

# QSCU OHS&R MANAGEMENT SYSTEM

## PROCEDURE 45 – Drugs & Alcohol

### 1. PURPOSE

This procedure defines requirements to minimise risks to the safety and health of people on company premises as a result of impairment from the use of legal and illicit drugs and alcohol.

### 2. MANDATORY REQUIREMENTS

1. No person shall attend work, impaired from the use of alcohol or any drugs.
2. No person shall operate any item of dangerous plant (including but not limited to a forklift truck, an Elevating Work Platform, a motor vehicle etc.) if impaired from the use of alcohol or any drugs.
3. Where a person has attended work exhibiting signs consistent with drug and or alcohol impairment, the relevant Manager / Supervisor shall be notified and shall act appropriately to ensure the health, safety and wellbeing of all persons at that place of work.
4. Where a staff member is prescribed and is taking a legal medication prescribed by their Doctor which may impact directly on their ability to safely perform their duties, (e.g. taking a drug that may cause drowsiness) they shall notify their Manager / Supervisor immediately and appropriate action shall be taken by the relevant Manager / Supervisor to ensure that the staff member and or other persons do not pose an OHS risk.
5. Consumption of alcohol on company premises (either QSCU's premises or a customer / clients premises) shall be prohibited unless authorized by a member of the Executive Management Team.
6. Where authorization has been granted by a member of the Executive Management Team alcohol consumption shall be conducted in an area separated from QSCU operational areas.
7. A member of the Executive Management Team may authorize variation of these requirements for specific functions.
8. The following controls shall be applied to any authorized Company sponsored function that is authorized by a member of the Executive Management Team:
  - Distribution of alcohol shall be controlled and shall not be made available in a manner which encourages excessive consumption (i.e. by trained and qualified bar staff) and shall cease at a designated time,
  - Water, soft drinks and low alcohol beverages shall be offered,
  - A meal relevant to the length of the function (time), shall be offered,
  - The ability of participants to safely access / egress the venue and transportation home shall be considered and, where appropriate, transport to and/or from the function shall be provided.

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9. Any alcohol stored on Company premises shall be kept in a secure location. Personal possession of opened containers of alcohol on Company premises is prohibited.
10. The sale, possession, cultivation or distribution of prohibited / illegal drugs (including alcohol) on Company premises and use of such drugs during working hours are prohibited.
11. Where required by local legislation or there would be a significant safety, health or operational implications, testing for alcohol and/or other drugs shall be considered.
12. Where drug and alcohol testing is required, it shall be performed by an Occupational Health resource, a nominated local doctor, pathology laboratory or other appropriately qualified person and privacy and confidentiality guidelines shall be applied.
13. OHS&R training records shall be retained indefinitely.
14. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

### 3. RESPONSIBILITIES

#### Responsible Manager

Ensure compliance with the requirements of this procedure.

### 4. REFERENCE DOCUMENTATION

#### A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION