

## Wheatbelt Natural Resource Management Incorporated

### Drugs, Alcohol and Smoking Policy

<b>Policy Name:</b>	Drugs, Alcohol and Smoking Policy
<b>Policy Number:</b>	4.2
<b>Policy Version Number:</b>	V2.02
<b>Policy Category:</b>	Human Resource Management
<b>Contact Officer:</b>	Chief Executive Officer
<b>Date Approved by the Board of Management:</b>	30 <sup>th</sup> April 2019
<b>Date of Last Review:</b>	4 May 2016
<b>Period Until Next Review:</b>	36 months from the approved date or as required
<b>Related Legislation:</b>	1. Associations Incorporation Act 1987 (Western Australia) 2. Occupational Safety and Health Act 1984 (Western Australia)
<b>Related WNRM Policies or Procedures:</b>	2.1 Code of Conduct Policy 6.1 Occupational Safety and Health Policy

#### 1. Definitions

“**Drugs**” means non-medically prescribed substances that have an effect on a person.

“**Personnel**” means Board Directors, employees, contractors or volunteers of Wheatbelt Natural Resource Management Incorporated.

“**Wheatbelt NRM**” means Wheatbelt Natural Resource Management Incorporated.

“**Work**” means undertaking duties as defined or implied in Personnel’s role descriptions, position outcome statements or contracts.

#### 2. Overview

This Policy relates to drugs, alcohol and smoking in the workplace. It supports a commitment to the safe and efficient delivery of services to the community, to promoting the health and well-being of all its Personnel and to the provision of a safe working environment.

Wheatbelt NRM promotes a culture where drugs and alcohol use and misuse is not tolerated.

Personnel who breach this Policy will be subject to disciplinary action.

### 3. Policy Statements

- 3.1 Personnel are prohibited to procure, consume or distribute alcohol at Work except:
  - 3.1.1 at a specific social event on Wheatbelt NRM premises, where the availability of alcohol has been authorised by the Chief Executive Officer; or
  - 3.1.2 at a social event outside Wheatbelt NRM premises where alcohol is made available through an approved licence or sanctioned by the event organisers.
- 3.2 Alcohol consumption at work or work related event referred to in 3.1.2 cannot take place where Personnel are expected to return to Work.
- 3.3 Personnel are personally responsible for:  
the appropriate level of alcohol consumption at social events referred to in 3.1.1 and 3.1.2  
any behaviour deemed a result of that consumption.  
Adhering to the laws relating to drinking and driving.
- 3.4 Subject to 3.1, Work will be free from the influence of drugs and alcohol.
- 3.5 Wheatbelt NRM Personnel are prohibited to report for or carry on Work where their abilities to drive or operate machinery or equipment safely, or perform their duties effectively, are impaired or likely to be impaired, due to drugs or alcohol. This may include the effects of both prescription and non-prescription medication.
- 3.6 Personnel who are concerned that a colleague is exhibiting symptoms of a drug or alcohol-related problem will notify their line manager. Their comments will be treated in a confidential manner.
- 3.7 Any personnel who is under the influence of alcohol and/or drugs at the workplace, or is impaired, will face disciplinary action including possible termination of employment.
- 3.8 Personnel who have been prescribed drugs that may affect their ability to perform their assigned tasks ie; driving a motor vehicle or operating machinery, are to advise their line manager
- 3.9 Smoking is not permitted inside any Wheatbelt NRM building or vehicle
  - 3.9.1 in front of the Wheatbelt NRM property in public view
  - 3.9.2 on a site where it is unsafe to do so (eg; during fire bans)
- 3.10 Where the Personnel in Clause 3.7 is a Board Director, the Board Chair is responsible for taking appropriate action
- 3.11 Where the Personnel in Clause 3.7 is the Board Chair, the Board Deputy Chair is responsible for taking appropriate action

### 4. Drug and alcohol testing

- 4.1 If the Chief Executive Officer has reasonable grounds to believe that any personnel is affected by drugs and/or alcohol the following actions may be pursued:

- 4.1.1 direct personnel to immediately attend a medical practitioner and submit to a medical assessment to determine whether the personnel is fit to safely perform their duties.
  - 4.1.2 require that personnel undergo drug and alcohol testing administered by an external service provider
  - 4.1.3 direct personnel to leave the workplace. Where possible assistance will be provided
  - 4.1.4 Where the Personnel in Clause 4.1 is a Board Director, the Board Chair is responsible for taking action.
  - 4.1.5 Where the Personnel in Clause 4.1 is the Board Chair, the Board Deputy Chair is responsible for taking action.
- 4.2 Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantification of drugs of abuse in urine.
- 4.3 The personnel and the line manager will be informed of the result.
- 4.4 If any personnel refuses to attend a medical examination or refuses to submit to an alcohol or drug test, that personnel will be immediately directed to leave the workplace. Refusal to attend a medical assessment or refusal to leave the workplace constitutes a breach of this policy and will result in disciplinary action being taken against personnel up to and including termination of employment.

## **5. Drug and Alcohol Treatment Programs**

- 5.1 Where any personnel acknowledges that they have an alcohol or drug problem and are receiving help and treatment, Wheatbelt NRM will provide assistance to the personnel.
- 5.1.1 Wheatbelt NRM will allow personnel to access any accrued personal or annual leave while they are undergoing treatment. And;
  - 5.1.2 Wheatbelt NRM will take steps to return personnel to their position after completion of the treatment program, if practicable in the circumstances.
- 5.2 Where personnel acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Chief Executive Officer will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the personnel is unable to safely carry out the requirements of the role.
- 5.3 Where Personnel in Clause 5.1 is a Board Director, the Board Chair is responsible for taking action.
- 5.4 Where Personnel in Clause 5.1 is the Board Chair, the Board Deputy Chair is responsible for taking action.

## 6. Responsible Officers

- 6.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 6.2 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 6.3 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.
- 6.4 Personnel are expected to take duty of care of their own health and wellbeing, and respect the health and wellbeing of other Personnel.

This Policy was approved by the Board of Management on 30<sup>th</sup> April 2019

Debra Rule  
Chairperson  
Board of Management  
Wheatbelt Natural Resource Management Incorporated