



CHILDREN'S SERVICES Tobacco, Drugs and Alcohol Policy

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Introduction

The *NSW Work Health and Safety Act 2011* provides for a balanced and nationally consistent framework to secure the health and safety of workers. It protects workers and other persons against harm to their health, safety and welfare by placing a general duty of care on employers to provide a safe workplace.

The Coast Community Connections LTD understands that alcohol or other drug use can affect the ability to perform tasks safely and productively. It recognises that alcohol and other drug related issues can affect any person, irrespective of their position in the organisation.

Scope

This Policy applies to all Children's Services operated by Coast Services Group Limited (A wholly owned subsidiary of Coast Community Connections Limited (CCCL) and our employees. This applies to Early Childhood programs, Occasional Care, Out Of School Hours Care and to Vacation Care programs and services.

Policy

The aims of this policy are to:

- minimise any alcohol and other drug related risks to the organisation and to individuals
- link action on alcohol and other drug issues with other work health and safety (WHS) initiatives
- provide access to information on the effects of alcohol and other drugs on health and safety
- provide support for those with alcohol and other drug related problems to seek assistance
- Maintain confidentiality regarding alcohol and other drug related problems of staff members, subject to the provisions of the law.

Procedures and Implementation

2. Coast Community Connections LTD. **is committed to providing a healthy, safe and productive work environment.**
 - 2.1 Employees should be always mindful of their professional roles and responsibilities when consuming alcohol or taking prescription drugs.
 - 2.2 Where alcohol or other drug use affects a staff member's performance, their safety or the safety of others, the Peninsula Community Centre is committed to addressing the issues in a way that are supportive and fair to everyone.

2.3 Manager, supervisors, and general staff shall be provided with training on the potential impacts of alcohol and other drugs at work, and how to access professional counselling or treatment services.

2.4 In general, alcohol shall not be consumed in any workplace including company premises, motor vehicles, community focused places of work, or in the homes of service users, or during work hours.

2.4.1 An exception will be made on designated 'special occasions' where alcoholic drinks (preferably of a limited amount and low alcohol content) may be consumed provided that the employee must not operate machinery during or after the event.

2.5 No employee is to commence work, or return to work while affected by alcohol or other drugs.

2.6 If an employee attends work with an alcohol or drug-induced hangover, they must be monitored to ensure their safety and the safety of others. Their manager must advise them that they will need to attend a performance counselling session with a member of the Work Health & Safety Committee as set out in clause 5.15 below.

2.7 The consumption of illegal or addictive substances by employees is expressly prohibited within all workplaces of Peninsula Community Centre Inc.

2.8 Employees found to be in possession of or using illegal drugs will be reported to the Police and shall be immediately dismissed for serious and wilful misconduct.

2.9 Employees who are found to be working under the influence of alcohol or prescriptions drugs, or found to be working unsafely, will be counselled, immediately sent home at company expense, and will face disciplinary action according to the *Counselling & Discipline Policy*.

2.9.1 The hours not worked shall be taken as Sick Leave hours or, if insufficient, as Leave Without Pay.

3. Responsibilities of Coast Community Connections LTD

3.1 Coast Community Connections LTD will approach alcohol and other drug related issues at work in a manner that is confidential, supportive and fair to all staff.

3.2 The Coast Community Connections LTD will ensure that all staff understand the organisation's Alcohol & Other Drugs Policy and their own roles and responsibilities.

3.3 The Coast Community Connections LTD will provide information to all staff about the potential health and safety impacts of alcohol on work.

3.4 Coast Community Connections LTD will provide appropriate training to staff according to the needs of their roles and responsibilities.

3.5 Coast Community Connections LTD will monitor working conditions to ensure they do not contribute to alcohol related problems at work.

3.6 Coast Community Connections LTD will ensure that managers are properly trained to address alcohol and other drug issues at work.

3.7 Coast Community Connections LTD will provide access to professional counselling/treatment services as appropriate.

- 3.8 Coast Community Connections LTD will ensure responsible service of alcohol procedures are followed at work functions and or work-related events.
- 3.9 Coast Community Connections LTD will review this policy at least every two years, in consultation with all staff and their representatives.

4. Responsibilities of managers and supervisors

- 4.1 Managers and supervisors shall monitor work conditions and work performance to identify any employee who may be working under the influence of drugs or alcohol, or who has an ongoing issue with drugs or alcohol.
- 4.2 Managers and supervisors shall be primarily responsible for approaching a person who may be intoxicated or impaired by alcohol or other drugs.
- 4.3 Managers and supervisors shall be responsible for offering counselling or other referrals or support to employees who have been identified as having or who have revealed an ongoing problem with drugs or alcohol.
- 4.4 Managers and supervisors shall be responsible for implementing corrective or disciplinary measures according to the Counselling & Discipline Policy.
- 4.5 Managers and supervisors shall keep confidential records of alcohol and other drug incidents or events.
- 4.6 Managers and supervisors shall immediately report any alcohol and other drug incidents or events to the Chief Executive Officer.

5. Responsibilities of employees

- 5.1 The Coast Community Connections LTD expects all staff members to carry out their duties safely and to refrain from any conduct, including the use of alcohol or other drugs that could adversely affect their performance and/or put at risk the health and safety of themselves or others in the workplace.
- 5.2 All staff members should consult with their GP to ensure safety standards are not compromised by their consumption of legal, prescription drugs which may impact their performance of certain work tasks (e.g. driving or operating machinery etc).
- 5.3 In particular, staff members must not:
 - 5.3.1 report for work or remain at work while under the influence of alcohol or any substance that adversely affects their performance
 - 5.3.2 Drive a vehicle on work-related business if his/her blood alcohol concentration (BAC) level exceeds the legal BAC limit for driving a vehicle on a public road.
- 5.4 A staff member who is experiencing alcohol-related or other drug problems is encouraged to discuss the matter with their manager.

6. Managing impairment by alcohol or other drugs

- 6.1 It is important to make sure that the person is actually impaired by alcohol before treating it as an alcohol or other drug-related issue. Observing the person for typical signs of alcohol intoxication may help to make that judgement. Typical signs of alcohol intoxication include:
 - 6.1.1 scent of alcohol on breath or person

- 6.1.2 speaking too loudly or too softly
 - 6.1.3 slurred speech
 - 6.1.4 bloodshot eyes
 - 6.1.5 lack of alertness; for example, responding slowly to questions
 - 6.1.6 Poor motor control (stumbling, bumping into others, difficulty picking things up etc.)
 - 6.1.7 drowsiness
 - 6.1.8 Rude, aggressive or other inappropriate behaviour.
- 6.2 While the person may never, or rarely, appear to be actually “under the influence” of alcohol at work, he or she may display concerning signs such as often being absent or late, falling behind in their work, not performing their work satisfactorily or being “difficult” to work with.
- 6.3 It is very important to make very sure that there is no other reason for their reduced work performance, such as illness or fatigue.
- 6.4 There should be documented evidence that the person’s alcohol use is affecting their work and/or the safety of others.
- 6.5 The decision about a person’s ability to work in a safe manner should be made by the employee’s manager in consultation with a member of the health and safety committee.
- 6.6 The Chief Executive Officer must be notified immediately of the consultation.
- 6.7 Every effort should be made to protect the privacy of people at work and to maintain confidentiality.
- 6.8 An appropriately trained manager or WHS representative should approach the person at work who appears to be affected by alcohol or other drugs. Key things to remember are the importance of:
- 6.8.1 the safety of the affected person and other people
 - 6.8.2 fair and reasonable treatment of the affected person
 - 6.8.3 follow-up support and referral for counselling and/or other treatment for the affected person as required.
- 6.9 Inappropriate or unplanned responses to individuals who may be experiencing alcohol or other drug-related problems can be counter-productive and may directly impact on industrial relations and health and safety issues.
- 6.10 The impaired person should be asked to leave the work area because health and safety is being put at risk. Judgemental terms like “You’re too drunk” should be avoided.
- 6.11 Suitable arrangements should be made to ensure the person gets home safely.
- 6.12 If the affected person is not cooperating, consideration should be given as to whether there is a risk to health and safety. If there is a risk, the area near the affected person should be isolated, where practicable, and an WHS Safety Committee representative should be notified.
- 6.13 It may be necessary to engage outside assistance, such as the police or the ambulance service, to assist in removing the affected person from the work area in a safe manner.

- 6.14 A record of the incident should be made and the Chief Executive Officer notified immediately.
- 6.15 When the person is able to return to work unaffected by alcohol, a discussion should be conducted between the manager, an WHS Safety Committee representative and the person involved, with the aim of minimising the risk of a future alcohol or other drug-related incident.
- 6.16 If the person is uncooperative or denies that there is a problem or issue, then the manager must follow the Counselling & Discipline Policy.

7. Work functions and responsible service of alcohol

- 7.1 Under Work Health and Safety legislation, the Peninsula Community Centre has an obligation to ensure the health, safety and welfare of all employees while they are at work. Events such as a Christmas party or other celebrations are considered “work activities.” This responsibility of care is not confined strictly to the workplace – it can be an off-site party and includes the trip home.
- 7.2 Managers and staff must refer to all relevant policies when arranging such events or authorising staff attendance at work-related events where alcohol will be served.
- 7.3 Before the event, all staff must be reminded of their professional responsibilities – by email, notice board, or any other means – and the governing Policies (Workplace Harassment, Alcohol & Other Drugs, etc).
- 7.4 Before the event, suggest a dress code to support professional behaviour.
- 7.5 Before the event, designate managers or other supervisors to stay sober in order to monitor the event and ensure any issues are promptly and properly addressed.
- 7.6 If possible, inspect the venue before the event for possible hazards (e.g. slips and trips) and make potential risk areas out of bounds.
- 7.7 Don't hang mistletoe or encourage any games that may breach professional and personal boundaries, however “innocent” they might appear.
- 7.8 Have clear start and finish times for the function.
- 7.9 Provide plenty of non-alcoholic and low-alcohol drinks and encourage people to alternate alcoholic and non-alcoholic drinks.
- 7.10 Make sure plenty of food is available for the duration of the function.
- 7.11 If possible, serve alcohol as “standard drinks”, to enable people to keep track of their alcohol consumption.
- 7.12 Consider limiting the number of alcoholic drinks per person.
- 7.13 Arrange training in responsible service of alcohol (RSA) for any staff who will be serving alcohol at the function, or hire staff who are trained in RSA, or hold the function at a venue where wait-staff are trained in RSA.
- 7.14 Closely supervise and monitor younger people.
- 7.15 Provide safe transport home for any attendee who requires it.
- 7.16 Refuse to serve alcohol to people who are intoxicated.

- 7.17 If a staff member has had too much to drink, or too late a night, and who needs to drive or operate machinery the next day, give them either time-off or alternative work until they are fit to resume their normal tasks.

Other related policies and procedures

- Health, Hygiene and Safe Food Policy
- Relationships with Children Policy

Forms and Records

- Incident/Accident reports