

Drug and Alcohol

1 GROUP TRAINING ORGANISATION (GTO) NATIONAL STANDARDS

WPC Group is a GTO, committed to meeting the following national compliance standard/s:

Standard 2 – Monitoring and supporting apprentices and trainees to completion

2.1: The GTO provides services that meet the individual needs of apprentices and trainees to facilitate the continuity of the National Training Contract to completion and the quality and breadth of the training experience.

Standard 3 – GTO Governance and Administration

2 DRUG AND ALCOHOL POLICY

WPC Group is committed to ensuring so far as reasonably practicable the health and safety of every employee, to ensuring healthy and safe working conditions, and to the safe operation of all equipment in the workplace.

WPC Group has adopted a Drug and Alcohol Policy which prohibits all workers from working or conducting WPC Group business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy.

3 PURPOSE

To ensure employees are fit for work and carry out their duties in a safe manner, unimpaired by drugs or alcohol.

To ensure the health and safety of employees is not compromised.

To provide employees with access to information and education regarding drug and alcohol use.

To provide appropriate support to employees who identify with health problems related to the use of alcohol or drugs.

4 SCOPE

This policy applies to all WPC Group employees.

This policy applies if alcohol or other drug dependence or abuse affects the job performance and or/safety of any employee(s).

This policy applies to the following legislation:

- National Privacy Principles established by the Privacy Act 1998 (Commonwealth)
- Occupational Health & Safety Act
- Australian Standard AS4308:2008 'Procedures for specimen collection and the detection and quantisation of drugs of abuse in urine'

Definitions

Alcohol – any alcoholic beverage, including but not limited to liqueurs, spirits, wine or beer.

Illegal Drugs – any mind altering or legally controlled substance unless it is prescribed by a doctor and used in accordance with medical directions. This includes any drugs listed in the Drugs Misuse Act 1986 or similar legislation and any drugs listed in the Australian Standard AS4308:2008 which prescribes the procedures for the collection and quantitation of drugs of abuse in urine and listed in the Australian Standard AS4760:2019 which prescribes the procedures for the collection and quantitation of drugs of abuse in oral fluids. WPC Group may also include drugs other than those listed in Australian Standards AS4308:2008 and AS4760:2019 such as those drugs referred to as 'designer drugs', including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives.

Prescribed Medication – drugs that a medical practitioner has prescribed for medical purposes or where the drug is lawfully available at Australian pharmacies (without a prescription) and is required for medical purposes.

Reasonable Suspicion – suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behaviour, and speech or body odours of the individual or reliable information from another source.

Reasonable Suspicion Testing – testing, such as drug and alcohol testing, of an employee where reasonable suspicion exists.

Tolerance Levels: Alcohol – a confirmed breath alcohol concentration reading of greater than zero micrograms (0.00) of alcohol per litre of breath constitutes a positive test.

Tolerance Levels: Illegal Drugs – a confirmed drug test reporting levels of drug or metabolites that exceed designated cut-off levels constitutes a positive test. Cut-off levels will conform to the relevant Australian Standard, where such a standard has been issued in relation to the drug concerned.

5 KEY RESPONSIBILITIES

General Manager

- Ensure WPC Group provides a workplace with effective, ethical and equitable mechanisms in place to prevent and respond appropriately to the unsafe use of drugs and alcohol
- Approach employees suspected to be under the influence
- Ensure all employees are trained and familiar with the Drug and Alcohol Policy

Managers

- Approach employees suspected to be under the influence
- Refer employees requesting assistance for drug and alcohol related issues
- Inform employees of the potential work-related problems that may arise from the use of drugs and alcohol
- Inform employees of their responsibilities in relation to workplace safety, conduct and performance
- Manage and monitor employees whose work performance or conduct is adversely affected by the misuse or abuse of drugs or alcohol
- Provide information about referral to counselling, treatment and rehabilitation services where appropriate
- Appoint and co-operate with an appropriate organisation and/or officer of a State or Federal authority to conduct drug and/or alcohol testing if/when required
- Manage disciplinary action appropriate to the circumstances of individual employees if/and when required
- Ensure all employees are aware of and comply with this policy

Mentors

- Approach apprentices/trainees suspected to be under the influence
- Refer apprentices/trainees requesting assistance for drug and alcohol related issues
- Inform apprentices/trainees of the potential work-related problems that may arise from the use of drugs and alcohol
- Inform apprentices/trainees of their responsibilities in relation to workplace safety, conduct and performance
- Manage and monitor apprentices/trainees whose work performance or conduct is adversely affected by the misuse or abuse of drugs or alcohol
- Provide information about referral to counselling, treatment and rehabilitation services where appropriate
- Appoint and co-operate with an appropriate organisation and/or officer of a State or Federal authority to conduct drug and/or alcohol testing if/when required
- Manage disciplinary action appropriate to the circumstances of individual apprentices/trainees if/and when required
- Ensure all apprentices/trainees are aware of and comply with this policy

Employees

- Comply with this policy at all times
- Employees who are aware of any change in the behaviour of co-employees and have grounds to believe that person's ability to work safely may be impaired, have a responsibility to report it to their supervisor/Mentor so action may be taken immediately

6 POLICY

Employees are prohibited from:

- Working or conducting WPC Group business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy
- Using, possessing, distributing or consuming drugs or alcohol on WPC Group premises and their stakeholders' premises
- Driving a WPC Group vehicle, or stakeholder's vehicle, with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy
- Using or consuming drugs or alcohol when off-duty if it would result in the employee reporting to work or performing duties with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy
- Using or consuming drugs or alcohol at social events and work-related functions held during business hours/hours of work, where the worker attending is representing WPC Group

If an employee is found to have breached this policy, they may be subjected to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

Examples of disciplinary action that may be taken include (but are not limited to):

- Performance counselling
- A formal warning
- Suspension of apprenticeship/traineeship
- Referral to an Employee Assistance Program (EAP) and/or another referral source, for counselling, treatment or rehabilitation for drug and/or alcohol dependency
- Termination of employment

Prescribed Medication

Where an employee is taking prescribed medication, the employee will not breach this policy by attending work, if the employee:

- Takes the prescribed medication in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs
- Does not misuse or abuse the use of prescribed medication
- Ensures they are able to perform their work effectively, competently and safely
- Checks with their medical practitioner or pharmacist about the effect of the prescribed medication on their ability to drive vehicles, operate machinery and safely perform their normal work duties. If an employee's ability to perform work competently, efficiently and safely is affected, the employee should obtain this advice in writing from the medical practitioner, or pharmacist, and provide it to their manager/Mentor as soon as possible and before undertaking their work

If WPC Group suspects that the employee's ability to safely perform work is affected, WPC Group may take steps to address the issue in accordance with this policy.

7 PROCEDURE

Employees can be drug and alcohol tested in the following circumstances:

- During pre-employment medical assessments, where required
- Following any incident, or where an employee may have or has breached safety precautions or procedures
- Where there is reasonable suspicion

Refusal to submit to testing is a breach of this policy, which can lead to discipline, up to, and including, termination of employment.

The cost of the initial test will be covered by WPC Group. The cost of all subsequent tests will be required to be covered by the employee.

All health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the Privacy Act 1998 (Commonwealth).

Incident Testing

Following an incident, or where an employee may have or has breached safety precautions or procedures, an employee may be required to undertake a drug and/or alcohol test.

The test will be booked by the employee's manager/Mentor as soon as reasonably practicable.

If required, the employee will be provided with suitable transport to the location of the test and home, following the test. The employee will not be allowed to drive their vehicle, pending results of the test.

Pending results of the test, the employee will be placed on unpaid stand down. The employee can elect to utilise their annual leave or personal leave entitlements during this period. Standard WPC Group requirements for medical certificates apply in these circumstances.

Reasonable Suspicion Testing

Where there is reasonable suspicion that an employee is under the influence of prescribed medication, illicit drugs and/or alcohol, the manager/Mentor will discuss this suspicion with the employee in a private location away from others.

The employee will be given the opportunity to explain their observed behaviour.

After speaking with the employee, if reasonable suspicion is no longer held and no further action is required, the employee can return to duty.

After speaking with the employee, if the reasonable suspicion remains, the employee may be required to undertake a drug and/or alcohol test.

The test will be booked by the employee's manager/Mentor as soon as reasonably practicable.

If required, the employee will be provided with suitable transport to the location of the test and home, following the test. The employee will not be allowed to drive their vehicle, pending results of the test.

Pending results of the test, the employee will be placed on unpaid stand down. The employee can elect to utilise their annual leave or personal leave entitlements during this period.

Results and Next Steps

Negative or Not-Detected

Upon returning a negative or not-detected result, the employee can return to employment.

Positive or Detected

Upon returning a positive or detected result, the employee will remain on unpaid stand down. The employee can elect to utilise their annual leave or personal leave entitlements during this period. Standard WPC Group requirements for medical certificates apply in these circumstances.

In order for the employee to return to employment, a negative or non-detected result must be returned within thirty (30) days of the initial test.

Upon returning a negative or not-detected result, the employee can return to employment, though important to note that this may be with a new Employer Partner and workplace. Returning to the workplace where a positive or detected test has occurred is subject to the Employer Partner's workplace and company policies.

In the instance of the employee returning a second positive or detected result, further disciplinary action will be taken, including suspension of apprenticeship/traineeship or termination of employment.

Further Assistance

If you or someone you know is experiencing issues related to drug and/or alcohol use and/or abuse, or you simply want to find out more, the following external services are available to provide information and assistance:

- Employee Assistance Program
<https://www.assureprograms.com.au/> or 1800 808 374
- Lifeline Australia
<https://www.lifeline.org.au/> or 13 11 14
- Turning Point
<https://www.turningpoint.org.au/> or 1800 250 015
- Reach Out
<https://au.reachout.com/mental-health-issues/addiction>
- Salvation Army
<https://www.salvationarmy.org.au/need-help/alcohol-and-other-drug-services/>
- Better Health Victoria
<https://www.betterhealth.vic.gov.au/servicesandsupport/alcohol-and-drug-services>
- Alcohol and Drug Information Service (ADIS) NSW
<https://yourroom.health.nsw.gov.au/getting-help/Pages/adis.aspx>
- Alcohol and Drug Information Service (ADIS) QLD
<https://qnada.org.au/adis-1800-177-833/>
- Healthy WA
https://www.healthywa.wa.gov.au/Articles/F_I/Getting-help-alcohol-and-other-drug-use
- Drug and Alcohol Services SA
<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/services/mental+health+and+drug+and+alcohol+services/>

Warning - Uncontrolled when printed! Please ensure that you are using the latest version by checking the intranet.

8 RECORDS

Related Documents/Forms/Policies	Storage
Code of Conduct – Apprentices and Trainees Policy	SharePoint
Code of Conduct – Internal Policy	SharePoint
Counselling and Disciplining – Apprentices and Trainees Policy	SharePoint
Counselling and Disciplining – Internal Policy	SharePoint
Human Resources Manual	SharePoint
Injury or Incident Report – Apprentices and Trainees form	SharePoint
Injury or Incident Report – Internal form	SharePoint
Leave Entitlements – Apprentices and Trainees Policy	SharePoint
Leave Entitlements – Internal Policy	SharePoint
Privacy Policy	SharePoint
Suspension and Cancellation Policy	SharePoint

End of Document