

## 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 standard 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 alcohol and drugs. 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 is used by SRWRA to manage the risks associated with use, or recent use, of alcohol and/or other drugs by persons in the workplace.

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

Procedures adopted by SRWRA for controlling the risks associated with the improper use of drugs and alcohol, by employees and contractors, include: education, counseling (including possible referral to Employee Assistance Program (EAP)), drug and alcohol testing and subsequent actions for alcohol and laboratory confirmed positive test results.

## 3. Responsibilities

### SRWRA

- It is the responsibility of SRWRA Management to implement and monitor the Drug and Alcohol Policy
- It is the responsibility of SRWRA to ensure employees receive appropriate rehabilitation (if necessary) as a result of random testing. This should include training and education sessions.
- 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 done at least annually.
- SRWRA also 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.

- SRWRA will use a trained collector from a qualified and accredited drug and alcohol testing service provider at all times.
- SRWRA will ensure the results of testing will remain strictly confidential at all times with results being disclosed to immediate Manager and Chief Executive Officer.

#### **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/s, in such a state as to endanger their own or any other person's safety at the SRWRA workplace.
- It is the responsibility of an individual to notify their 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 the Manager of concerns about working with another individual about a perceived risk due to drug or alcohol use. (Vexatious or unreasonable reports made without reasonable cause may result in disciplinary action).
- Actions for refusing to participate in testing or for exceeding the alcohol and non-prescribed drug levels include disciplinary action which may result in termination.
- 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 SRWRA Drug and Alcohol Testing "Fit For Work" Procedure

#### **4. Legislation & References**

SA Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Road Traffic Act 1961 and Road Traffic Regulations

State Records Act 1997

Australian Standard: AS3547:1977 "Breath Alcohol testing Devices for Personal Use"

Australian Standard AS4760: 2006 "Procedures for Specimen collection and the detection and quantitation of drugs in oral fluid"

Public Interest Disclosure Act 2019

SRWRA Employee Policy

SRWRA Code of Conduct for Employees

Whistleblower Protection Policy

SRWRA Drug and Alcohol Testing "Fit For Work" Procedure.

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 a there is a relevant change to legislation.

**6. Document Control**

Date of 1st Adoption:	10/02/2014 - Report No. 01/14
Next Review Date:	<b>August 2022</b>
Reviewed:	5 August 2019 (Review) – Board Report Item 2.2 25 May 2017 (Review) – Executive Officer 2 May 2016 (Annual Review) – Report No. 09/16 10 February 2015 (Annual Review) – Executive Officer