

Policy: **ALCOHOL AND OTHER DRUGS POLICY**

Policy Title:	Alcohol and Other Drugs Policy
Policy Coverage:	SRASA Staff – the Southern and Squash SA, Contractors and Volunteers
Author:	Board Governance
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## POLICY

The Squash Racket Association of SA Inc (SRASA) is committed to protecting the health and safety of all employees, contractors, club members and members of the public by eliminating accidents, incidents, or injuries arising from the use of drugs or alcohol in the workplace wherever possible.

Alcohol and/or other drugs usage becomes a Work, Health and Safety (WHS) issue if a worker's ability to exercise judgement, coordination, motor control, concentration and alertness is impaired, leading to an increased risk of injury or accidents to themselves or others at the workplace.

Workers must take reasonable care of their own health and safety and not endanger that of others while at the workplace. SRASA's approach is to foster an attitude amongst all employees that it is unacceptable to present for work, or to be at work, while under the influence of alcohol and/or other drugs. To ensure workplace hazards and risks associated with the use of alcohol and/or other drugs are eliminated or reduced as far as practicable, SRASA will provide education and information about the ways in which alcohol and/or other drugs can affect health and safety.

By implementing this policy, SRASA will not only provide a safe workplace increasing the levels of safety of everyone present at the workplace, but will ensure that high levels of productivity, efficiency and quality are maintained.

## PROCEDURE

### 1. PERSONS AFFECTED BY DRUGS AND/OR ALCOHOL

#### 1.1 Purpose and Applications

This procedure applies to all of SRASA's employee's, hire personnel and contractors upon entering any of SRASA's venues for the purpose of providing on-site services.

The Alcohol and/or other Drugs Policy and Procedure has been developed in consultation with SRASA's Work, Health and Safety Committee.

#### 1.2 Responsibility

Responsibility for health and safety is the responsibility of everybody at the workplace.

##### 1.2.1 **SRASA's general duty of care to its workers**

Under the Work, Health and Safety Act 2012, SRASA has a duty of care towards its workers and others who may be present at the workplace which includes service providers, players/athletes, visitors/spectators and customers/patrons.

##### 1.2.2 **Risk Management**

Alcohol and/or other drugs present a hazard in the workplace and the SRASA assesses any risks that may arise in the same way as any other WHS issues.

This involves a four step process:

- Identification of foreseeable hazards that may arise;
- Assessing risk of injury or harm arising from each hazard identified;

- Controlling risks through implementation of control measures to eliminate or reduce such risks; and
- Reviewing relevant controls implemented

### 1.2.3 SRASA's Strategy

SRASA recognises that there is not one single way to prevent or address safety and health issues arising from alcohol and/or other drugs at the workplace. Therefore, the following strategies have been developed by SRASA as part of its health and safety obligation to workers:

- Ensure that this Policy is implemented and reviewed bi-annually;
- Provide education and training for all new and existing workers in relation to this procedure and Alcohol and Drug Policy;
- Communicate, to all levels of the workplace, SRASA's policies, procedures and expectations in relation to WHS, including alcohol and/or other drug usage;
- Ensure those in leadership positions support the Alcohol and other Drugs Policy and procedures;
- Ensure that a copy of the Alcohol and/or other Drugs Policy is made available to anyone who is present at the workplace;
- Provide appropriate information to Managers – refer to Appendix A and nominated persons in relation to assessment of workers who may be impaired by alcohol and/or other drugs;

In some circumstances SRASA will require alcohol and other drug testing of workers and anyone else who is present at the workplace to ensure a safe working environment is provided; and

Where SRASA considers it appropriate, provide counselling and rehabilitation services to workers in relation to alcohol and/or other drug usage.

## 2. RESPONSIBILITY

### 2.1 Workers are responsible for:

- Complying with the Alcohol and/or other Drugs Policy
- Cooperating with employers and following directions in relation to WHS matters.
- Reporting for work free of the effects of alcohol and/or other drugs.
- Remaining free from the effects of alcohol and/or other drugs at all times while at work.
- Behaving responsibly in relation to the consumption of alcohol when attending a work-sponsored function.
- Behaving responsibly in relation to the consumption of alcohol and prescribed medication when attending a work-related function.
- Informing your supervisor/manager if you are taking or intending to take any drugs, prescribed or otherwise, that may affect the ability to work safely. In the first instance, workers should approach their immediate manager. SRASA will ensure that all relevant privacy and other laws in relation to any such disclosures are respected at all times.

### 3 INDICATORS OF HAZARDS IN THE WORKPLACE

The following hazards may be created by alcohol and/or other drugs at the workplace:

- Intoxication;
- Behaviours that indicate a change in performance or conduct
- Possession of illegal drugs in the workplace;
- Consumption of illegal drugs in the workplace;
- Distribution of illegal drugs in the workplace;
- Sale of illegal drugs in the workplace;
- Chemicals used legally in the workplace that can impair a person's performance or magnify the effect of alcohol and/or other drugs in persons if exposed.

### 4. WORK SPONSORED FUNCTIONS

At work-sponsored functions, alcohol is to be provided in an authorised and responsible manner and staff and guests will be reminded of their legal obligations including those under the Motor Traffic Act concerning driving and alcohol consumption. Alternative non-alcoholic beverages and adequate food are to be provided and SRASA will ensure that no pressure to partake in the consumption of alcohol is extended to anyone present at the function.

### 5. IMPAIRMENT

Identifying whether a particular worker is impaired by alcohol and/or other drugs can be a complex process. For this reason SRASA will ensure that a sufficient number of workers are properly informed on how to assess impairment and are available in circumstances where a person at the workplace is suspected of being impaired. Such persons may include managers or the CEO.

Some indicators that may suggest the presence of alcohol and/or other drugs include:

- 'Near miss' incidents;
- Violence;
- The individual is aggressive in their speech or manner;
- Habitual lateness;
- Frequent absences;
- Neglect of personal grooming;
- Slurred or impaired speech;
- Eyes are bleary and heavy;
- Interpersonal problems; and
- The individual is experiencing poor co-ordination, and/or visual disturbance.

#### 5.1 Procedure to be followed where impairment is suspected

If a worker is of the opinion that a person who is present at the workplace (which could be a fellow worker, or a contractor) is impaired by alcohol and/or other drugs, he/she should;

- Immediately inform a Manager or other person/s nominated by SRASA;
- If a Manager or other person nominated by SRASA are not available and the worker is of the view that the apparently impaired person may present a danger to him/herself or others, they should attempt to isolate that person to reduce the risk of anyone else being harmed;
- If it is considered necessary to approach the apparently impaired person, non-judgemental language should be used, which focuses on safety rather than on the apparent use of substances;

- Locate a manager as soon as possible to assist in managing the situation; and
- Promptly report the incident to the worker's manager.

## 5.2 **Procedures to be followed by managers**

If a manager forms the opinion that a worker under their supervision may be impaired by alcohol and/or other drugs, they are to:

- Remove the worker from their work tasks
- If considered necessary for safety reasons, immediately isolate other workers from the apparently impaired worker;
- If the worker is subsequently assessed to be impaired by alcohol and/or other drugs, organise for the safe removal of the worker from the workplace to avoid risk of injury or harm to the worker or other persons at the workplace;
- If considered appropriate, facilitate an alcohol and/or other drug test, in accordance with AS/NZS4308:2008 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine" ('the Standard'); and
- Document the incident in accordance with the SRASA's Incident Reporting Procedure

## 5.3 **Circumstances in which SRASA may conduct testing**

SRASA may undertake alcohol and/or drug testing in the following circumstances:

- Pre-employment testing – it is a requirement of nominated positions within the SRASA to undertake a pre-employment alcohol and/or other drug test, as well as a medical examination be satisfactorily completed by a prospective worker;
- Post incident – those involved in an incident may be tested after the incident to assess if alcohol and/or other drugs may have been a factor;
- Fitness for work – where there is reasonable cause to indicate that a person's fitness for work may be affected; or
- Randomly – persons randomly selected to review compliance. Random drug and alcohol testing of all personnel working on site shall be conducted by an independent tester. All persons on site and those who have access to the site from time to time shall be subjected to random testing under a program which is independent, unbiased, and accurate. Threshold levels on illegal drugs screening and conformity tests shall be determined as per AS 4308 Procedures for Specimen Collection and the Detection and Quantitation of drugs of abuse in urine. AS 4308 will also be applied for cut-off levels and laboratory testing requirements. Confirmatory testing will be conducted by a NATA approved laboratory.

## 5.4 **Who can test a worker**

A worker may be breath-tested by an authorised officer, including any of the following:

- Medical practitioner
- Police Officer
- An independent Service Provider Nominated by the SRASA

Saliva testing will be utilised for drug screening. If the employee returns a positive result, urine sampling will be undertaken. If a urine sample is required this will be carried out by an independent accredited service provider. AS 4308 will also be applied for cut-off levels and laboratory testing requirements. Confirmatory testing will be conducted by NATA approved laboratory.

Workers and others at the workplace should be aware that the use or possession of illegal drugs is a police matter and may involve criminal penalties, as well as consequences for a worker in relation to their employment.

## **6 DISCIPLINARY ACTION**

### **6.1 Alcohol**

If an individual operates heavy equipment, or is operating under a High Risk License or is nominated as a Chief Fire Warden or First Aid Attendant the prescribed limit is 0.00% Blood Alcohol Concentration (BAC).

SRASA's prescribed limit for all other tasks is 0.02% Blood Alcohol Concentration (BAC) at all times.

Negative Test Result – person returns to work.

Positive Test Result – person is re-tested after 30 minutes (Initial Test) and before 1 hour.

Confirmed Positive Test Result – person is transported home and not paid for the day. The Disciplinary process will be enacted and person will be offered counselling. As a result of the Disciplinary process being enacted the individual may be requested to undertake regular testing for an agreed period of time.

*The person will be re-tested before commencing his/her next shift.*

If an individual, other than a SRASA employee (contractor) returns a positive BAC reading the individual will be asked to leave the premises.

Travel arrangements may be made for the individual, however, if applicable, the Contracting Company/employer will be required to meet, or reimburse to SRASA, costs for the safe transport of the person from the premises.

The contracting company / employer will be responsible for compliance with all costs associated with complying with this procedure. Failure to comply with this procedure will result in the contractor being refused entry to SRASA venues.

If applicable, the individual or Contracting Company/employer will be responsible for the removal of any vehicle and/or equipment left on site.

The SRASA Manager responsible for the individual shall make a note of all test results.

The SRASA will also ensure that health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the Privacy Act.

### **6.2 Drugs**

A positive result is someone who exceeds prescribed limits as prescribed in AS 4308.

Negative Test Result– person returns to work.

Initial Positive Test Result – a result is triggered and requires a confirmatory test to be verified by a Laboratory. A confirmatory test will be conducted and the person will be transported home. If the test is negative they will be paid for time off.

Positive Test Result from the confirmatory test– the person will be unfit for work until the levels of the substance are under the levels prescribed by the Standard and will not be paid for that time taken off work and will be offered counselling. Disciplinary procedures will be enacted.

Refusal or falsification of tests - will be treated as a positive test result with the same consequences as returning a positive.

Non/Prescription medication – positive results can be produced from prescription and pharmaceutical medication. The person is obligated to declare any medication they are taking to the person conducting the sampling.

If an individual, other than a SRASA employee (contractor) returns a positive reading for a drug screen the individual will be asked to leave the premises.

Travel arrangements may be made for the individual, however, if applicable, the Contracting Company/employer will be required to meet, or reimburse to SRASA, costs for the safe transport of the person from the premises.

The contracting company / employer will be responsible for compliance with all costs associated with complying with this procedure. Failure to comply with this procedure will result in the contractor being refused entry to SRASA venues.

If applicable, the individual or Contracting Company/employer will be responsible for the removal of any vehicle and/or equipment left on site.

The SRASA Manager responsible for the individual shall make a note of all test results.

The SRASA will also ensure that health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the Privacy Act.

## **7 EDUCATION AND TRAINING**

The SRASA promotes a workplace culture that is drug and alcohol free and is of the view that providing education and information to its workers is an important step in achieving this goal.

The SRASA will ensure that all new and existing workers are aware of the SRASA's policy in relation to alcohol and/or other drug use, including any relevant counselling, treatment and rehabilitation services available in the workplace and/or externally.

The SRASA will ensure that managers are appropriately trained on how to deal with alcohol and/or other drugs in the workplace.

## **8 SUPPORT SERVICES**

### ACCESS PROGRAMS

1300667700

[www.accessprograms.com.au](http://www.accessprograms.com.au)

## **9 PROCEDURE EVALUATION**

This procedure will be evaluated for effectiveness of both documentation and implementation on an “as required” basis or bi-annually, whichever comes first.

## **10 OTHER RELEVANT POLICIES**

- Regulation 003 - Squash Australia Anti-doping Policy



## Appendix A

### Drug and Alcohol Impairment Indicators

Typical indicators of impairment due to drug or alcohol include:

- Slurred or impaired speech
- The person's breathe smells of alcohol
- The person staggers, their movements are jerky and off target
- The person admits to drinking alcohol
- The person's eyes are bleary and heavy
- The person exhibits a dulled and tired appearance
- The person is aggressive in their speech or manner
- The person behaves in an unusual, dangerous, erratic or euphoric state
- Evidence of substance misuse within work areas, including vehicles, which can be linked with reasonable certainty to an individual