

Drug and Alcohol Policy

The objective of this policy is the provision of healthy and safe workplaces at Sheforce including the hazards associated with employees, apprentices and trainees taking or being under the influence of drugs and/or alcohol at work.

Sheforce recognises that inappropriate drug and alcohol use may contribute to workplace incidents due to poor physical coordination, impaired judgement and decreased alertness. This policy is also applicable to attendance at work-related functions conducted outside normal working hours.

For the purpose of this policy, the term 'drugs' refers to all legal and illegal drugs including but not limited to nicotine, tobacco, alcohol, cannabis, heroin, cocaine and amphetamines. Illegal drugs are those for which the production, possession, consumption or sale is an offence under Commonwealth or State laws. The term 'medical drugs' refers to all drugs and medication which are used for medical purposes and includes drugs prescribed by a medical practitioner or those purchased from a pharmacy or elsewhere for the purpose of assisting with the treatment of an illness.

Sheforce is committed to take reasonable action to control the risk to our employees, apprentices and trainees from the inappropriate or misuse of drugs and alcohol. It is the policy of Sheforce that:

1. This policy and other relevant information on the risks associated with the use and abuse of drugs and alcohol in the workplace will be provided to all employees, apprentices and trainees.
2. The possession, consumption, distribution or sale of illegal drugs is strictly prohibited at any Sheforce controlled premises or workplaces provided by clients and host employers.
3. The employment of any employee, apprentices and trainees in the possession of, or involved in the consumption, distribution or selling, of illegal drugs at any Sheforce, controlled premises or workplaces, provided by clients, Host Employers and work sanctioned events, will result in immediate termination.
4. Inappropriate drug and alcohol use at work or any work sanctioned events is to be reported to an employees, apprentices and trainees supervisor or management, for action which may include possible referral to appropriate treatment or counselling.

5. Employees, apprentices and trainees are responsible for checking with their doctor to establish if medical drugs that are prescribed or recommended for their use may affect their ability to work safely. Employees, apprentices and trainees are required to inform their supervisor if medical drugs being consumed may impair their judgment or performance and capacity to work safely so that alternative work arrangements can be determined.

6. Senior management has the discretion to permit limited alcohol consumption for approved and authorised business functions. Arrangements for such functions will include the provision of low-alcohol and non-alcoholic beverages.

Review

This policy and procedures will be reviewed when relevant legislative changes are evidenced or changes to the policy are deemed necessary.