



DRUG AND ALCOHOL POLICY

Date approved:	13 Aug 2019	Date Policy will take effect:	immediately	Date of Next Review:	05/2024
Pre-Approved by: Approved by:	UOW Pulse Audit Risk Management and Compliance Committee UOW Pulse Board of Directors				
Custodian title & e-mail address:	Shannan Human, Manager - People and Culture Shannan@uow.edu.au				
Responsible Unit:	People and Culture				
Supporting documents, procedures & forms of this policy:	UOW Pulse WHS Policy UOW Guidelines on the Use and Management of Alcohol at University Functions UOW Pulse Risk Management processes UOW Pulse Children on Campus Policy UOW Pulse Code of Conduct UOW Pulse Performance Management Policy UOW Pulse Privacy Policy UOW Pulse Work Health and Safety Information Management System UniLife Code of Conduct				
References & Legislation:	Work Health and Safety Act 2011				
Audience:	Internal – UOW Pulse employees only				
Expiry Date of Policy (if applicable):	In place until reviewed				

Contents

1	Purpose of Policy.....	2
2	Definitions	2
3	Application & Scope	3
4	Risk Statement	3
5	Policy Principles	3
6	Policy Requirements.....	3
7	Consequences of Breaching this Policy	3
8	Information and Assistance	4



9 Roles & Responsibilities 4

 All Managers and Supervisors 4

 Employees..... 4

 WHS Committee..... 5

10 Version Control and Change History 5

1 Purpose of Policy

1.1 The purpose of this policy is to:

- i. Assist UOW Pulse in fulfilling its Workplace, Health and Safety obligations and duty of care to ensure the health, safety and welfare of all employees, and others, in the workplace;
- ii. Assist employees to fulfil their duty of care towards themselves and others in the workplace;
- iii. Preserve the reputation of UOW Pulse and the University in the community;
- iv. Promote awareness of personal safety and security in relation to alcohol and drug consumption;
- v. Minimise UOW Pulse exposure to legal action and reputational damage arising out of the abuse or inappropriate use of alcohol and prohibited drugs;
- vi. Provide UOW Pulse employees with access to adequate information about the ways in which drugs and alcohol can impair safe and competent performance of work and the consequence of their inappropriate use, and;
- vii. Provide guidelines and expectations to employees who work in a supervisory role in relation to managing alcohol and drugs in the workplace.

2 Definitions

Word/Term	Definition
Prohibited drug	Those drugs which are prohibited according to Schedule 1 of the Drug Misuse and Trafficking Act 1985. Examples include amphetamines, cannabis, heroin, methadone and LSD.
Medically prescribed drugs	Drugs which are prescribed by a medical practitioner and issued by a pharmacist to the intended person.
Over the counter drugs	Drugs which can be purchased legally i.e. chemist store.
Employees	Any person who carries out work for UOW Pulse which includes; Employees/Staff Trainees Outworkers Apprentices Work Experience Attendees Contractor and/or Sub Contractors and their employees Labour Hire/Temp assignment employees



3 Application & Scope

- 3.1 This policy applies to all working activities of UOW Pulse employees, whether on or off campus during work hours.
- 3.2 Volunteers are not included within the scope of this policy, and should refer to the UniLife Code of Conduct.

4 Risk Statement

UOW Pulse has a low appetite for risk that causes serious injury to employees.

5 Policy Principles

- 4.1 At UOW Pulse, it is a requirement that employees do not work under the influence of alcohol or drugs.

Being affected by alcohol or drugs in the workplace can seriously compromise the health, safety and welfare of employees, students and others in the workplace. It can also impair an individual's ability to perform their work competently and professionally.

Inappropriate or unlawful conduct arising out of alcohol or drug use may expose UOW Pulse to legal liability.

6 Policy Requirements

- 5.1 Every employee has a duty of care in the health and safety of themselves and others in the workplace. This requirement ensures that their performance and actions are not impeded by the use of drugs (either legal or illegal) or alcohol.
- 5.2 Employees must not possess, distribute, sell or consume prohibited drugs in the workplace.
- 5.3 Employees must not consume alcohol, illicit, medically prescribed or over the counter drugs while at work or on UOW Pulse business, other than in accordance with this policy.
- 5.4 Employees must not be impaired, in their ability to perform their duties safely, competently and professionally, by alcohol or drugs including medically prescribed or over the counter drugs.
- 5.5 Employees on duty observed to be affected in any degree by alcohol or drugs may face disciplinary action, which may include dismissal.
- 5.6 Where an employee suspects their or another's performance may be impaired by drugs or alcohol they must inform their supervisor in order for the risk to be managed in accordance with the UOW Pulse risk management processes.
- 5.7 In the event that an employee is required to take a prescribed drug, a risk management approach will be used to ensure side effects do not impact on work performance and workplace safety. Affected employees may be relocated or released from duty if it is deemed to be in their best interest and that of UOW Pulse.
- 5.8 It is recognised that at some business events, low level and responsible alcohol consumption is permissible however only where the employee has low risk work exposure.
- 5.9 Assistance and support will be offered to employees where there is a perceived or identified substance abuse or dependency problem.

7 Consequences of Breaching this Policy

- 6.1 UOW Pulse considers any breach of this policy as a serious matter and may lead to disciplinary action and dismissal.
- 6.2 Where appropriate, UOW Pulse may recommend, or direct an employee to attend drug and alcohol counselling.
- 6.3 If it is suspected that an employee is under the influence of Drugs or Alcohol while on duty and in breach of this policy, Pulse reserves the right to safely and immediately remove the employee from work premises.



8 Information and Assistance

- 7.1 UOW Pulse will provide support to any employee requiring assistance. In the first instance you may contact UOW Pulse People and Culture for a confidential discussion on 4221 5912 (ext 5912).
- 7.2 UOW Pulse provides free and confidential counselling services for any employee that may have a perceived or identified substance abuse or dependency problem. Please contact Optum counselling services on 1300 361 008

9 Roles & Responsibilities

- 8.1 It is the responsibility of all employees to report to their supervisor any incidents where it is suspected that an employee is under the influence of drugs or alcohol. The employers' and employees' duty is covered by the Workplace Health and Safety Act 2011.
- 8.2 Employees should seek advice from their medical practitioner or pharmacist in regards to information on the possible effects of taking medically prescribed drugs or over the counter drugs.

All Managers and Supervisors

- 8.3 In addition to 'Employee Responsibilities', all managers and supervisors are responsible for ensuring that this policy is implemented in their area. This includes ensuring that:
 - i. All employees are made aware of the policy.
 - ii. Risk assessments are undertaken on work tasks in consultation with employees as per the UOW Pulse Work Health Safety Information Management System.
 - iii. Employee behaviour is observed to ensure adherence with this policy.
 - iv. Any concerns or issues are addressed proactively and expediently to ensure all employees health and safety.
 - v. Support is provided to employees where appropriate.
 - vi. Any suspected breaches of this policy are to be reported to the department supervisor and seek advice on management of that specific case.

Employees

- 8.4 All employees must adhere to their duty of care and their specific obligations as outlined in this policy. This includes:
 - i. Observing all directions from their supervisor in regards to this policy.
 - ii. Advising their supervisor if they have a concern for, or believe themselves or a co-worker presents to work under the influence or any substance in this policy.
 - iii. Recognising that performance of duties could be affected by alcohol or drugs and raising this with their supervisor to instigate appropriate risk control measures if required.
 - iv. Not undertaking duties if their ability to perform their duties safely, competently and professionally is impaired by alcohol or drugs.
 - v. Not consuming alcohol while on duty, other than in accordance with this policy.
 - vi. Not possessing, distributing or otherwise consuming any prohibited drugs while on duty or on UOW Pulse premises.
 - vii. Where an employee has a legitimate need to use a medically prescribed drug or over the counter drug that could impair their work performance, the employee is required to notify their supervisor/manager so that a confidential risk assessment can be conducted to ensure the safety of the individual and others. The risk assessment will be undertaken in accordance with the UOW Pulse Workplace Health Safety Information Management System (WHSIMS).



WHS Committee

8.5 The WHS committee will be considered the main forum for consultation with employees on this policy.

10 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	19/08/2009	UOW Pulse Board	New policy developed to supersede the Drug and Alcohol policy, policy number HR/OHS/23-04/1
2	7/12/2011	UOW Pulse Board	Migrated into new QA format, links updated
3	24/06/2014	UOW Pulse Board	Updated legislation; Defined employees; Removed repeated sections 1.2 and 1.3 under purpose of policy; Added iii in Purpose of Policy; Added point 7 'Information and Assistance'; Defined managers 'added' responsibilities to that of employees; Added employee responsibility advising supervisor if suspecting another employee of intoxication.
4			Changed UniCentre logo to UOW Pulse logo. Removed all applicable mentions of 'UniCentre' and changed to 'UOW Pulse'. Removal of volunteers under 'employee' definition, addition of UniLife Code of Conduct. Removed references to documents that don't apply to UOW Pulse.
5	05/08/2019	UOW Pulse ARMCC	Addition of 4. Risk Statement to Policy, as requested at the 03/19 ARMCC Meeting.