

ALCOHOL POLICY

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1. PURPOSE

This Policy aims to prevent drug and alcohol related incidents and foster safe behaviours at work. Its objectives are:

- To prevent or minimise the potential for alcohol and drugs to contribute to work related injury.
- To define the process for conducting alcohol testing at Highpoint and
- To support the objectives of the Code of Conduct

Employees impaired by alcohol and/or drugs (illegal, prescription or other drugs) can increase the risk of workplace injury not only to themselves but to co-workers and the general public. Highpoint has an obligation under the *Work Health & Safety Act 2011* to provide a safe workplace. It shall therefore take action when the health or safety of people in the workplace is affected by substance misuse.

2. SCOPE

This policy applies to all current and prospective employees who are working for Highpoint. There will be no discrimination in the application of the Policy. It applies to all employees, contractors, subcontractors and visitors in the workplace (employees, contractors and subcontractors are referred to as 'employees').

3. RESPONSIBILITIES

3.1 Management

Highpoint will:

- Ensure implementation of this Policy at all sites where Highpoint has people working on their behalf

- Ensure that the employee induction process includes education on the standards, obligations and responsibilities detailed in this Policy
- Take appropriate actions where breaches of the Policy have occurred (Refer Section 6)
- Maintain privacy and confidentiality

3.2 Employees, Contractors & Visitors

All individuals have a responsibility to ensure they are fit for duty and not affected by alcohol and/or drugs that could compromise their conduct or impact on their health and safety in the workplace. We need to do this to ensure compliance with our obligations under the Work Health and Safety Act 2011. While working for Highpoint individuals must:

- Arrive at work and conduct work in a fit state;
- Not be affected by alcohol and/or drugs when they are at work, on call, in charge of a vehicle, or operating plant or equipment;
- Not sell, provide or manufacture alcohol and/or drugs in the workplace;
- Not consume or take by other means alcohol and/or illegal drugs at work;
- Not carry or store alcohol and/or drugs on any work site;
- Notify their supervisor if their work performance is likely to be compromised by the effects of alcohol or drugs (illicit or prescribed);
- Notify their supervisor if they are taking any prescription drug or pharmaceutical product containing a warning that the product may cause drowsiness or caution should be exercised when operating machinery or equipment;
- Participate in alcohol and drug tests if requested (it is a condition of entry and presence on site for any of Highpoint's clients to participate in their workplace drug and alcohol testing program)
- Notify their supervisor, manager or another responsible person immediately if they suspect others in the workplace are displaying behaviours consistent with being affected by drugs or alcohol (Refer to Appendix 1)
- Comply with the requirements of this Policy

4. EMPLOYEE SUPPORT

Highpoint recognises that some people may require support for alcohol or drug related issues. If an Employee believes he or she requires assistance, or where Highpoint considers an individual may require assistance, that Employee will be encouraged to obtain support through:

- Community Health Services;
- Support groups or other specialist services; or
- A Doctor

Any Employee who participates in a treatment or rehabilitation program to manage an alcohol and/or drug related issue will be granted appropriate leave. (Refer to Appendix 2.)

5. PRIVACY AND CONFIDENTIALITY

The use of information gained as a result of an alcohol or drug test, or through disclosure by an individual in relation to this Policy will be strictly limited to purposes consistent with this Policy.

Highpoint will not keep a record of names of individuals who have tested positive. However general statistics such as the number of positive results in the workforce obtained over a period of time may be collected to assist Highpoint in ensuring it's Policy is effective in meeting it's objectives. Highpoint will ensure that information disclosed by an Employee, contractor or visitor is kept confidential and secure.

Where relevant to an accident or incident investigation, the records will only be referenced in the investigation and flagged with the appropriate cross-referencing. These records will be kept in accordance with the regulatory requirements. Highpoint will only release information to a third party as required by law, after the individual concerned has been advised in writing. All documentation and requests for disclosure will be handled according to relevant legislation.

6. PROCEDURE

6.1 Alcohol Testing Procedure

Breath Alcohol Concentration (BAC) testing will be conducted using a breathalyser that meets the relevant current Australian Standard. Equipment used for BAC testing must be calibrated in accordance with the relevant current Australian Standard. A BAC positive test will require a second test to confirm BAC. The second reading will be the official BAC level recorded and will be treated as a confirmatory test.

- Any employee who refuses to undertake a test will be deemed to have returned a confirmed positive test result;
- Any employee that tests positive to alcohol shall take the missed time from work as either annual leave or leave without pay;
- Random testing will be carried out at various times to any group or individual entering the site.
- A Highpoint representative may be in attendance during testing;
- Random testing could occur at a change of shift;
- There will be NO waiting period for subsequence tests;
- There will be NO recording of names of individuals who have tested positive.

6.2 Alcohol Breath Test Procedure

Employees, contractors and visitors involved in unit outages may be tested as follows:

Alcohol breath test (BAC of greater than 0.00% but below 0.05%). Individuals who return a BAC reading of greater than 0.00% but less than 0.05% will be deemed to have a positive result. Such individuals:

- Shall not be allowed to enter the site or undertake any work, for that shift;
- Shall return to their home or place of residence;
- Who are known to hold a provisional driving licence will be taken home or arrangements made for their safe transport from the workplace; and
- If a contract employee or visitor, (Highpoint will advise the contractor's site manager or employer of the BAC result), the contractor's manager or employer will be responsible to manage that employee, and make arrangements for their safe transport from the workplace.

Alcohol breath test (BAC of greater than 0.05%). Individuals who return a BAC reading of greater than 0.05% will be deemed to have a positive result. Such individuals:

- Shall not be allowed to enter the site or undertake any work for that shift;
- Will be taken home or arrangements made for their safe transport from the workplace; and
- If a contract employee or visitor, (Highpoint will advise the contractor's site manager or employer of the BAC result), the contractor's manager or employer will be responsible to manage that employee and make arrangements for their safe transport from the workplace.

7. EDUCATION AND AWARENESS

Education and information about the ways in which alcohol and drugs can affect safety and health should form part of the induction. Targeted information and education resources for distribution on the risks associated with working while under the influence of alcohol or drugs should be provided. (Refer to appendix 1 and 2).

8. DEFINITIONS

BAC - A Person's blood alcohol concentration indicates the grams of alcohol per 100 millilitres of blood, e.g. a BAC of 0.10% means that there is one-tenth of a gram of alcohol in 100 millilitres of the person's blood.

9. REFERENCES

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

AS 3547:1997 'Breath Alcohol Testing Devices for Personal Use'

Workplace Health and Safety Queensland, Department of Justice and Attorney-General, 'Framework for alcohol and drug management in the workplace' Version 2 - Last update 12 July 2012

Appendix 1 - Observation of Person Suspected of Alcohol and/or Drug Use

A person may be reasonably suspected of being ill or under the influence of alcohol and/or prescriptive or illegal drugs where the person is demonstrating one or more of the following physical symptoms or behaviours. Employees displaying these symptoms may require medical treatment. Care shall be taken, as some of the symptoms outlined below are similar to those for the onset or occurrence of a heart attack, stroke or other illnesses. Therefore, these symptoms are listed as a guide only as to symptoms that may be exhibited when a person may be affected by alcohol or other drugs.

Physical symptoms:

- Eyes that are bloodshot or pupils that are smaller or larger than normal.
- Frequent nosebleeds could be related to snorted drugs (meth or cocaine)
- Deterioration in personal grooming or physical appearance
- Impaired coordination
- Unusual smells on breath, body or clothing
- Shakes, tremors, incoherent or slurred speech, impaired or unstable coordination

Behavioural signs:

- Drop in attendance and performance at work
- Complaints from co-workers or supervisors about unusual behaviour
- Acting isolated, silent, withdrawn
- Using incense, perfume, air freshener to hide smell of make or drugs
- Using eyedrops to mask bloodshot eyes and dilated pupils

Psychological symptoms:

- Unexplained, confusing change in personality and/or attitude
- Sudden mood changes, irritability, angry outbursts or laughing at nothing
- Lack of motivation; inability to focus, appears lethargic or 'spaced out'.
- Appears fearful, withdrawn, anxious or paranoid with no apparent reason

Appendix 2 - Support Services Alcohol and Drug

Information Service	1800 177 833	(24 hour, Queensland only)
Lifeline (24 hour)	131 114	www.lifeline.org.au
Alcoholics Anonymous	1300 22 22 22	www.aa.org.au

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