

1. Introduction

SRWRA is committed to ensuring a healthy and safe workplace and expects that all employees, labour hire staff and contractors uphold the highest possible standards of safety whilst engaged in any work for SRWRA.

All individuals have a right to be safe at a SRWRA workplace and as such SRWRA has a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of drugs or alcohol. Part of the duty of care includes taking reasonable precautions to ensure all individuals are in a fit state to work so as to minimize risks both to themselves and others.

2. Purpose

This Policy has been implemented by SRWRA to manage the risks associated with the use, or recent use, of alcohol and/or other drugs by persons in the workplace.

Drug and alcohol use can affect a person's ability to work safely; every person on a SRWRA work site must ensure they are not, by the consumption of drugs or alcohol, in a condition as to endanger their own safety or the safety of others.

SRWRA has a commitment and responsibility to ensure the risks associated with improper drug and/or alcohol use are addressed through correct staff management and support.

SRWRA maintains a Drug and Alcohol Administrative Procedure outlining the responsibilities of all workers and the testing procedures, protection of confidential information and worker education and support in place.

This procedure is supported by a Reasonable Cause Checklist, assisting supervisors and managers in determining a requirement for drug and alcohol testing.

3. Responsibilities

SRWRA

- It is the responsibility of SRWRA Management to implement and monitor the Drug and Alcohol Policy and Drug and Alcohol Administrative Procedure
- It is the responsibility of SRWRA to ensure employees are offered access to appropriate drug and alcohol counselling and or rehabilitation services if a positive test result to either drugs or alcohol is received during on site or follow up testing.
- It is the responsibility of SRWRA to ensure employees absent from work due to drug or alcohol problems are treated the same way as any worker with health issues, including access to leave entitlements.
- It is the responsibility of SRWRA Management to ensure random testing is conducted at least annually and in line with the Drug and Alcohol Administrative Procedure

- SRWRA has the right to subject employees, contractors or labour hire staff to random drug or alcohol testing where a specific incident or behavior pattern indicates a worker may be impaired by drugs or alcohol at work, in line with the Drug and Alcohol Administrative Procedure and Reasonable Cause Checklist.
- SRWRA will use a trained collector from a qualified and accredited drug and alcohol testing service provider at all times.
- SRWRA will ensure all personal information, including test results is managed in line with the Drug and Alcohol Administrative Procedure.

EMPLOYEES, CONTRACTORS, LABOUR HIRE STAFF

- It is the responsibility of all SRWRA employees, contractors and labour hire staff to ensure they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own or any other person's safety at the SRWRA work site.
- It is the responsibility of an individual to notify their Supervisor or Manager of any concerns they may have about potential impairment of their fitness for work before the start of their workday.
- It is the responsibility of an individual to notify their Supervisor or Manager of concerns about working with another individual due to a perceived risk of impairment from drug or alcohol use. Vexatious or unsubstantiated reports made without reasonable cause may result in disciplinary action.
- Workers who refuse to participate in testing or return a test result exceeding alcohol and drug levels as per the Drug and Alcohol Administrative Procedure may be subject to disciplinary action, up to and including termination of employment.
- The continued engagement of contractors posing a perceived risk or exceeding tested levels will be considered by the Chief Executive Officer.
- Testing will be conducted in accordance with the Drug and Alcohol Administrative Procedure

4. Legislation & References

- State Records Act 1997
- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Australian Standard AS4760:2006
- SRWRA Drug & Alcohol Administrative Procedure
- Reasonable Cause Drug Testing Determination Checklist
- Employee Handbook
- Public Interest Disclosure Guideline
- SRWRA Employee Policy
- SRWRA Code of Conduct for Employees
- SRWRA Drug and Alcohol Testing "Reasonable Cause Drug Testing Determination Checklist Form"
- SRWRA Code of Conduct for Board Members
- WHS 5.1 Contractor Management Procedure

5. Review

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed by SRWRA every 3 years unless there is a relevant change to legislation.

6. Document Control

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