

Drug and Alcohol Policy

The Purpose of this Policy is to

- Show our responsibility and commitment to ensure a safe and healthy workplace for all staff.
- Ensure that the staff at Turbo Staff Ltd (TSL) can work in an environment free of alcohol and drug use or abuse.
- Outline TSL's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- Provide support and opportunities for staff members with substance abuse problems by assisting their journey back to well-being rather than providing grounds to terminate their employment.

Responsibility

It is the responsibility of all staff to identify concerns about any individual's immediate ability to perform their job and to take appropriate steps. Where necessary, they will advise a senior person who will take action such as stopping the staff member who is suspected of breaching this policy from performing his or her work, pending testing and a decision on the result including potential disciplinary action.

Policy Objectives

Overview

This policy applies to all paid employees of TSL. All individuals working at TSL are expected to report fit for scheduled work. They are expected to be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Off the job and on the job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our workplace, the safety and wellbeing of others and the ability to accomplish the goal of an alcohol and drug free work environment. TSL therefore emphasises that it has zero tolerance for staff who arrive at work under the influence of alcohol or drugs, whose ability to work may be impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on company property.

Unexpected circumstances can arise when an off-duty staff member is requested to work. It is the staff member's responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.

From time-to-time there may be work related functions, where clients will be invited to TSL premises and alcohol will be served. Any such events must be approved by one of the Directors or the management team. Such events will be the only occasion where alcohol may be consumed on company premises, anyone found to be consuming alcohol outside of one of these events on company premises will be subject to disciplinary action, up to and including termination of employment or engagement.

TSL strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of prohibited drugs or alcohol on company property. TSL reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc, which are on Company property or in a Company facility. Any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment or engagement.

Staff who have been prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment and provide appropriate medical verification on any restrictions in performance of their duties.

Drug and Alcohol Testing

There may be a number of occasions for Drug or Alcohol testing to be carried out. All testing will be performed by the use of a non-intrusive drug test (a urine test at times post incident maybe a blood test if urine is not possible) and/or an alcohol breath test.

- **Pre-employment screening:** In some instances, pre-employment screening will be a requirement to meet the health and safety standards for a client or specific assignment.
- **Reasonable cause testing:** Where there are reasonable grounds for suspecting that a staff member is impaired while at work, the staff member will be required to undergo a test. This must be a decision of at least one other person who is a senior person. Reasonable causes indicators could be, but are not limited to:
 - Excessive lateness
 - Odour of alcohol
 - Violent or erratic behaviour
 - Bloodshot eyes
 - Impaired motor skills
- **Post-incident testing:** Any staff who are involved in any accident or incident where serious harm did or may have resulted will, prior to continuing that role, be required to undergo an immediate test.
- **Random testing:** Selection of key role staff for random testing will be conducted in a clear, transparent manner and in accordance with “good faith”. A random number generator will be used for selecting persons to be tested.
- **Follow-up testing:** Further follow-up testing will occur for any staff member who had a confirmed positive test and was permitted to recommence work, to ensure repeat positive tests are eliminated.

Please refer to DAP-01 (i) - Drug and Alcohol Testing Procedure.

Refusal to Take or Submit a Drug or Alcohol Test

If a staff member refuses to undertake a drug and alcohol test, he/she is required to provide an explanation for the refusal, which will be taken into consideration by the Company.

If grounds for refusal are not acceptable, that person may be subject to withdrawal from the workplace and to disciplinary procedures.

Alcohol and Drug Training, Awareness and Rehabilitation

The Company will ensure that all staff are provided with training and awareness regarding this drug and alcohol policy, upon their induction, including any subsequent amendments to the policy should amendments occur. In the event of a positive test The Company will provide the affected staff member with an opportunity for rehabilitation that may include the provision of confidential support via the Employee Assistance Program.



Related Documents

- DAP-01 (i) Drug and Alcohol Procedure
 - DAP-01 (ii) Drug and Alcohol Testing Consent - *Form*
 - DAP-01 (iii) Drug and Alcohol Declaration - *Form*
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Review Period:	Annually
Last date Reviewed:	May 2019
Next Review Date:	May 2020
Reference:	Human Rights Act (1993) Employment Relations Act (2000) WorkSafe NZ's Best Practice Guidelines (2014) Turbo management and staff

For further explanations or recommendations to this policy please refer to the Human Resources Manager.