

# LMN

## Drug and Alcohol Policy

### 1. Policy Statement

- 1.1 LMN Restorations and Polishing Ltd (hereinafter referred to as LMN) is committed to health and safety in the workplace, and reducing the risks to the health and safety of all operatives.
- 1.2 LMN is committed to comply with the requirements of the `Work Health and Safety Act 2012` and the `Work Health and Safety Regulations 2012`, especially those for drugs and alcohol.
- 1.3 LMN is committed to deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to every employee of LMN and also to all operatives employed indirectly as subcontractors.

### 2. Definition

- 2.1 Drug and alcohol use can affect a person`s ability to work safely. It creates a direct risk to workers and those working in and around people affected.

### 3. Responsibilities

- 3.1 No one must drink alcohol or use drugs at the workplace, or be under the influence of drugs and alcohol upon arrival at the workplace, except;
  - For legitimate medical reasons; You must notify your supervisor or foreman if prescribed medication is likely to affect your behaviour and therefore your work health and safety. Your supervisor may assign you other duties whilst you are taking the medication.

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- 3.2 The manager/Supervisor at this workplace must, if they have reasonable grounds for believing that you are incapable of performing your duties or may be a risk to others due to the effects of drugs and/or alcohol, arrange for you to be removed safely from the workplace.
- 3.3 Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at, or around, the workplace. This includes not coming or returning to work if, after drinking or using drugs out of worktime, your ability to work safely is still impaired. If you come to work you must report to your supervisor, who may assign you other duties or arrange for you to be removed safely from the workplace.

### 4. Managing Drugs and Alcohol

- 4.1 LMN will identify all workplace factors which may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drugs or alcohol use or control the risks from them.
- 4.2 LMN will consult with the operatives and work health and safety representatives on this issue.
- 4.3 LMN will reinforce the necessity to abide by this Policy in periodic tool box talks and pre work discussions.

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### 5. Disciplinary Action

- 5.1 If anyone is found to be in breach of this policy, the Directors and management will issue a formal warning to the operative.
- 5.2 LMN operate a zero-tolerance policy to drugs and alcohol and a formal suspension and dismissal may follow.
- 5.3 LMN will work within the guidelines of other main contractors and will comply therewith, particularly if the Main Contractor, or other employer, operate a testing regime.

### 6. Information and Support

- 6.1 LMN will provide regular training and information about the effects of drug and alcohol use on personal and health and safety, and on the components of this policy.
- 6.2 LMN will seek to help any operative with any drug or alcohol related issue and offer support by reference to medical help and contact with support organisations

**If you believe, or suspect, that this policy has been breached in any way please contact the Directors immediately.**