

<b>POLICY</b>	<b>DRUG AND ALCOHOL</b>	
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**1.0 INTRODUCTION**

- 1.1 The aim of this Policy is to implement and adopt appropriate workplace strategies to manage the issue of drugs and alcohol in the workplace.
- 1.2 The impact of drugs and alcohol in the workplace is a work health and safety issue. People who misuse alcohol and drugs can impact on their own safety and the safety of others.

**2.0 PURPOSE**

- 2.1 To facilitate an environment where unsafe and unacceptable behaviour resulting from drug or alcohol misuse is rejected and where the organisation and individuals take responsibility for health, safety and welfare in the workplace.
- 2.2 To provide a comprehensive framework for the development and implementation of Council's Drug and Alcohol Program.

**3.0 SCOPE**

- 3.1 This policy applies to all Council workers, contractors, workers of contractors, volunteers and others including Members of Council and Committees of Council without exception.
- 3.2 A worker will be regarded as having presented for work on a Moree Plains Shire Council worksite from the time they left home or a temporary residence for work.

**4.0 POLICY STATEMENT**

Moree Plains Shire Council recognizes that the use of drugs and alcohol in the workplace may impact on the effectiveness of workers in the performance of their duties and the health, safety and welfare of themselves and others.

Any behaviour which is unsafe, threatening or contrary to the organisation's Code of Conduct or any other of Councils Policies or Procedures is rejected.


All workers are to self-declare any consumption of alcohol, drugs or medication which may impair their ability to safely perform their duties.

**4.1 Responsibilities**

The Management Executive (MANEX) is responsible for ensuring that the policy and its subordinate procedures are fully implemented in the workplace.

The Human Resources Section is responsible for co-coordinating the monitoring and review of the Policy in conjunction with appropriate staff.

The Work Health and Safety Committee will provide consultation between management and workers in the review and implementation of the Drug and Alcohol Policy and Procedures.

Drafted by:	WHS Committee 2009	Adopted:	September 2012	Dated:	20/11/2012	GM's Signature:	
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## 5.0 Delegation

5.1 The General Manager is authorised, pursuant to Section 377 of the Local Government Act 1993, to allow a matter that does not conform with a policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature.

## 6.0 References


- 6.1 NSW Work Health and Safety Act (2011)
- 6.2 NSW Work Health and Safety Regulation (2011)
- 6.3 NSW Road Transport (Safety and Traffic Management) Act 1999
- 6.4 NSW Road Transport (Safety and Traffic Management) Regulation 1999
- 6.5 Rail Safety Act 2008
- 6.6 Rail Safety (Drug and Alcohol Testing) Regulation 2008
- 6.7 Rail Safety Guidelines Relating to Drug and Alcohol Programs
- 6.8 Australian Standard 3547:1997. Breath alcohol testing devices for personal use
- 6.9 Australian Standard 4308:2008. Procedure for specimen collection and the detection and quantitation of drugs of abuse in urine
- 6.10 Australian Standard 4760:2006. Procedures for specimen collection & detection & quantification of drugs in oral fluid
- 6.11 AS/NZS 4360: 2004. Risk Management
- 6.12 AS/NZS 4804: 2001. Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques
- 6.13 AS/NZS 4801: 2001. Occupational health and safety management systems – Specification with Guidance for Use.
- 6.14 Department of Primary Industries. Safety Management Kit for small scale mines, quarries and extractive industry operations. Published September 2006
- 6.15 Health Records and Information Privacy Act 2002
- 6.16 Civil Aviation Safety Amendment Regulations 2008 (No.1)
- 6.17 Childrens Services Regulations 2004
- 6.18 Royal Life Saving – Supervision SU26

## 7.0 Dispute Procedure

7.1 Where there is a dispute or grievance, Moree Plains Shire Council Grievance Policy and Procedure will be used. This is based on the Local Government Award 2007.

## 8.0 Review

- 8.1 This policy will be reviewed at any time if it is apparent that the circumstances which gave rise to the policy have changed substantially
- 8.2 The policy will be reviewed biennially from the date of adoption by the General Manager.

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