and they could also be in breach of the Act.




- Employees or other people who are observed to be in breach of these requirements will be subject to the companies disciplinary procedures and, depending on the circumstances, their behaviour may be treated as serious misconduct.

- Regulation 12.10 of the Workplace Relations Act 1996, describes serious misconduct as including:
 - "(1) (a) wilful, or deliberate, behaviour by an employee that is inconsistent with the continuation of the contract of employment; and

 - (b) conduct that causes imminent, and serious, risk to:
 - (i) the health, or safety, of a person;...

- Continued over.....



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- (2) (b) the employee being intoxicated at work...
- (4)...an employee is taken to be intoxicated if the employee's faculties are, by reason of the employee being under the influence of intoxicating liquor or a drug (except a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug) so impaired that the employee is unfit to be entrusted with the employee's duty or with any duty that the employee may be called upon to perform.”



Client specific requirements:

- We have no control over client specific site access requirements. As the client is in control of the work site they are obligated to provide a working environment that is safe and without risks to health so far as is reasonably practicable.

- ***Pre-Start Testing:***
 - Increasingly clients are requesting that prior to commencing work on their site, personnel first under go medical testing and or drug and alcohol testing to determine fitness to work.

- ***For Cause Testing:***
 - Many clients in the event an incident of a nature that has and/or had the potential to cause damage to property and/or injury to personnel on site, may require personnel be subject to testing for intoxication and/or influence of alcohol and/or other substances to ensure these influences played no part in the event.



Client requirements cont.....

- ***Random Testing***

- Persons suspected of being in breach of the Client's Site Drug and Alcohol policies may be subject to testing for intoxication and/or influence of alcohol and/or other substances.
- In the event an employee is found to be in breach of a client and or company policy that person will not be allowed to work on site whilst he/she is incapable of performing safe work practices.
- A client may refuse to have the employee back on their site.



Rehabilitation/Counselling & Discipline

- Those affected will be provided with appropriate assistance, support and access to intervention programs without jeopardising their employment.
- Confidentiality is to be maintained in all matters relating to the rehabilitation and counselling, employment arrangements etc. Of individuals.
- Disciplinary action maybe taken against the employee, verbal and written warnings will apply.
- If any employee feels that they have issues surrounding alcohol or drug abuse they can contact their supervisor or the OH&S department directly for assistance.