

POLICY AND PROCEDURE FOR ALCOHOL AND DRUGS

PURPOSE

Central Coast Community College (the College) aims to provide and maintain a workplace environment that not only protects the health and safety of all workplace participants whilst at work, but also facilitates a productive workplace.

A safe and productive work environment includes the respectful treatment of others in the workplace.

The purpose of the Alcohol and Other Drugs policy is to minimise the risk from the use of alcohol and other drugs to the health and safety of workers and other persons engaged in the College's activities.

APPLICATION OF THE POLICY

This policy;

- applies to all College programs and functions, all College premises and all College workplace participants. The policy extends to all related entities of the College.
- also applies when workplace participants go to other workplaces in connection with work, for example when visiting a client or supplier.

This policy forms part of an overall commitment to the health, safety and welfare of all workplace participants.

The College recognises that the consumption of drugs and/or alcohol can impair a workplace participant's ability to perform work in a safe manner and can also lead to unacceptable behaviour towards others.

The College recognises the need for a proper balance between work, study, privacy and concern for the individual.

KEY RESPONSIBILITIES

The Chief Executive Officer is responsible for the development, periodic review and implementation of the Alcohol & Drugs Policy.

Role	Responsibility
Chief Executive Officer	<ul style="list-style-type: none"> • Develops, periodically reviews and oversees the implementation of the Alcohol and Other Drugs Policy • Provides advice/guidance to Managers and other staff
Managers	<ul style="list-style-type: none"> • Ensuring this policy is implemented effectively within their areas of responsibility • Reviewing any work restrictions relating to the taking of prescription/over the counter drugs and determining if suitable duties are available

Role	Responsibility
All workplace participants	<ul style="list-style-type: none"> Advising their manager or trainer/instructor of any person on College premises that they reasonably believe to be engaged in unlawful alcohol or drug related activities

DEFINITIONS

In this policy

Term	Meaning
Drugs	Any substance which when taken into the body alters its physical and/or psychological state. The term 'drug' includes legal and illegal substances such as depressants (e.g. alcohol, THC/marijuana), stimulants (e.g. amphetamines, cocaine), opiates (e.g. heroin, codeine, morphine), and hallucinogenics (e.g. LSD), and includes prescription and over-the-counter drugs.
Illegal/Illicit Drugs	<p>Illicit drugs include:</p> <ul style="list-style-type: none"> Any drugs defined and specified as prohibited or illegal under any Federal, State or Territory legislation; drugs for which a medical prescription has not been issued to the person using/taking the drug; and/or consumption exceeding the prescribed dose or, in the case of over the counter drugs, exceeding the recommended dose, and/or not in accordance with warnings detailed. <p>Illegal drugs do not include drugs prescribed for an individual by a medical practitioner and used by that individual in strict accordance with the prescribed dose. Further it does not include over the counter drugs used in strict accordance with recommended dose and warnings/use.</p>
Intoxicated	The state at which through consuming alcohol/liquor a person has lost the normal control of his or her bodily and mental faculties.
Prescription medications	We recognise that workplace participants may have legitimate medical reasons for taking some medications. This includes where a medical practitioner has properly prescribed lawful medications for a diagnosed medical purpose or where the medication is lawfully available at Australian pharmacies and is required for the treatment of a legitimate condition.
Workplace participant	means student, employee, trainer, assessor, instructor, independent contractor or volunteer.

OBJECTIVES

The College is committed to:

- a) ensuring that workplace participants are well informed about the problems caused by misuse of alcohol and other drugs;
- b) endorsing regulations which recognise the legal and social obligations in serving alcohol;
- c) promoting a responsible attitude towards the use of alcohol in the College community;
- d) addressing problems which arise from abuse of alcohol and other drugs; and
- e) ensuring the availability of a confidential and non-judgmental treatment response for workplace participants with alcohol or drug related problems.

PROCEDURE

In addressing our responsibilities under the *Work Health and Safety Act 2011* to provide a safe environment for workplace participants, we have set the following conditions:

Illicit Drugs

No worker or other person shall unlawfully possess, use, sell or distribute illicit drugs while engaged in College business or on College premises.

Prescription and over-the-counter drugs

- a) The possession and/or use of medications including prescription and over-the-counter drugs is only permitted when prescribed by a medical practitioner or permitted by law (e.g. for legitimate medical reasons) and when taken in accordance with the recommended dosage.
- b) If workplace participant is taking any prescription / over-the-counter drug likely to affect their safety or the safety of any other person at the College, they must discuss the possible side effects with their doctor or pharmacist in relation to the type of work they perform.
- c) If there are no side effects likely to affect safety, the workplace participant does not need to notify their supervisor or manager of any details.
- d) If there are any side effects likely to affect safety, the workplace participant is required to notify their manager or supervisor of the side effects only (not the type of medication or reason for taking), before engaging in College business. An assessment to determine their capacity to safely undertake normal or suitable alternative duties is required with adequate consultation with the treating health professional. An example of a side effect requiring notification is drowsiness when driving if a staff member is required to drive a car when undertaking College business.

Smoke free areas (tobacco)

- a) The College sits within a smoke-free campus. Workplace participants must not smoke tobacco outside the Campus designated areas.
- b) Where College activities take place in premises that have more stringent requirements for smoke free areas, workplace participants must abide by those requirements.

Consuming alcohol on College property

- a) The Chief Executive Officer shall have the discretion to permit limited alcohol consumption at approved

events or functions.

- b) If consumption of alcohol is allowed at an approved event or function, workplace participants must do so in a responsible manner and must not become intoxicated.
- c) Food must be served at any approved event or function where alcoholic beverages are being served.

Use of College Vehicles

A person driving a College vehicle must not:

- a) drive under the influence of alcohol or illicit drugs;
- b) exceed the legislative limits prescribed for blood alcohol content levels;
- c) permit any smoking in the College vehicle at any time.

Workplace participants should refer any alcohol and other drug related safety concerns that could be likely to pose a safety hazard to their immediate Manager, and if the problem is not resolved, to their representative on the Campus Health and Safety Committee.

If we suspect, on reasonable grounds, that a workplace participant is under the influence of drugs and/or alcohol, we will take steps to address the issue by any or all of the following actions:

- a) immediate withdrawal of the workplace participant from work or learning activities;
- b) direct the workplace participant to attend a medical practitioner and submit to a medical examination to determine whether he/she is fit to safely perform his/her duties without risk to health or safety; and
- c) refusal to attend a medical examination constitutes a breach of this policy and may result in action being taken against the workplace participant.

If we suspect a workplace participant possesses drugs or alcohol on work premises, we may take any or all of the following actions:

- a) investigate the matter to determine whether the workplace participant does have drugs or alcohol on the work premises;
- b) require the workplace participant to allow inspection of any personal property such as any bag, or vehicle or to empty their pockets or jacket; and
- c) failure to co-operate or providing false information in an investigation will be considered to be misconduct. Misconduct may result in action being taken against the workplace participant.

If a workplace participant is found to have breached this policy, he/she may be subjected to the following actions:

- a) suspension while investigation takes place;
- b) a formal warning;
- c) referral to an appropriate counselling service;
- d) disciplinary action;
- e) termination of employment or contract, or withdrawal from a course;

- f) in circumstances where a workplace participant's behaviour or conduct may involve a breach of any Australian laws to which the College is subject, we may notify the police or other relevant authority.

COMPLIANCE

Central Coast Community College's Alcohol & Drugs Policy and related procedures shall contribute to compliance with the following legislation/regulations:

- a) *Work Health and Safety Act 2011*

VARIATIONS

The College reserves the right to vary, replace or terminate this policy from time to time.

RELATED DOCUMENTS:

Code of Conduct

Policy and Procedure for Work Health and Safety

WHS Management Plan