



## Drug and Alcohol Policy

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**Disclaimer:** This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

## Drug and Alcohol Policy

### ❖ Purpose

Providing a safe, healthy and productive workplace for workers and others in which the safety, welfare and performance of workers are not adversely affected by the use of alcohol or other drugs.

### ❖ Policy

Xyz Company Proprietary Limited is committed to providing a work environment for its workers, clients and visitors that is safe and without risks to health and safety. The misuse or abuse of alcohol and other drugs represents a significant problem to both Organisations and workers in terms of workplace incidents/near misses, absenteeism and other individual costs.

Workers must not perform work duties under the influence of alcohol or any other drug, except where a registered medical practitioner legally prescribes the drug to treat a medical condition.

Work duties include:

- presenting at the workplace or off-site job;
- operating plant or equipment; and
- use of organisation vehicles.

Where a worker is on prescribed medication that may impair their judgement or performance, they must notify their supervisor, and work will be modified to accommodate impairment.

Possession of, use, distribution or sale of alcoholic beverages or illegal drugs on the premises of Xyz Company Proprietary Limited, is not allowed.

On occasion, Xyz Company Proprietary Limited will host social functions, where the *Managing Director* may permit limited alcohol consumption. At these functions, people must always remember they are representing the organisation and must appropriately conduct themselves.

Supervisors and workers must ensure no person commences or continues duty if a person appears affected by alcohol or drugs that may lead to a health and safety risk.

Strict confidentiality is observed in these matters.

A breach of this policy or associated procedure may lead to disciplinary action, including termination of employment.

**Signature:**

*(To be signed by Director/CEO of Company)*

**Date:**