

## 2.7 Drug and Alcohol Policy

### Objective

The Shire of East Pilbara (“the Shire”) is committed to providing a safe and healthy workplace for all employees, contractors, sub-contractors and volunteers. As part of this commitment the Local Government imposes a zero tolerance (including Blood Alcohol Concentration of 0.0) of the misuse of alcohol and/or other drugs in the workplace.

The purpose of this policy is to ensure the following:

- That employees, contractors and sub-contractors are fit for work and not under the influence of alcohol and/or other drugs while at work.
- That the safety and wellbeing of employees and the public are not placed at risk by the actions of an employee under the influence of drugs and/or alcohol.
- That the illegal and criminal activity of possession or dealing in drugs does not occur at the workplace.

### Statement

The Shire and its employees must take all reasonable care not to endanger the safety of themselves or others (including members of the public) in the workplace.

Alcohol and other drug usage becomes a workplace health and safety issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

### Application

This policy applies to all employees, contractors, sub-contractors, visitors and volunteers engaged or appointed (directly or indirectly) by the Local Government while on the Local Government’s premises or while engaged in Local Government related activities.

### Individual’s Responsibilities

Under the Western Australia *Work Health and Safety Act 2020* workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace.

The consumption of alcohol and/or drugs while at work is not tolerated. Permitted and responsible use of alcohol at workplace social occasion may be approved by the Chief Executive Officer.

Employees are required to present themselves as fit for work and remain so while at work, capable of performing their work duties safely.

An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action, including termination of employment.

### Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

## **Drug Use on Premises**

Employees who buy, take, or sell drugs on Shire premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their line manager or Human Resources and disclose any side effects that these medication/drugs may cause.

## **Drugs and Alcohol Treatment Programs**

Where an employee acknowledges they have an alcohol and/or drug problem and are receiving support and/or treatment, the Shire will provide assistance to the employee. The Shire:

- Will allow an employee to access any accrued personal or annual leave so that they may undergo treatment, and
- Will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

## **Testing in the Workplace**

The Chief Executive Officer is authorised under this policy to develop procedures to facilitate drug and alcohol testing in the workplace, specifically addressing the following:

- Random testing;
- Post Incident testing;
- Post Rehabilitation testing;
- Pre-employment testing; and
- Impairment testing.

## **Education, Training and Awareness**

Employees who recognise that they have a drug and/or alcohol problem, or that they are and awareness at risk of developing one, are encourage to come forward so that they can be assisted to the get the appropriate help.

The Shire provides access to an Employee Assistance Program provider for use, consultation, counselling and treatment purposes. The program is completely free to all employees and is totally confidential. The Shire encourages employee to avail themselves of this service if they have addiction issues with alcohol and drugs affecting their health and wellbeing.

## **Policy Breaches**

An employee engaged by the Shire who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

## **Communication and Consultation**

Council policy may be cancelled or varied from time to time. Shire employees will be notified of any variation to this policy in accordance with Operating Procedure – WHS Consultation and Communication.

## Authorisation Details

<b>Related Legislation</b>	<i>Work Health and Safety Act 2020 - WA</i> <i>Road Traffic Act 1974 – WA</i> <i>Misuse of Drugs Act 1981 - WA</i> <i>Liquor Licensing Act 1988 – WA</i> <i>Therapeutic Goods Act 1989 - Commonwealth</i>		
<b>Related Procedures</b>	WHS Consultation and Communication		
<b>Authorised by:</b>	Council		
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