

ALCOHOL AND OTHER DRUGS POLICY

ATEC - Adelaide Training & Employment Centre (ATEC) is committed to providing a safe, healthy and productive workplace in accordance with requirements under the Occupational Health, Safety and Welfare Act 1986. All employees, students and clients of ATEC have a responsibility under the above Act to ensure that they take reasonable care to protect their own health and safety and that of others whilst in the workplace by not being affected by alcohol or other drugs to the extent that it impacts on their own or another person's safety or work performance.

The effects of intoxication and the regular use or dependence on alcohol or other drugs are associated with impaired judgment and skills, reduced concentration, absenteeism and increased accidents. These behaviors and activities may seriously affect safety and standards of practice within ATEC.

In conjunction with ATEC's Health Assessment Policy ([SUP-POL-022](#)), this policy is intended to signal ATEC's commitment to providing a safe workplace and to act as a mechanism to eliminate the use and effects of alcohol and other drugs (without medical advice) in the workplace. Accordingly all prospective employees will be required to undertake a pre-employment health assessment that includes alcohol and other drug testing and return satisfactory results.

Individuals who have concerns about working with any others due to possible alcohol or other drug use should consult with their manager/supervisor immediately.

For the purpose of this Policy, ATEC defines alcohol and drugs as follows:

“Alcohol, alcohol based products, illegal drugs and medically prescribed and on-prescribed substances which may adversely affect a person's work performance or conduct in the workplace.”

All individuals on ATEC premises are prohibited from selling, distributing, manufacturing, possessing or consuming alcohol or other drugs during working hours, or when on the premises of ATEC.

However, there may be certain occasions where alcohol may be available at ATEC functions, though generally, these functions will not take place during ordinary working hours. In these specified situations, ATEC accepts that alcohol may be consumed within the appropriate guidelines and with the permission of management.

In instances when individuals attend either workplace functions or functions on behalf of ATEC individuals will be expected to behave in a professional and responsible manner, ensuring that duty of care is provided to both themselves and others.

In circumstances where an individual's taking of medically prescribed drugs to manage a specific condition may interfere with their work performance, they are required to notify their manager/supervisor. The manager/supervisor, in consultation with the individual (and the individual's doctor if relevant to the particular circumstances), may (if practicable) make adjustments to the work/service requirements of the individual concerned. If this is not possible and the situation is temporary, individual will take leave of absence from work or services till the situation is resolved.

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In circumstances where an individual self-reports having problems or a dependency with alcohol or other drugs, ATEC's response will include provision of/referral to appropriate support structures/services aimed at restoring the individual's work performance/conduct.

The right of individuals to consume alcohol or take other drugs socially is acknowledged, however it is inappropriate to do so in the workplace or to attend the workplace affected by alcohol or other drugs. Therefore, ATEC reserves the right to take action if an individual is:

- affected by alcohol or other drugs, so as to endanger their own safety or the safety of any other person in the workplace;
- found in the possession of alcohol, drugs or drug use equipment on ATEC premises; or
- affected by alcohol or other drugs, so that the individual's performance is affected.

An individual found possessing, consuming, distributing, selling or manufacturing alcohol or other drugs or under the influence of alcohol or other drugs, on ATEC premises, dependent to the nature of incident:

- will be assisted to leave the premises safely to the most appropriate destination, and as applicable
- on return to the workplace no longer affected, will be subject to normal counseling/disciplinary procedures for failure to perform and/or compromising workplace safety.

As close as possible to the incident, ATEC will request witness reports and where applicable, will retain appropriate evidence to assist the investigation and response processes.

In accordance with ATEC's Motor Vehicle Policy, ATEC vehicles are not to be driven by any person that is affected by/under the influence of alcohol or other drugs. ATEC will accept no liability for any damage to the vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of an ATEC vehicle is in breach of this Policy or the law. The driver of any ATEC vehicle found to have been affected by/under the influence of alcohol or other drugs prior to, or whilst, driving a ATEC vehicle will be deemed to have committed a serious misconduct and will be subject to disciplinary action and possible termination of employment. All liabilities will rest with the driver concerned.

ATEC reserves the right to search its premises for alcohol or other drugs.

Lynne Austin
CHIEF EXECUTIVE OFFICER