

The logo for CITC (Construction Industry Training Centre) features the letters 'CITC' in a bold, orange, sans-serif font.

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**RTO Code 0647**

## **CITC 3.16 Drug and Alcohol Policy**

Outlines CITC's position and approach to drugs and alcohol in the workplace

CITC 3.16 Drug and Alcohol Policy Mar 2019

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# Workplace alcohol and drug policy

## CITC

### Policy statement

CITC:

- Is committed to providing personnel with a safe, healthy and supportive environment in which to work;
- Recognises that the safety, health and wellbeing of our personnel is important; and
- Will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.

### Scope of work

CITC:

- Is an RTO that conducts training and assessment for duty of care and High Risk Work licensing outcomes;
- As an RTO has a duty of care to not just personnel but also students; and
- Students are directly supervised by trainer/assessors who have a duty of care to ensure student safety.

### Objectives and strategies

CITC respects the civil rights of personnel.

CITC will however:

- Comply with any relative state or federal legislative requirements in relation to prohibited substances;
- Comply with the requirements of the *Workplace Health and Safety Act 2012* and the *Workplace Health and Safety Regulations 2012*, especially those related to drug and alcohol consumption; and
- If required, assist personnel to reduce their harmful behaviour and lifestyle-related drug and alcohol consumption.

### Scope

This policy applies to all personnel at the CITC:

- Alcohol and other drugs<sup>1</sup> shall not be consumed on the organisation's premises, in company vehicles, or at any time as paid personnel of the organisation, or as a representative of the organisation (see 'Social events' for exceptions to these circumstances).
- Personnel may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, a 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.
- Personnel must not be under the influence of alcohol and/or other drugs during work time or on break times, as this may impair their ability to perform their required duties.

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<sup>1</sup> Including legally obtained Prescription and Non Prescription drugs

- CITC has a responsibility to identify and act on all workplace factors that may influence an employee using drugs and/or alcohol as a support and implement a hazard management process to eliminate or control these risks.
- Any employee identified as having a drug or alcohol-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; and
  - 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**

- CITC provides information and training about the effects of alcohol and drug use.
- Early intervention services are available to personnel.
- If required, personnel 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.

### **Personnel presenting signs of impairment while at work**

- If any CITC personnel are suspected of being under the influence of drugs and/or alcohol, a senior manager and the safety representative (or a consultative committee member in the absence of the safety representative) will be informed and will record the event.
- The individual will be asked if they are under the influence of drugs and/or alcohol. If they confirm they are under the influence they will be required to leave the premises. They should leave their car at CITC and a Cab Charge will be supplied for their home journey, but not their return to the CITC.
- If the individual insists that they are not under the influence, they will be asked to take a drug and alcohol test which CITC will pay for and a taxi will be provided to an accredited testing agency, then home for the individual and a return taxi on the first day of return to work. This will be done via Cab Charge.
- If the individual returns a positive result, the day following the event, or the first day when the individual returns to work, a meeting will be held between the individual, a senior manager and the safety representative (or a consultative committee member in the absence of the safety representative) where rehabilitation assistance and support will be offered (See 'Support and Treatment Services' for details).
- If the individual cooperates and embraces rehabilitation, they will be monitored for six months. This will include follow up testing after three months and regular meetings with the appropriate senior manager and the safety representative (or a consultative committee member in the absence of the safety representative) to assist in supporting the individual through recovery.
- If the individual refuses rehabilitation assistance and support then further punitive action will be taken, which may result in dismissal.
- All personnel have a right to refuse to be tested. However, a non-test will not end the CITC's suspicion of the person being under the influence of drugs and/or alcohol. All personnel need to understand that a non-test may result in serious sanctions up to and including instant dismissal.

- However due to the high risk nature of training delivered, **if a trainer is deemed as under the influence of drugs and/or alcohol by both a senior manager and the health and safety representative (or in the health and safety representative's absence a consultative committee member) whilst supervising student/s, the trainer will be suspended with pay pending an investigation.**

### **Alcohol and drug testing**

- Alcohol and drug testing will be performed on an ad hoc basis as determined necessary by the CEO, Scheduling/Office Manager or Business Training Development Officer in consultation with the safety representative (or in the safety representative's absence, a member of the consultative committee).
- In the case of a positive result, each case will be considered on merit, but a written first warning for dismissal will be the minimum outcome.
- All personnel have a legal right to refuse to be tested. If an individual refuses to be tested then a written warning for dismissal will occur.
- If the individual receives a positive result and refuses rehabilitation assistance and support then further punitive action will be taken, which may result in dismissal.
- If the individual cooperates and embraces rehabilitation, they will be monitored for six months. This will include follow up testing after three months and meetings with the appropriate senior manager and the safety representative (or a consultative committee member in the absence of the safety representative) to assist in supporting the individual through recovery.

### **Social events**

- Responsible social events may be held in this workplace. 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 \(2009\)](#);
  - Non-alcoholic drinks will be provided; and
  - Healthy food will be provided.

### **Compliance measures**

- All managers, personnel and other persons representing CITC are expected to comply with the requirements of this policy.
- This policy will be made available via CITC's website for students, visitors and the general public to access.
- Managers and supervisors are responsible for encouraging compliance with this policy.
- All personnel are responsible for ensuring students and visitors comply with this policy.
- This policy forms part of the conditions under which contractors agree to work in CITC's worksite/s.
- All personnel will comply with the drug and alcohol policy of clients when working on their sites.
- Any student or visitor who is adversely affected by drugs and/or alcohol will not be allowed to continue training or work until they are fit to do so. Suitable transport will be arranged to the person's home at their expense.

- Individuals have the right to appeal any actions taken regarding this policy as per CITC 3.4 Grievance Policy.

### **Expectations**

All personnel are expected to:

- Participate in the implementation of this policy; and
- Comply with the requirements of this policy.

All managers/Officers are expected to:

- Inform those entering the worksite of this policy; and
- 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**

CITC will ensure that:

- All personnel receive a copy of this policy during the new personnel induction process;
- This policy is easily accessible by all members of the organisation;
- This policy is available in aXcelerate; and
- Personnel are notified of any changes to this policy via email once the amended policy is available in aXcelerate.

### **Monitoring and review**

CITC will review this policy at 12 monthly intervals after implementation. Implementation date is the date of PCBU signature.

Effectiveness of the policy will be assessed by:

- The Management Team, the Consultative Committee and the WHS committee taking into account feedback from personnel; and/or
- The number of workplace incidents involving drugs and/or alcohol.