

Our commitment

Belway Labour Management is committed to providing a workplace that is free from risks arising from people not being in a fit state or being unable to meet our standards (policies and procedures) because of:

- the misuse or influence of drugs
- the misuse or influence of alcohol

The impairment of people's capacity to perform due to drug and alcohol in their body is well documented. This impairment of itself is not an issue, however in the workplace and on the road, it is known to increase the likelihood of a traumatic event. Accordingly, the presence of or impacts from drug or alcohol use can create new risks and more importantly can increase the likelihood and severity of all existing risks.

In addition, we have zero tolerance for the possession, consumption, sale, distribution or solicitation of illegal drugs or non-prescribed controlled drugs and require workers to manage the risks from alcohol consumption in line with their responsibilities below.

How we will meet our commitment

The use of drugs and alcohol becomes a work health and safety risk if a worker's ability to perform their role is impaired, leading to an increased risk of injury or illness to themselves or others.

Our objectives are to:

- prevent drugs and alcohol in the workplace being a contributing factor to risks, incidents and hazards
- provide a work environment free from the misuse or influence of drugs and alcohol
- increase awareness among workers of what constitutes appropriate behaviour in our workplace and how drugs and alcohol can compromise health and safety of people
- provide reasonable support and programs to assist with drug and alcohol related problems (not to the exclusion of disciplinary action)

To this end, we adopt as the prime risk management approach the elimination of the misuse or influence of drugs and alcohol in the workplace, supported by a systematic identification, assessment, control, monitoring and review of all risks and the impact of drugs and alcohol on those risks. This approach provides support to our Work Health and Safety (WHS) management system outlined in our WHS policy.

All details of identified drugs and alcohol-related risks, control measures and implementation responsibilities are documented in the Risk Register.

To give effect to this drug and alcohol policy and look to protect workers, workers may be subject to drug and alcohol testing:

- on a random basis during their employment
- where they are observed as exhibiting the effects of drugs or alcohol
- after a workplace incident

Any worker who returns a positive drug reading, a positive alcohol reading above the level relevant to their role or who refuses to participate in testing will be required to stop work immediately and report to their

Drugs and Alcohol Policy (cont)

manager. They may also be required to leave the workplace and may be subject to disciplinary action or dismissal.

The consequences of breaching any element of this policy may result in disciplinary action or dismissal.

Scope

This policy and supporting procedures apply to:

- all workers and other persons at our workplace
- all workers while present at another workplace (e.g. a customer's workplace)
- all workers in our vehicles and equipment
- all workers performing our work using someone else's vehicles and equipment
- any location where a worker undertakes activities on our behalf, including but not limited to our sites and offices

Responsibilities

Belway Labour Management has identified the following roles within our organisation with responsibilities for drugs and alcohol, as:

- the employer/ person conducting a business or undertaking (PCBU)
- managers/supervisors
- workers
- other persons at the workplace

A summary of the key responsibilities for each role are listed below.

Employer/PCBU Responsibilities

The Employer or PCBU can be a sole trader, the partners in a partnership, a company, an unincorporated association or a government department. In our organisation this responsibility is accepted by Managing Director

The Employer/PCBU must:

- have procedures for elimination of the misuse or influence of drugs and alcohol in the workplace
- communicate the procedure on acceptable and unacceptable behaviour in the workplace, including people working while under the influence of drugs and alcohol
- provide information on drug and alcohol awareness and on help programs to assist workers with drug and alcohol issues
- consider appropriate disciplinary action where this policy is breached
- conduct drug and alcohol testing:
 - as part of pre-employment medical examinations
 - on a random basis
 - where a person is observed as exhibiting the effects of drugs or alcohol
 - when investigating a workplace incident
- where alcohol is to be provided at employer- hosted social and business functions, encourage the consumption of non-alcoholic and low-alcohol beverages

Drugs and Alcohol Policy (cont)

Manager/Supervisor Responsibilities

Managers and supervisors are workers who have an area of control within the workplace. In our organisation this responsibility is accepted by Operations Managers

Managers and supervisors must:

- ensure this drugs and alcohol policy and supporting processes are effectively implemented within their area of control
- immediately remove a worker from an area, where they are observed as behaving under the effects of drugs or exhibiting the effects of alcohol (this includes where a particular employee is performing a role that is permitted to have nominated levels of alcohol)
- resolve or appropriately escalate any breaches of this policy

Worker Responsibilities

A worker is any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

Workers must:

- take responsibility for maintaining their personal health and fitness for work
- be at work in a fit state to perform their work unimpaired by alcohol or drugs
- manage the risks from alcohol consumption appropriately based on:
 - all workers who perform safety critical tasks and/or operate equipment, machinery or vehicles must have a blood alcohol concentration of 0.0 while at work and only use legal drugs that do not impact on their capacity to operate equipment, machinery or vehicles as advised by a medical practitioner or the medication directions
 - all workers who do not perform safety critical tasks or operate equipment, machinery or vehicles must have a blood alcohol concentration of below 0.05 while at work (due to alcohol consumed at approved work functions or events) and only use legal drugs that do not impact on their capacity to properly use the business assets
- not possess, consume, sell, distribute or solicit illegal drugs or non-prescribed controlled drugs in the workplace
- obtain a written opinion from a medical practitioner that confirms any prescribed medication will not impact their ability to safely perform their duties (where the opinion is that the medication will impact their ability, the worker must report this to their supervisor and not perform those tasks while taking that medication)
- take prescribed medication in accordance with the instructions of their medical practitioner and medication directions
- participate honestly in drug and alcohol testing

Other Persons at the Workplace Responsibilities

Other persons at a workplace refer to any other person at a workplace. In our organisation this responsibility is accepted by Customers, Visitors

Other persons at a workplace must:

- comply with the requirements of this policy

Supporting policies and procedures

This policy operates within the Risk Management Framework outlined in the Risk Management Policy and Procedure and the Work Health and Safety Policy.

This policy should be read and followed in conjunction with the:

- Chain of Responsibility Policy
- Code of Conduct
- Employee Misconduct Procedure

Implementation and evaluation

Belway Labour Management will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis or earlier in the event of major changes to the legislation or our organisation structure and operations.

Policy authorised by: Sam Balestra

Signature: _____



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