



Workplace Drug and Alcohol Policy

1. Purpose

Residential Scaffold Australia Pty Ltd & RoofSafe Solutions Pty Ltd (collectively referred to as 'RS') is committed to providing a safe and healthy work environment in which all workplace participants are treated fairly, with dignity and respect. The use of drugs and alcohol may impact on an individual's capacity to perform work safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.

- 1.1 This policy outlines RS' commitment to a safe workplace and is aimed at preventing, or minimising, any risk of injury or harm to the health and safety of its workplace participants, or others at the workplace, from the use of alcohol or drugs. It describes the standards of behaviour expected in relation to the use of drugs and alcohol, the responsibilities of RS, workplace participants and others at the workplace, and the consequences of breaching the policy.

2. Commencement of the Policy

- 2.1 This Policy will commence on 01 December 2022. It replaces all other drug and alcohol policies (whether written or not).

3. Application of the Policy

- 3.1 This Policy applies to:

- a) all employees of RS (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf RS (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as 'workplace participants');
- b) all of RS workplaces and to other places where workplace participants may be working or representing RS for example, when visiting a customer, client or supplier (collectively referred to as 'workplace'); and to
- c) all work-related functions, for example, work lunches, conferences, Christmas parties and client functions.

- 3.2 This policy has been developed and implemented in consultation and co-operation with RS workplace participants and/or the work, health and safety representatives. It does not form part of any employee's contract of service, nor does it form part of any contract for service.

4. Definitions

- 4.1 The following are terms used in this Policy:

Drugs include illegal drugs, prescription or pharmacy drugs, or synthetic drugs as defined below.



Illegal drugs include:

- any drug prohibited by Australian State, Territory or Federal law or any other laws (including foreign and international laws) to which RS is subject or which apply to the work performed at or for RS;
- prescription or pharmacy drugs (as defined below) which are used without the necessary prescription, or for non-medical purposes;
- any synthetic drug (whether prohibited by law or not), being a psychoactive herbal and/or chemical product which, when consumed, mimics the effects of a prohibited drug, for example synthetic cannabis (aka 'Kronic').

Management means RS managers, supervisors, leading hands (whichever are relevant) and all employees with supervisory responsibilities.

Prescription drugs mean lawful drugs which are prescribed by a medical practitioner for a diagnosed medical purpose and issued by a pharmacist.

Pharmacy drugs mean drugs which are lawfully available at Australian pharmacies (without a prescription) and are required for a legitimate medical purpose.

Under the influence means that a person's faculties are impaired by the use of drugs or alcohol to the extent that the person is unfit to be entrusted with a duty they perform, or may be called on to perform, with efficiency and safety to themselves and others.

5. Responsibilities

5.1 Workplace participants' responsibilities

All workplace participants must:

- comply with this policy;
- observe all directions from RS in regards to this policy;
- recognise that performance of duties could be affected by alcohol or drugs; and
- immediately notify management if they are aware of any breach of this policy by another workplace participant. Subject to any disclosures required by law, any notifications received by management will be treated confidentially. Failure to report any breach of this policy by another workplace participant may itself constitute a breach of this policy.

Except as set out in this Policy, workplace participants must not:

- possess, distribute, sell, use or consume illegal drugs in the workplace. Such conduct constitutes serious misconduct. It may also constitute a criminal offence, in which case RS may notify the police, or other appropriate government authority;
- work while under the influence of drugs or alcohol;



- attend work, commence or return to work while under the influence of alcohol and/or drugs;
- consume alcohol and/or drugs during work, or at the workplace (note qualification for prescription and pharmacy drugs below).

5.2 Responsibilities of management

Management is responsible for ensuring that this policy is implemented in their area. This includes ensuring that:

- all workplace participants are made aware and understand this policy;
- risk assessments are undertaken on work tasks in consultation with workplace participants and/or work health and safety representatives;
- the behaviour of workplace participants is observed to ensure adherence with the policy;
- any concerns or issues are addressed proactively and expediently to ensure the health and safety of all workplace participants;
- support is provided to workplace participants where appropriate; and
- any suspected breaches of this policy are acted on promptly and in accordance with this policy.

6. **Some specific situations**

6.1 Prescription and pharmacy drugs

Where a workplace participant is taking prescription or pharmacy drugs for medical purposes, the workplace participant will not breach this policy by attending work, if the workplace participant:

- takes the prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs;
- does not misuse or abuse the use of prescription or pharmacy drugs;
- ensures they are able to perform their work effectively, competently and safely;
- informs themselves of the impact of consumption of alcohol with prescription and pharmacy drugs and they limit consumption accordingly; and
- checks with their medical practitioner or pharmacist about the effect of the drug on their ability to drive vehicles, operate machinery and safely perform their normal work duties. If a workplace participants ability to perform work competently, efficiently and safely is affected, the workplace participant should obtain this advice in writing from the medical practitioner, or pharmacist, and



provide it to their manager or supervisor as soon as possible and before undertaking their work.

If RS suspects that the workplace participant's ability to safely perform work is affected, RS may take steps to address the issue in accordance with this policy.

6.2 Consumption of alcohol — workplace participants' responsibilities

RS recognises that at some work-related functions responsible consumption of alcohol is allowed, for example, at a staff function, Christmas party or customer function.

In these circumstances, the following restrictions apply at all work-related functions:

- workplace participants must consume alcohol responsibly;
- workplace participants must not become drunk. As set out above, it is a condition of waiving the prohibition on alcohol that workplace participants consume alcohol responsibly. Inebriation does not diminish a workplace participants responsibility for misconduct;
- workplace participants must uphold an appropriate standard of behaviour at all times, consistent with RS' codes of conduct and workplace policies;
- the restrictions set out below in relation to RS; vehicles and machinery continue to apply; and
- workplace participants must ensure a safe means of transport from such functions. Workplace participants must not drive any vehicle if they are over the legal blood alcohol limit. Workplace participants who do not have a safe means of transport should advise management so that such transport may be arranged.

If a workplace participant is required to return to work, or continue working after the function, and the consumption of alcohol could adversely affect their ability to perform work effectively and safely, consumption of alcohol by those workplace participants is not permitted.

If a workplace participant breaches this policy at a work-related function and acts inappropriately, the workplace participant may be subject to disciplinary action, and may not be permitted to consume any alcohol at future work related functions.

The prohibition relating to drugs will not be waived in any circumstances, except in relation to prescription and pharmacy drugs as set out in this policy.

7. **Consumption of alcohol — RS' Responsibilities**

7.1 When RS provides alcohol at a work-related function, it will do so responsibly, ensuring that:

- a) workplace participants will be reminded of this policy prior to the work-related function, where appropriate and practicable;
- b) food will be made available during the service of alcohol;



- c) light alcohol and non-alcoholic beverages will be available at all times;
- d) alcohol will not be provided to anyone under the age of 18 years;
- e) alcohol will not be provided to anyone who is drinking excessively, or is (or appears to be) intoxicated;
- f) alcohol service is supervised, whether held at the workplace or other locations, by a suitably qualified person, who holds a certificate in responsible service of alcohol; and
- g) workplace participants are reminded of the dangers of driving under the influence of alcohol and promote the use of alternative transport (e.g. taxis, public transport).

8. Driving RS Vehicles and Machinery

8.1 Alcohol and illegal drugs

- a) RS has a legal obligation to provide a safe and healthy working environment for its workplace participants and others in the workplace. To ensure a safe environment, no machinery is to be operated or used by anyone who is under the influence of alcohol, or used or consumed illegal drugs.
- b) Workplace participants must comply with alcohol concentration limits applicable to particular duties they perform, or may be called on to perform.
- c) RS will not accept liability for any damage to an RS vehicle, an injury to another person, or damage to other property caused by a workplace participant's use of a RS vehicle while intoxicated from alcohol or illegal drugs. The workplace participant will be personally liable in such circumstances.

8.2 Prescription and pharmacy drugs

- a) Where a workplace participant is taking prescription or pharmacy drugs that contain a warning that the person should not drive a vehicle or operate machinery, then that workplace participant must not drive a RS vehicle or any vehicle, or operate machinery unless contrary specific medical advice is obtained and confirmed in writing, from the workplace participant's medical practitioner.
- b) If a workplace participant is taking prescription or pharmacy drugs and feels that their ability to safely drive a vehicle or operate machinery is affected, the workplace participant must not drive an RS vehicle, or any vehicle, or operate machinery and must notify their manager or supervisor immediately.

8.3 Smoking

Smoking is not permitted at any of RS workplaces, except in specifically designated areas.



9. What will RS do if it suspects a workplace participant is affected by drugs or alcohol?

9.1 If RS suspects, on reasonable grounds, that a workplace participant is under the influence of drugs or alcohol in breach of this policy, RS will take steps to address the issue. Reasonable grounds may include (but are not limited to) where the workplace participant:

- a) is unable to coordinate their actions;
- b) has red or bloodshot eyes, or dilated pupils;
- c) smells of alcohol;
- d) acts contrary to their normal behaviour;
- e) exceeds alcohol concentration limits applicable to the task they perform or may be called on to perform;
- f) is not behaving in a professional and competent manner and in accordance with RS standards; or
- g) otherwise appears to be impaired or affected by drugs or alcohol.

9.2 In such circumstances, RS may take the following actions (but is not limited to these actions):

- a) Direct the workplace participant to go home. Suitable arrangements for safe reasonable transport will be made by the relevant manager at the expense of the workplace participant; or
- b) direct the workplace participant to attend a medical examination to determine whether the workplace participant is fit to perform their duties effectively and safely. The medical examination may include a drug and/or alcohol test, such as a breath test, blood test, urine test or oral swab. In relation to prescription or pharmacy drugs, RS may require evidence as part of the medical examination about the effects and proper use of the drug. The workplace participant may be directed to go home following the medical examination.
- c) If the workplace participant refuses to attend a medical examination, they will be directed to go home. Refusal to attend a medical examination, refusal to go home, or providing false information constitutes a breach of this policy and may result in action being taken against the workplace participant, including action as set out below under 'Breach of policy'.
- d) Where a workplace participant is sent home, or required to attend a medical examination, the workplace participant must report to Management (or as directed) on the next working day, or as soon as possible once the workplace participant is no longer under the influence of drugs or alcohol. RS will deal with the issue as set out below under 'Breach of policy'. Failure to report constitutes a breach of this policy.



10. What will RS do if it finds drug or alcohol at the RS workplace?

10.1 If RS finds drugs or alcohol at the workplace in breach of this policy, RS may take the following action, which includes, but is not limited to:

- a) investigate the matter in order to attempt to determine who is responsible, including by conducting searches, as set out in this policy;
- b) require some, or all workplace participants, to undergo a medical examination in order to test for the presence of drugs or alcohol
- c) notify the relevant authorities

10.2 Workplace participants are required to co-operate in any investigation. Failure to co-operate, or providing false information in an investigation, constitutes a breach of this policy and may result in action as set out below under 'Breach of this policy'.

11. What will RS do if it suspects a workplace participant has drugs or alcohol in their possession at work?

11.1 If RS suspects that a workplace participant has drugs or alcohol in their possession at work, RS may take the following action, which includes but is not limited to:

- a) investigate the matter to attempt to determine whether the workplace participant does have such drugs or alcohol in their possession;
- b) request the workplace participant to open their locker, bag, or vehicle or to empty their pockets or jacket for the purpose of locating any drugs or alcohol.

11.2 Workplace participants are expected to permit such inspection and co-operate with RS' investigation. Failure to co-operate, or providing false information in an investigation, may result in action being taken against the workplace participant, as set out below under 'Breach of this policy'.

12. Breach of this Policy

12.1 Workplace participants must comply with this policy at all times.

12.2 If an employee is found to have breached this policy, they may be subjected to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment.

12.3 Examples of disciplinary action that may be taken include (but are not limited to):

- performance counselling;
- a formal warning;
- suspension (unpaid);
- demotion;



- termination of employment;
- referral to an Employee Assistance Programme ('EAP') and/or some other referral source, for counselling, treatment or rehabilitation for drug or alcohol dependency.

12.4 Agents or contractors (including temporary contractors) of RS who are found to have breached this policy may have their contracts with RS terminated, or not renewed.

12.5 In circumstances where a workplace participant's behaviour or conduct may involve a breach of any Australian law, RS may notify the police or other relevant government authority.

13. Access to support services if an employee notifies RS that they have a drug or alcohol problem, they will be encouraged to complete a rehabilitation programme or undergo counselling.

14. Education and training

14.1 RS will inform and conduct training or information sessions for all employees, relating to:

- a) this policy, including but not limited to the consequences of breaching this policy;
- b) the effects of alcohol and drug use (including prescription and pharmacy drugs);
- c) the risks to the health and safety of workplace participants and others by the use of alcohol and drugs in the workplace; and
- d) the EAP (if applicable) and any other referral sources for counselling, treatment or rehabilitation, which are available to employees.

14.2 Where appropriate, RS will conduct induction sessions for agents, contractors and their respective employees when they undertake work for RS in the workplace. These induction sessions will cover:

- a) this policy, including but not limited to the consequences of breaching this policy;
- b) the effects of alcohol and drug use (including prescription and pharmacy drugs);
- c) the risks to the health and safety of workplace participants by the use of alcohol/drugs in the workplace.

15. More information

15.1 If a workplace participant is unsure about any matter covered by this policy, they should seek the assistance of the relevant contact person.

Variations

RS reserves the right to vary, replace or terminate this Code from time to time.



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All RS policies and procedures will be reviewed every two to three years and distributed to staff. RS is committed to providing an environment which is safe for all staff. You will not be disadvantaged in your employment conditions or opportunities as a result of lodging a complaint.

Signed 

Dated 28/10/2022

Residential Scaffold Australia & RoofSafe Solutions



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