



WORKPLACE DRUG AND ALCOHOL POLICY

1. INTRODUCTION

The objective of this policy is to:

- Promote the health and well being of employees/volunteers and to minimise problems at work arising from alcohol and drug misuse
- Communicate to employees/ volunteers the harmful effects of excessive consumption of alcohol and use of drugs
- Encourage safe and sensible drinking habits and a drug free life style
- Identify employees with possible problems relating to alcohol and drug misuse at an early stage, offer guidance and actively encourage them to seek appropriate help
- Assist the access of help and if necessary treatment
- Comply with all relevant Federal and State legislation.

2. POLICY STATEMENT

This policy is to outline UQU's position on the consumption or supply of alcohol or other drugs in connection with the workplace and to clearly outline the responsibility of both management and employees. Under common law, the employer and Person Conducting a Business or undertaking (PCBU) has a duty to take reasonable care to ensure the safety and welfare of employees, representatives and visitors. An employee, or business representative also has a duty to exercise reasonable care and attend to their duty with skill and competence.

3. SCOPE

3.1 Application to UQU Employees and Representatives

This policy applies to all permanent, fixed term, part-time and casual employees of UQU, the Student Executive, contractors, volunteers and visitors.

4. PROCEDURES

4.1 ALCOHOL

The primary concern is the effect of alcohol consumption on the individual's job performance and the health and safety of the individual and his/her colleagues.

This policy recognises that alcoholism is an illness for which treatment and rehabilitation can be successful, given the full cooperation of the individual.

Reporting for work or working while under the influence of alcohol is prohibited. Where this occurs or is believed to be occurring, then the procedures as defined in this policy will be undertaken – see Section 4.5.

- The moderate consumption of alcohol at UQU sponsored functions (both in approved areas on site and off site) will be controlled and monitored by the Manager responsible for the event. Soft drinks must always be made available and where appropriate, food. Where this is not possible to control (e.g. customer events) all practical steps are to be taken to ensure that arrangements (i.e. designated drivers, buses or taxis) are made for transport.
- Excessive consumption of alcohol will not be tolerated and intoxication and / or offensive behavior will not be considered acceptable under any circumstances and may result in disciplinary action.
- Employees and UQU Representatives must be sure to remove anything (i.e. shirts, jumpers etc.) which may identify them as a UQU employee before attending any activities or premises in their own time at which alcohol may be consumed (i.e. pubs, nightclubs etc.)

Alcohol shall not be consumed on the organisation's premises, in work vehicles, or at any time during an employee's or UQU representatives working shift.

4.2 ILLEGAL DRUGS

By definition these drugs are illegal and therefore cannot be tolerated in any form in the workplace. However, it is recognised that addiction can be treated with the full cooperation and willingness of the individual.

Reporting for work or working while under the influence of illegal drugs is prohibited. Where this occurs or is believed to be occurring, the procedures as defined in the Policy will be undertaken – see Section 4.5 below.

The consumption of illegal drugs during work time is prohibited. Where this occurs or is believed to be occurring, this may result in disciplinary action up to and including termination.

The manufacture, possession, distribution, sale or purchase of illegal drugs on UQU premises or while on UQU duty is prohibited. Violations of this policy may result in disciplinary action up to and including termination. Notification to the police may also occur.

4.3 LEGAL DRUGS

The use of legally prescribed drugs that may affect job performance must be reported to the individuals' manager or supervisor.

The individual must at the time of the prescription being made, inform the medical practitioner of the type of work that he/she conducts and that he/she obtains advice on the possible affect that the drug may have on the individuals' ability to carry out his/her tasks safely.

An employee may be permitted to work even when under the influence of a legal drug, if it has been determined by a medical authority that the employee will not pose any threat to the safety of themselves or others at the workplace. Alternatively, suitable or restricted duties may be arranged through rehabilitation process.

In matters relating to prescribed drugs where it is determined that it is not safe for the person to work normally or in other duties the person will be required to take sick leave (or as per the condition of his/her employment) until the use of the prescribed drugs is no longer required.

Substance abuse of a legal drug will be treated as if it was an illegal drug – see Section 4.5.

4.4 RESPONSIBILITIES:

4.4.1 Managing Director

The Managing Director will ensure Managers and Supervisors understand the importance of these procedures and will ensure that there is adherence to the policy. The Managing Director will ensure that appropriate procedures are established to ensure that confidential and personal information are safeguarded as required by these procedures.

4.4.2 Senior Managers

These persons are responsible for:

- The safety and welfare of all individuals under their control.
- The fair and consistent application of this policy.
- Ensuring adequate resources are allocated for the communication, education, training, counseling and other requirements of these procedures.
- Monitoring and controlling the use and consumption of alcohol at approved UQU sponsored events.

4.4.3 Outlet Managers / Supervisors

These persons will:

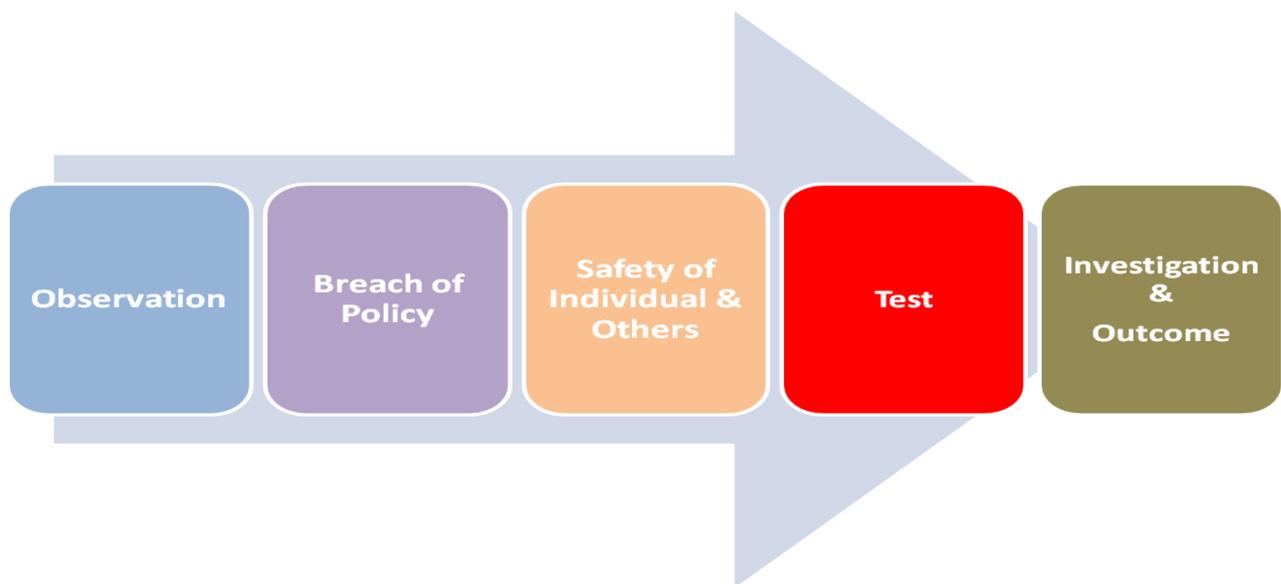
- Have the day-to-day responsibility to ensure that all individuals in their area are fit to commence work and perform allocated duties.
- Ensure that all individuals in their area understand and comply with this policy.
- Identify and take the appropriate action when a person is believed to be under the influence of drugs and/or alcohol.

4.4.4 All employees

It is the responsibility of all employees to ensure their own safety and health at work and to avoid adversely affecting the safety and health of any person. To adhere to this policy, each individual has the following obligations:

- Ensure that when he/she is required for work that he/she is not under the influence of drugs or alcohol.
- To notify his/her supervisor about any prescribed drugs that may affect his/her ability to work safely.
- To notify his/her supervisor or manager of any situation where other individuals may be under the influence of drugs or alcohol or if consumption of alcohol or drugs on the work site is occurring.

4.5 INCIDENT RESPONSE & TESTING



4.5.1 Responding to an Incident

- Advice / observation of potential policy breach
- Private meeting with individual
- Outline behavior observed to employee
- Employee provided opportunity to explain behavior / respond to allegations
- Determine whether employee should remain in workplace

- Drug & alcohol testing
- Organise follow-up meeting

4.5.2 Testing

UQU reserves the right to test all employees for the following conditions:

- To detect illegal drug, alcohol, and/or substance use when there is reasonable suspicion / belief that an employee is not fit for work.
- Random testing can be conducted if approved by the Managing Director and/or a Senior Manager.
- When an employee has been involved in an accident or unsafe work incident.
- As part of a follow-up to counseling or a rehabilitation program for illegal drug use.
- Prior to a return to work following a previous positive test.
- Voluntary / Self Assessment

The cost of testing would normally be borne by the UQU except when:

- a) A positive test result is received from a test conducted as part of a rehabilitation program
- b) A return to work test is required
- c) The test involves non-employees such as contractors.

If an individual refuses to undergo a test, it will be deemed that the person is not fit for work and the actions detailed in this procedure will apply.

4.5.3 Procedure for Testing & Dealing with Positive Results

General Action:

- If it is believed that an individual is under the influence, that person may be isolated from the workplace and will not be allowed to perform any duties.
- The Outlet Manager/Supervisor will be informed and arrangements for testing made.
- Once testing has been completed the Human Resources Department will authorise appropriate transport home.
- A date/time for an interview with their Outlet Manager/Supervisor will be confirmed.
- A return to work will only be allowed when the test shows a negative result (in line with Australian Standard 4308).

Breach of Policy (Positive Test Result):

The employee will be counseled by the Outlet Manager/Supervisor (in consultation with Human Resources Department) resulting in one or a combination of the following outcomes:

- No action (behavior satisfactorily explained / investigation inconclusive)
- Verbal Counseling
- Written Warning (First & Final)

- Referral to rehabilitation or employee assistance program
- Termination of employment

The discussion / counselling may focus on:

- The obligations of all under the Drug and Alcohol Workplace Policy.
- The unacceptability of the employee's state or behaviour.
- The risk that such action creates for the employee and his/her fellow workers.
- The employee's responsibility to demonstrate that the problem will be effectively addressed.
- The employee may be notified that he/she will be randomly tested again within a specified time.
- The need for placing the person into a rehabilitation program will be assessed by the Managing Director and/or Senior Manager.

4.5.4 Drug Screening Process (See Appendix 1)

The following process may occur:

- The employee shall be escorted to the agreed pathology laboratory for Drug and Alcohol testing.
- If a positive result is demonstrated, then the employee may be issued with a first and final warning and may be stood down for up to seven days with no pay.
- A saliva /urine test may be rescheduled and the employee will receive notification of the timing.
- If the next test result is positive, all the test results will be examined and discussed with the employee.
- Disciplinary Action up to and including termination will be determined by the Managing Director.

Second offence or further breach of policy:

The employee may receive notice of termination effective immediately.

6 COUNSELLING AND REHABILITATION

UQU considers alcoholism and drug addictions to be treatable illnesses. Employees experiencing problems with drugs or alcohol are urged to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action. Such assistance may take the form of approved absences for treatment. Confidential meetings to discuss assistance and support can be arranged with the Managing Director.

Employees who voluntarily seek help may be provided with access to counseling and rehabilitation programs. The cost for such rehabilitation will be borne by the UQU up to a level of \$300 per person. An employee who successfully completes such a program shall provide the UQU with documentary evidence to that effect. Any cost required after the limit would be borne by the individual. If a

further positive test is obtained, after a negative test, and during the period of rehabilitation, then the Organisation's support will cease.

The rehabilitation process will be assisted and managed through the existing rehabilitation procedures and using the Rehabilitation Coordinators within the business.

7 CONFIDENTIALITY

UQU will make every reasonable effort to maintain the confidentiality of employee information obtained pursuant to this policy. Such information may be disclosed only to those persons having legitimate need for such information in the performance of their duties or in connection with referral for counseling, treatment, or rehabilitation subject to any relevant Federal or State Privacy legislation.

This confidentiality provision may not apply when UQU, at its discretion, determines it is necessary to use medical and/or rehabilitation records and/or testing results in disciplinary proceedings, criminal proceedings, litigation, and similar circumstances, or when the employee has signed a written release for medical records for any reason.

8 REVIEW OF PROCEDURES

These procedures will remain valid subject to review and reissued if amended. Consultation and communication to all employees on changes and to reinforce the Policy will also be carried out.

9 BREACH OF THIS POLICY

Breach of this policy is a breach of the terms and conditions of employment and, depending on the severity, may result in disciplinary action. Complaints of a breach of the policy should be directed to Human Resources and will be investigated in accordance with UQU policies and procedures.

For further information on this policy contact the Human Resources Department.

Definitions / Terms

Drugs	Substances capable of causing dependence, altered mood, impaired judgment, concentration or coordination.
Dependence	Physical / psychological. Characterised by tolerance, withdrawal, , impaired control.
Impairment	A state in which alertness, coordination and/or ability to make rational judgments are diminished or inhibited by effects of a drug.
Alcohol abuse	is the use of beer, distilled liquor, or any other beverages which contain as the intoxicating agent the chemical alcohol to the extent that it has an adverse effect on the user’s judgment, health, personal or professional behavior, family, community, or UQU.
Illegal drugs	are those controlled substances, which include, but are not limited to, depressants, stimulants, opiates, and cannabis. “Use of illegal drugs” excludes the use of controlled substances pursuant to a valid prescription or other uses authorised by law.
Substance abuse	is the illicit use of legal and/or prescription drugs or alcohol or any other like substances to the extent that it has an adverse effect on the user’s judgment, health, personal or professional behavior, family, community, or UQU, and/or any use of an illegal drug.
UQU premises	is defined as any location where an employee is or should be conducting business on behalf of UQU.
Under the influence	means that the employee is affected by drugs and/or alcohol in any detectable or observable manner. The symptoms of influence are not necessarily confined to those consistent with misbehavior, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by such means as a professional opinion, a scientifically valid test, or by a layperson’s objective observations.

Appendix 1 – Drug Screening Process

