



Drug and Alcohol Policy Summary

The Drug and Alcohol policy applies to all workers in the workplace, at work functions and when identifying as a Council employee.

- Workers must be fit for work to perform their duties safely and diligently.
- Where a worker is required to take prescription medications, they must:
 - ✓ Seek direction from the medical practitioner;
 - ✓ Take as directed (not misuse);
 - ✓ Advise your supervisor;
 - ✓ Obtain medical certificate to confirm fitness for duty;
- Where a work function is to be held during which alcohol is to be served and/or consumed, prior approval must be obtained from the CEO.
- At work functions and when consuming alcohol, workers must:
 - ✓ Consume alcohol in a responsible manner, without becoming intoxicated or drunk;
 - ✓ Continue to comply with Council Code of Conduct and policies;
 - ✓ Do not operate Council vehicles or machinery;
 - ✓ Comply with road/transport laws;
 - ✓ Identify and organise other forms of transportation.
- Workers may be required to participate in drug and alcohol testing in the following circumstances:
 - ✓ Pre-employment;
 - ✓ Random testing;
 - ✓ Where there is reasonable suspicion.
- Refusal to undergo a drug or alcohol test or tampering with a sample is a breach of this policy.

Drug Testing

- If the worker produces a negative result – the worker can return to work as usual.
- If the worker has declared medication being taken and the worker produces a non-negative sample for a substance known to be contained in the declared medication – the worker can return to work as usual (may require medical certificate to confirm fitness).
- If work has declared medication being taken OR has not declared any medication being taken, and the worker produces a non-negative sample for a substance either not known to be contained in the declared medication or know to be an illicit drug – the worker will be stood down on full pay will confirmation testing is undertaken.
- If confirmation testing confirms a negative result – the worker can return to work as usual.
- If confirmation testing confirms a positive result for an illicit drug, then this is considered a breach of this policy and disciplinary action may be taken.

Alcohol Testing

- If the worker produces a sample with a BAC result less than 0.005 (or 0.00 where operating machinery or vehicles that require it) – the worker can return to work as usual.
- If the worker produces a sample with a BAC result in excess of 0.005 (or 0.00 as required), they will be retested after 20 minutes.
- If the worker continues to produce a sample with a BAC in excess of 0.005 (or 0.00 as required) – the worker will be stood down on full pay.
- Having a BAC in excess of 0.005 (or 0.00 as required) is a breach of this policy and disciplinary action may be taken.
- At the CEO's discretion the worker may attend work the following day but must produce a sample that shows that they have a BAC of less than 0.005 (or 0.00 as required).

Possession of Drugs and/or Alcohol

- Workers are prohibited from possessing drugs and/or alcohol on Council premises, unless otherwise approved by the CEO or in the circumstances of declared prescription medication.
- Where Council suspects that there are drugs and/or alcohol on Council premises, Council may:
 - ✓ Investigate;
 - ✓ Search Council property, including a worker's locker, Council vehicle etc;
 - ✓ Request permission to search a worker's personal property, including private vehicle etc