

HR4.6 Alcohol and Other Drugs

Purpose

1. To maintain a work environment in which safety, the delivery of services to participants and the optimum performance of employees and volunteers is not adversely affected by the use of alcohol or other drugs.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Work, Health and Safety Act 2011

Key Responsible Executive

Chief Executive Officer

For More Support

Your People Manager

Policy Statement

1. Employees and volunteers are expected to obey the law and be responsible for their own actions in relation to the responsible use of drugs and alcohol. The use of illegal drugs and abuse of other substances on or off the work site is not consistent with the law and impairs performance in the workplace.
2. Employees and volunteers must not present themselves for work or volunteer activities under the influence of alcohol or any other drug, except where the drug is legally prescribed by a registered medical practitioner for the purposes of treating a diagnosed medical condition.
3. Alcohol is not to be consumed during work time or on SAVVY premises except with the express authorisation of a member of the leadership team.
 - a. When consumption is authorised employees and volunteers must drink responsibly and obey any direction to cease drinking.
 - b. Staff and volunteers shall never consume alcohol when it may affect the delivery of services to participants.
4. Employees and volunteers consuming alcohol on duty without authorisation or found to be intoxicated on duty will be subject to disciplinary action.

5. The use of illegal drugs is prohibited by law. Any employee or volunteer found to be preparing, using, selling, distributing drugs or encouraging others to use illegal drugs will be subject to disciplinary action.
6. Employees and volunteers, who are not on duty, are to refrain from consuming alcohol whilst wearing any visible item of the SAVVY uniform

Procedures

1. Agency Vehicles
 - a. Vehicles are not driven by anyone who is under the influence of alcohol or drugs.
 - b. SAVVY accepts no liability for any damage to any vehicle, injury to any person or damage or injury to any third party incurred while the driver of the SAVVY vehicle is in breach of this policy or of the law.
 - c. All liabilities rest with the driver concerned.
2. Prescription Drugs
 - a. It is the responsibility of any person taking prescription drugs to check with the prescribing doctor to establish if the use of the drug will impact upon work performance.
 - b. Any advice should be obtained in writing and supplied to the employee's People Manager.
3. Support
 - a. SAVVY provides the services of an Employee Assistance Program to assist employees in the treatment of alcohol or other drug use problems..

References to other SAVVY policies and external sources

1. HR1.11 Employee Assistance Program
2. HR4.5 Discipline and Termination
3. Motor vehicles

Summary of attachments

1. Nil

Version Control

1. 1 April 2023 - New Policy Creation