



Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation

**Date of last amendment : 11/10/2022**

## Drug and Alcohol Policy

This policy supports Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation 's objective to have a safe workplace and safe culture.

The objective of the requirements contained in this policy is to improve the safety of staff, contractors, and customers through reducing the risk created by the use of drugs and alcohol in the workplace.

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is a drug and alcohol free workplace. All workers are responsible for ensuring they are drug and alcohol-free during the hours of employment or whilst attending any work-related events or functions.

### **Being drug and alcohol free is defined as:**

1. For alcohol, a test reading of less than 0.02% blood alcohol concentration. In the event, an employee, volunteer or contractor are located in a remote community with Alcohol Management Plans in place, all persons must adhere to this.
2. For drugs, a test reading less than the cut off levels stipulated in the Australian/New Zealand Standard 4308 (AS/NZS 4308).

In addition, employees and contractors are not permitted to have or sell prohibited drugs or alcohol or, be in possession of any item or piece of equipment for the use or administration of a prohibited drug at any Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation worksite.

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation will develop and implement a drug and alcohol program consistent with our corporate values and behaviours.

A key focus of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation's drug and alcohol program will be support for our employees to remain drug and alcohol free while at work. Measures to reduce safety risk, absenteeism, and other effects in the workplace due to the consumption of alcohol and other drugs will include the opportunity to self-identify and seek help, access to rehabilitation programs and education on drug and alcohol related issues.

All employees of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation are expected to observe the highest standards of ethics, integrity, and professional behaviour during the course of their employment with Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation.

Ethical and confidential behaviour is not simply compliance with legal requirements; it extends to honesty, equity, probity and social responsibility in all dealings.

### **Responsibilities for all workers:**

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation expects all staff members to perform their duties safely and to refrain from any conduct, including the use

of alcohol or drugs that could adversely affect their performance and/or put at risk the health and safety of themselves or others in the workplace or at work-related functions. In particular, all workers must not:

1. Report for work or remain at work while under the influence of alcohol or any substance that adversely affects their performance.
2. Have, or sell prohibited drugs or alcohol or, be in possession of any item or piece of equipment for the use or administration of a prohibited drug at any Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation worksite.
3. Drive a vehicle for work-related business/following an endorsed work function if they have consumed any alcohol and would record a blood alcohol concentration (BAC) level.
4. Drive a vehicle on work-related business/following an endorsed work function if he/she is affected by drugs.
5. Allow a co-worker to drive a vehicle or leave a work-related function unaccompanied if it could reasonably be assumed that the co-worker is affected by alcohol or drugs.

In addition to the above:

1. The consumption of alcohol at any Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation worksite can only take place if this is at a workplace based social event. This must be done so in a responsible manner that is in line with our code of conduct and other related policies.
2. The use of drugs at any Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation worksite can only be for legitimate medical reasons. You must notify your manager if the prescribed medication is likely to affect your ability to perform your duties and or result in a risk to the health and safety of others around you. In this instance your manager may assign you other duties or request you take personal leave until you are no longer a risk to yourself/others in the workplace. Failure to inform your manager may result in a warning or dismissal from employment.
3. A staff member who is experiencing alcohol- or drug-related problems is encouraged to discuss the matter with their manager or other designated person.

Failure to comply with the above responsibilities may result in a written warning or dismissal from employment.

### **Testing:**

Drug and alcohol testing may be used to ensure that Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation continues to manage work health and safety risks. The drug testing options conducted can include:

- Random testing, where employees are selected at random to undergo drug and alcohol testing.
- Blanket testing, where all employees within an organisation are tested in one single event.
- Targeted testing, where there is a reasonable suspicion that a worker is under the influence of drugs or alcohol.
- Pre-employment testing, where a worker is subject to drug and alcohol tests before

commencing work.

- Post-accident/incident testing, where employees are tested after an accident occurs in the workplace.

A professional external provider will conduct all drug and alcohol testing. Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation will ensure that a range of providers are consulted, and that the provider selected is shown to be compliant with the relevant drug and alcohol testing standards and guidelines.

In the event in-house staff are required to conduct testing Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation will ensure that the staff will be appropriately trained in the drug testing system and that the relevant drug and alcohol standards and guidelines are followed. In the event in-house testing is required the sample cannot be taken by a worker's direct manager or someone well-known to them.

The type of drug testing to be undertaken (i.e., blood, urine, and saliva test) will be dependent on the external provider selected. Where testing is to be conducted in-house the type of testing to take place will be dependent on the testing kits that Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation is able to source.

Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation ensures that all drug and alcohol testing will be undertaken in a private and confidential manner.

Refusing a test will be deemed as a false positive and may result in dismissal from employment.

### **Management:**

In addition to the responsibilities of all workers, managers and supervisors as well as those who are designated persons to deal with alcohol and drug-related issues at Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation are responsible for:

1. Monitoring work conditions and work performance.
2. Approaching a person who may be intoxicated or impaired by alcohol or drugs according to the agreed procedures.
3. Approaching a person who may have ongoing alcohol or drug-related problems that are affecting their work, according to agreed procedures.
4. Supporting and assisting those with ongoing alcohol or drug related problems.
5. Interviewing staff in accordance with the performance management procedure.
6. Encouraging and referring staff to counselling/rehabilitation as appropriate.
7. Implementing disciplinary measures in accordance with the performance management program as appropriate.
8. Keeping confidential records of alcohol or drug-related incidents or events.
9. Implementing responsible service of alcohol measures at all work-related functions.

### **Discipline under this policy:**

Management of Deadly Inspiring Youth Doing Good Aboriginal & Torres Strait Islander Corporation has the responsibility of overseeing this policy. Supervisors and managers will ensure employees are compliant with all areas of this policy, including any disciplinary action resulting from non-compliance.

