



GLEN INNES SEVERN COUNCIL

Drug and Alcohol Policy

<p>RESOLUTION NUMBER: 14.05/19</p> <p style="padding-left: 100px;">12.11/15</p> <p style="padding-left: 100px;">14.11/13</p> <p style="padding-left: 100px;">11.03/10</p>	<p>MEETING: 23 May 2019</p> <p style="padding-left: 100px;">26 November 2015</p> <p style="padding-left: 100px;">28 November 2013</p> <p style="padding-left: 100px;">25 March 2010</p>
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Glen Innes Severn Council is committed to providing a safe and healthy workplace. Consistent with this objective, the Council will not permit illicit drugs to be brought onto, consumed at, or used at the workplace. Similarly, the Council will not permit alcohol to be brought onto, consumed at or used at the workplace except at authorised functions, including Social Club functions, held in designated locations and authorised by the relevant Departmental Director.

AIMS

The aims of the Glen Innes Severn Council Drug and Alcohol Policy are to:

- facilitate the health, safety and welfare of all Glen Innes Severn Council employees, volunteers and contractors;
- promote personal responsibility in relation to the consumption of alcohol;
- discourage and prohibit the use of illicit drugs by all employees, volunteers and contractors; and
- promote the lawful and responsible use of over the counter (OTC) and prescription medication.

RELATED LEGISLATION AND REFERENCES

This policy should be read in conjunction with the:

- Glen Innes Severn Council *Code of Conduct*;
- *NSW Work Health & Safety Act 2011*;
- *NSW Work Health & Safety Regulation 2017*;
- *Civil Aviation Safety Regulations including all amendments*;
- *New South Wales Drug Misuse and Trafficking Act 1985*;
- *Road Transport (Safety And Traffic Management) Act 1999*;
- WorkCover Authority of NSW - *Facts Sheet: Establishing a Policy to Manage Alcohol and Other Drugs in the Workplace*;

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Related Documents:			

- WorkCover Authority of NSW - *Guide to Developing a Workplace Alcohol and Other Drugs Policy*;
- AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid;
- AS3547:1997 Breath alcohol devices for personal use.

STANDARDS OF BEHAVIOUR

All Glen Innes Severn Council employees, volunteers and contractors are required and expected to commence work, and then remain free of impairment by alcohol or any other form of drug while at work.

Employees, volunteers and contractors must not perform their duties, remain at work or undertake any work related activity, including attending any training functions or seminars, if impaired by alcohol, illicit drugs, or general medications / drugs purchased over the counter or prescribed by a medical practitioner or other authorised medical professional.

In addition, employees, volunteers and contractors are not permitted to visit the workplace if they are off duty and impaired to any degree by any of these substances.

Employees, volunteers and contractors are expected to understand and comply with the requirements of this Policy and the associated Drug and Alcohol Testing Procedures.

Glen Innes Severn Council employees, volunteers and contractors who consume alcohol off duty are encouraged to do so in a responsible manner, and to avoid excessive consumption or misuse.

DRUG AND ALCOHOL TESTING PROCEDURES

Pre-employment testing, voluntary testing, random testing, fitness for work testing and post reportable incident drug and alcohol testing of Council employees are aimed at detecting and deterring impairment by alcohol and illicit drugs by Council employees, volunteers and contractors while undertaking Council duties.

This Policy reiterates the condition of employment of all Council employees that drug and alcohol testing is a standard and mandatory procedure, and that employees must refrain from being impaired by alcohol and drugs while at work.

This Policy should be read in conjunction with the **Glen Innes Severn Council Drug and Alcohol Testing Procedures**, which set out the scope and methods for drug and alcohol testing in the workplace.

APPLICABILITY

This Policy and associated Drug and Alcohol Testing Procedures apply to all Glen Innes Severn Council workers (as defined in the Drug and Alcohol Testing

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Procedures), including all employees, volunteers and contractors.

IMPLEMENTATION / COMMUNICATION

This Policy and associated Procedures will be communicated to all new workers as part of their induction. Revised versions of the Policy and Procedures that contain significant changes will be communicated to affected workers by the Human Resources Section. New versions that contain only minor or inconsequential changes will be distributed to managers for highlighting at team meetings and / or with relevant workers.

VARIATION AND REVIEW

This Policy shall be reviewed every three (3) years, or earlier if required. Council reserves the right to vary or revoke this Policy at its discretion.



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General Manager

31.5.2019
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Date

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