

27. DRUGS AND ALCOHOL

27.1. PURPOSE

Reach Crane Trucks is committed to protecting the health and safety of all employees and members of the public by eliminating accidents, incidents, or injuries arising from the use of drugs or alcohol in the workplace wherever possible.

The purpose of this procedure is to outline Reach Crane Trucks' policy and procedures in relation to alcohol and/or other drugs at the workplace. The objective of Reach Crane Trucks' Alcohol and Drug Policy is to ensure, as far as is possible, that workers are free from the influence of alcohol and/or other drugs when reporting for work and whilst at work.

By implementing this procedure, Reach Crane Trucks will not only provide a safe workplace increasing the levels of safety of everyone present at the workplace, but will ensure that high levels of productivity, efficiency and quality are maintained.

27.2. SCOPE

The focus of this procedure is drug and alcohol use that affects work performance or renders a risk to the individual, other employees or the public. This policy is directed towards maintaining a satisfactory level of employee health, safety and work performance and addresses both the welfare of the individual and the health and safety of others. Although disciplinary action may be necessary, this policy focuses on preventative measures.

27.3. REFERENCES

- AS/NZS 4801:2001 OH&S Management Systems – 4.4.6 Hazard identification, hazard/risk assessment and control of hazards
- NSW Code of Practice – Alcohol and Other Drugs In The Workplace
- AS/NZS4308 "Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine".

27.4. DEFINITIONS

BAC

Blood Alcohol Concentration.

Drug

Refers to all substances, other than alcohol, which affect the central nervous system.

27.5. FORMS

- Form 27.1 Impairment Checklist For Drug and Alcohol.

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ACTIONS AND RESPONSIBILITIES

27.6. Drug & Alcohol Program

- Reach Crane Trucks recognises that there is not a single way to prevent or address safety and health issues arising from alcohol and/or other drugs at the workplace. Therefore, the following strategies have been developed by Reach Crane Trucks as part of its health and safety obligation to workers:
 - Provide education and training for all new and existing workers in relation to this procedure;
 - Communicate, to all levels of the workplace, Reach Crane Trucks’ policies, procedures and expectations in relation to WHS, including alcohol and/or other drug usage;
 - Ensure those in management positions support these procedures;
 - In some circumstances Reach Crane Trucks will require alcohol and other drug testing of workers and anyone else who is present at the workplace to ensure a safe working environment is provided; and
 - Where Reach Crane Trucks considers it appropriate, provide counselling and rehabilitation services to workers in relation to alcohol and/or other drug usage.

27.7. Risk Management

- Alcohol and/or other drugs present a hazard in the workplace and Reach Crane Trucks assesses any risks that may arise in the same way as another other WHS issue.
- This involves a three step process:
 - identification of foreseeable hazards that may arise;
 - assessing risk of injury or harm arising from each hazard identified; and
 - controlling risks through implementation of control measures to eliminate or reduce such risks.

27.8. Indicators of Hazards in the Workplace

- The following hazards may be created by alcohol and/or other drugs at the workplace:
 - intoxication;
 - affecting work performance or conduct;
 - possession of illegal drugs in the workplace;
 - consumption of illegal drugs in the workplace;
 - distribution of illegal drugs in the workplace;
 - sale of illegal drugs in the workplace;
 - chemicals used legally in the workplace that can impair a person’s performance or magnify the effect of alcohol and/or other drugs in persons if exposed.

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27.9. Assessment of Impairment

- Identifying whether a particular worker is impaired by alcohol and/or other drugs can be a complex process. For this reason Reach Crane Trucks will ensure that a sufficient number of workers are properly trained in assessment of impairment and are available in circumstances where a person at the workplace is suspected of being impaired.
- The Manager shall conduct an impairment assessment using the assessment **Form 27.1 Impairment Checklist For Drug and Alcohol.**
- Such persons may include workers acting in the supervisory capacity and safety representatives. Some indicators that may suggest the presence of alcohol and/or other drugs include:
 - ‘near miss’ incidents;
 - violence;
 - habitual lateness;
 - frequent absences;
 - neglect of personal grooming;
 - interpersonal problems; and
 - worker experiencing poor co-ordination, poor concentration and/or visual disturbance.

27.10. Procedure to be followed where impairment is suspected

- If a worker is of the opinion that a person who is present at the workplace (which could be a fellow worker, a visitor or a customer) is impaired by alcohol and/or other drugs, he/she should;
 - Immediately inform the Manager;
 - Not approach the person who appears to be impaired directly unless in their view it is safe to do so. This is because it is preferable that only appropriately trained personal approach a person who may be under the influence of alcohol and/or other drugs as this task requires skill and sensitivity;
 - If a Manager is not available and the worker is of the view that the apparently impaired person may present a danger to him/herself or others, they should attempt to isolate that person to reduce the risk of anyone else being harmed;
 - If it is considered necessary to approach the apparently impaired person, non-judgemental language should be used, which focuses on safety rather than on the apparent use of substances;
 - Locate a Manager as soon as possible to assist in managing the situation.

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27.11. Procedures to be followed Managers

- If a Manager forms the opinion that a worker under their supervision may be impaired by alcohol and/or other drugs, they are to:
 - Ensure that the worker is not signed on to duty at that time;
 - Where the worker has already commenced carrying out his or her duties, take such steps as are reasonable to cause the worker to immediately cease carrying out duties;
 - If considered necessary for safety reasons, immediately isolate other workers from the apparently impaired worker;
 - Make arrangements for the worker to be immediately assessed by a previously agreed nominated person. If the Site Supervisor has received training he or she can undertake this assessment.
 - If the worker is subsequently assessed to be impaired by alcohol and/or other drugs, organise for the safe removal of the worker from the workplace to avoid risk of injury or harm to the worker or other persons at the workplace;
 - If considered appropriate, facilitate an alcohol and/or other drug test, in accordance with AS/NZS4308 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine” ; and
 - Document the incident in accordance with Reach Crane Trucks’ in accordance with **Procedure 16. WHS Incident Management.**

27.12. Programmed Testing

- Reach Crane Trucks may undertake alcohol and/or drug testing in the following circumstances:
 - Pre-employment testing – it is a requirement of acceptance of an offer of employment with Reach Crane Trucks that a pre-employment alcohol and/or other drug test, as well as a medical examination be satisfactorily completed by a prospective worker;
 - Post incident – those involved in an incident may be tested after the incident to assess if alcohol and/or other drugs may have been a factor;
 - Fitness for work – where there is reasonable cause to indicate that a person’s fitness for work may be affected;
 - Site specific – prior to engaging workers for projects/jobs to ensure fitness for work;
 - Voluntary/self-assessment – where a person wishes to voluntarily assess their own fitness to work; or
 - Randomly – persons randomly selected to review compliance.

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27.13. Who can test a worker

- A worker may be breath-tested by an authorised officer, including any of the following:
 - Medical practitioner
 - Police Officer
 - Service Provider Nominated by Reach Crane Trucks

27.14. Disciplinary Action - Alcohol

- Reach Crane Trucks' prescribed Limit 0.02% Blood Alcohol Concentration (BAC)
- Negative Test Result – person returns to work.
- Positive Test Result – person is re-tested after 15 minutes (Initial Test) and before 1 hour.
- Confirmed Positive Test Result – person is transported home and not paid for the day. First warning issued, result recorded on file and person offered counselling.
- Second Positive Test Result (within a 2 year period) – second warning issued and explained that a further positive may result in a review of the person's employment status and may result in termination. Person will be required to undergo counselling and/or seek medical advice. Not paid for time off work.
- Third Positive Test Result (within a 2 year period) – final warning issued and the person's employment status reviewed which may include termination.
- The person will be re-tested before commencing his/her next shift.

27.15. Disciplinary Action - Drugs

- Exceeds prescribed limits detailed in the Standards.
- Negative Test Result (First Positive) – person returns to work.
- Initial Positive Test Result (Non-negative) – a result is triggered and requires a confirmatory test to be verified by a Laboratory. The person will be transported home until a confirmatory test is conducted. If test is negative, paid for time off. If positive leave entitlements can be used on the FIRST positive test result only.
- Positive Test Result – person will be unfit for work until the levels of the substance are under the levels prescribed by the Standard and will not be paid for that time taken off work (except where approval for leave is granted for such as a FIRST positive) offered counselling. Further positives may result in termination of employment.
- Second Positive Test Result (within a 2 year period) – second warning issued and explained that a further positive may result in a review of the person's employment status and may result in termination. Person will be required to undergo counselling and/or seek medical advice. Not paid for time off work.
- Third Positive Test Result (within a 2 year period) – final warning issued and the person's employment status reviewed which may include termination.

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