

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-42) DRUG AND ALCOHOL POLICY

Date of 1st Adoption:	10/02/2014 - Report No. 01/14
Next Review Date:	February 2017
Reviewed:	2 nd May 2016 (Annual Review) – Report No. 09/16 10 February 2015 (Annual Review) – Executive Officer

1. INTRODUCTION

SRWRA is committed to ensuring a healthy and safe workplace and expects that all employees and contractors uphold the highest possible standard of health and safety in the workplace.

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.

2. PURPOSE

This Policy outlines the strategies and processes that will be used by SRWRA to manage the risks associated with use, or recent use, of alcohol and/or other drugs by persons in the workplace.

Procedures to be adopted by SRWRA for controlling the risks associated with the improper use of drugs and alcohol 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.

Actions for refusing to participate in the program or for exceeding the alcohol and non-prescribed drug levels stipulated in this policy include an initial warning on the first offence, final warning on the second offence and summary dismissal for employees on the third offence or any attempt to tamper with a sample or to falsify results.

The continued engagement of contractors exceeding these levels will be considered by the Executive Officer.

3. **RESPONSIBILITIES**

It is the responsibility of SRWRA and Senior Staff to implement and monitor the Drug and Alcohol Policy.

It is the responsibility of SRWRA to ensure random testing is done irregularly at least annually.

It is the responsibility of all SRWRA employees, contractors and visitors to ensure they are not, by the consumption of alcohol or a drug/s, in such a state as to endanger the employee's own or any other person's safety at work.

4. **LEGISLATION & REFERENCES**

SA Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Road Traffic Act 1961 and Road Traffic Regulations

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

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

Australian Standard AS/NZS 4308:2008 "Procedure for the collection, detection and quantitation of drugs of abuse in urine"

5. **REVIEW**

It is the responsibility of the Executive Officer to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed by SRWRA at least bi-annually.