

DRUG AND ALCOHOL POLICY (ADMINISTRATIVE POLICY)

1 Scope:

This policy applies to all workers and Councillors, who carry out work in any capacity for Rockhampton Regional Council including work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Rockhampton Regional Council, an apprentice or trainee, work experience student, volunteer or Councillor.

The Rockhampton Airport Drug and Alcohol Management Plan (DAMP) is excluded from this Policy. The DAMP applies to all Rockhampton Regional Council employees or contractors participating in a Safety Sensitive Aviation Activity at Rockhampton Airport.

2 Purpose:

This Policy supports Rockhampton Regional Council's commitment to maintaining a safe and efficient working environment for all workers and Councillors.

3 Related Documents:

Primary

Nil

Secondary

Anti-Discrimination Act 1991

Australian Human Rights Commission Act 1986 (Cwlth)

Industrial Relations Act 2016

Information Privacy Act 2009

Local Government Act 2009

Local Government Regulation 2012

Right to Information Act 2009

Transport Operations (Road Use Management) Act 1995

Workers' Compensation and Rehabilitation Act 2003

Workers' Compensation and Rehabilitation Regulation 2014

Work Health and Safety Act 2011

Work Health and Regulation 2011

Code of Conduct

Relevant Australian Standards

Council's Certified Agreement/s

Discipline Procedure

Drug and Alcohol Procedure (Councillors)

Drug and Alcohol Procedure (Workers)

Fitness for Work Policy

Rockhampton Airport Drug and Alcohol Management Plan

Workplace Bullying, Discrimination and Sexual Harassment Policy

Workplace Health and Safety Policy

Corporate Improvement and Strategy use only

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4 Definitions:

To assist in interpretation, the following definitions shall apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> .
Council	Rockhampton Regional Council
Councillor	The Mayor and/or a Councillor/s of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i> .
Employee	<i>Local government employee</i> — (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Employee Assistance Program (EAP)	A confidential, professional counselling service available to Council employees.
Fitness for Work	A state (physically, mentally and emotionally) to perform assigned tasks competently and in a manner which does not compromise or threaten the health, wellbeing and safety of themselves or other persons.
Impairment	A symptom of reduced quality, strength or effectiveness of a worker due to the affects of drugs and / or alcohol consumption whilst performing their usual duties.
Random	Having no specific pattern, purpose, or objective.
Suspicion Testing	Testing undertaken on the suspicion that an employee or Councillor may be at risk of impairment from drugs or alcohol.
Worker	Employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Rockhampton Regional Council, an apprentice or trainee, work experience student or a volunteer.
Work Hours	Any time where a worker is at the workplace, or is claiming remuneration, including time where the on-call allowance is received.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

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5 Policy Statement:

Workers and Councillors are not to present themselves for work if they have consumed alcohol and/or other drugs where they may be at risk of impairment during work hours.

Alcohol and illicit drugs shall not be consumed at any Council workplace, in any Council owned vehicle or plant, or at any time as a worker of the Council or as a Councillor whilst undertaking their respective duties. An exception for the consumption of alcohol will be made for special occasions or locations as determined by the CEO or Mayor and where the provision of hospitality is within the bounds of normal customary hospitality.

Workers or Councillors should not remain at the workplace if they become impaired, or there is a risk of impairment, by alcohol and/or other drugs.

5.1 Awareness and Training

Council recognises that it is important to develop a workplace culture, through awareness and training where employees are prepared to encourage each other to be safe and not unfit for work. All employees shall be familiarised with this Policy and the Drug and Alcohol Procedure upon commencement of employment and annually thereafter.

All other workers and Councillors shall be made aware of the components of the Policy and the Drug and Alcohol Procedure that may affect them whilst performing work in any capacity for Council.

5.2 Employee Assistance

Council recognises drug and alcohol dependency as a treatable condition. Workers or Councillors who suspect they have an issue with drugs and/or alcohol are encouraged to seek advice regarding appropriate treatment options. Council offers employees and Councillors the services under the EAP.

5.3 Prescription and Pharmacy Medication

If Council suspects that a worker's or Councillor's ability to safely perform work is impaired (or likely to be impaired), Council may take steps to address the issue in accordance with this Policy and associated procedures.

Where a worker or Councillor is taking Prescription and Pharmacy medications for a legitimate medical purpose, the worker or Councillor will not breach this Policy by attending work or duties subject to guidelines listed in the Drug and Alcohol Procedure.

5.4 Drug and Alcohol Testing Triggers

Consistent with Council's obligation and commitment to ensuring a safe workplace, workers and Councillors may be required to undergo drug and alcohol testing in the following circumstances in accordance with the Drug and Alcohol Procedure:

- As part of a Random Testing Program;
- In a case of Reasonable Suspicion; and/or
- Post Incident.

5.5 Testing Methods

All drug testing undertaken will comprise of either a urine or saliva test.

Urine testing will be conducted in accordance with Australian/New Zealand Standard AS/NZS 4308:2008. Saliva testing will be conducted in accordance with Australian Standard 4760-2006.

Alcohol testing will be conducted in accordance with current random breath testing procedures in Queensland (Australian Standard AS 3547-1997).

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5.6 Responsibilities

Detailed responsibilities are contained in the Drug and Alcohol Procedure.

5.7 Breaches of Policy

Disciplinary action may be taken in accordance with the actions detailed in the Drug and Alcohol Procedure and Discipline Procedure for breaches of this policy including, but not limited to:

- The recording of a positive result from a drug and / or alcohol test;
- If found to have deliberately masked a substance;
- The falsification of medication information or details;
- Tampering with a sample for drug and / or alcohol testing; or
- Refusing to comply with any requirements of this Policy.

6 Review Timelines:

This Policy will be reviewed when any of the following occur:

- 6.1. An investigation into a high potential incident or serious accident identifies that drugs and/or alcohol were the major contributing factor/s;
- 6.2. The related information, including legislation or relevant standards, is amended or replaced; or
- 6.3. Other circumstances as determined from time to time by the CEO.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Manager Workforce and Strategy
Policy Quality Control	Corporate Improvement and Strategy

EVAN PARDON
CHIEF EXECUTIVE OFFICER

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