

Workplace Alcohol and Drug Policy

OnSite Recruitment Pty Ltd



Mission Statement

OnSite Recruitment Pty Ltd:

- is committed to providing employees with a safe, healthy and supportive environment in which to work.
- recognises that the safety, health and wellbeing of our employees is important.
- will commit to providing a supportive workplace culture, where healthy lifestyle choices are valued and encouraged.
- maintain an open and positive relationship with current clients and candidates, regarding ZERO HARM in the workplace.

Objectives and Strategies

OnSite Recruitment Pty Ltd:

- comply within the requirements of the Workplace Health and Safety Act 1995 (QLD) and the Occupational Health and Safety Act 2004 (VIC) and the Occupational Health and Safety Act 2000 (NSW).
- assist employees to reduce their harmful behaviour, and lifestyle-related alcohol and drug consumption.
- will offer professional support or advice to current employees effected by excessive alcohol and drug consumption.
- demonstrate a zero tolerance across all building sites, regarding alcohol and drug consumption.

Scope

- This policy applies to all employees at OnSite Recruitment Pty Ltd or those representing OnSite Recruitment Pty Ltd.
- Alcohol and other drugs shall not be consumed on the organisation's premises, in work vehicles, or at any time as paid employees of the organisation, or as a representative of the organisation (see 'Social Events' for exceptions to these circumstances).
- Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, an onsite consultant/client supervisor must be notified. This is especially important when workplace safety is at risk, such as when driving, working at heights or operating heavy machinery.
- No alcohol or other drugs are to be consumed at any time prior to commencing work or on break times, if this may impair the employee's ability to perform their required duties.
- OnSite Recruitment Pty Ltd has a responsibility to identify and act on all workplace factors that may influence an employee using alcohol or drugs as a support and implement a hazard management process to eliminate or control these risks.
- Any employee identified as having an alcohol or drug-related issue that is impinging on their ability to perform their duties:
 - will be treated with respect
 - can expect and will be afforded complete confidentiality
 - can be assured that this incident will not be cause for discrimination in the future, with regards to their future employment or potential promotion.

Support and Treatment Services

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- OnSite Recruitment Pty Ltd will provide information and training about the effects of alcohol and drug use on personal workplace health and safety.
- Early intervention services will be offered to current employees.
- Employees should seek information about treatment services through the company's Employee Assistance Program (EAP) or through their immediate supervisor.
- Information about support and treatment services provided to an individual will remain confidential. Any breach of confidentiality may result in disciplinary action and or termination of employment.

Alcohol and Drug Testing

- OnSite Recruitment Pty Ltd is recognised and qualified as a collector under the Australian Standards AS/NZ 4308:2008 (urine) and AS 4760:2006 (oral fluid drug testing).
- 10275NAT Course in Workplace Drug Testing (breath alcohol) (oral fluid - saliva) (urine) is recognised under the Australian Standards.
- Alcohol and Drug testing may be performed at random or in line with our client's requirements or at the request of Management at OnSite Recruitment Pty Ltd.
- In the event of a non-negative result, the employee will be stood down and will have to provide a laboratory negative result before being reinstated, otherwise instant termination of employment will apply.
- All employees have a legal right to refuse to be tested. If an employee refuses to be tested then it is deemed to be a direct contravention of OnSite Recruitment's Alcohol and Drug Policy, and the result will be termination of employment.

Social Events

- Responsible social events may be held in this workplace for candidates. This may include events such as Christmas parties and other events of significance to the organisation. At these events:
 - it is expected that all individuals act safely and responsibly
 - it is expected that individuals follow the [Australian alcohol consumption guidelines \(2009\)](#)

Compliance Measures

- All managers, employees and other persons representing OnSite Recruitment Pty Ltd are expected to comply with the requirements of this policy.
- Management is responsible for encouraging compliance with this policy.
- All employees are responsible for ensuring visitors comply with this policy.
- This policy forms part of the conditions under, which contractors agree to work in OnSite Recruitment Pty Ltd's worksite/s.
- Any individual, who is adversely affected by alcohol or drugs will not be allowed to work until they are fit to do so. Suitable transport will be arranged to the person's home at the expense of the individual. If an employee affected by alcohol or drugs is sent home, they will not be paid for lost time. Disciplinary action may be taken on return to work. Support will be offered and available in the meantime.

Expectations

All employees are expected to:

- participate in the implementation of this policy
- comply with the requirements of this policy.

All managers are expected to:

- inform those entering the worksite of this policy

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- identify and alter conditions in their work environment that contribute to excessive alcohol and drug use, for example, high levels of stress in the workplace, or increased access to alcohol.

Communication

OnSite Recruitment Pty Ltd will ensure that:

- all employees receive a copy of this policy during the induction process
- this policy is easily accessible by all team members of our organisation
- employees are informed when a particular activity aligns with this policy
- employees are empowered to actively contribute and provide feedback to this policy
- employees are notified of any changes to this policy

Monitoring and Review

OnSite Recruitment Pty Ltd will review this policy twelve months after implementation and annually thereafter.

Effectiveness of the policy will be assessed through:

- feedback from employees or working group and management
- review of the policy by management and working group to determine if objectives have been met
- level of employee engagement
- the number of workplace incidents involving alcohol or other drugs
- the role of alcohol and other drugs in workplace accidents and incidents.

OnSite Recruitment Representative:

Signature:

Employee Name:

Signature:

Date: