

Drug and Alcohol Policy

Purpose

At the Huon Valley PCYC, we are committed to upholding the safety and wellbeing of all those who attend our facility in a private or professional capacity, including employees and clients. This policy outlines our commitment to comply with the requirements of the *Work Health and Safety Act 2012* and the *Work Health and Safety Regulations 2012*, especially those relating to drugs and alcohol.

This policy is designed to provide guidance on the processes and procedures that relate to managing the use of drugs or alcohol, and their effects in the workplace, including responsibilities and disciplinary action.

Scope

Who this policy applies to:

- Huon Valley PCYC Staff, Volunteers, Board Members, Internal and External Liaisons, Facility Users, Members, Contractors, and Consultants.

Responsibilities

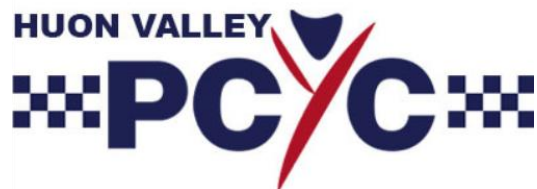
The Huon Valley PCYC has a responsibility to maintain a drug and alcohol free facility. No one is permitted to drink alcohol or use drugs at the Huon Valley PCYC, except:

- For legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication.
- At workplace-based social events: This is covered in more detail under the "Social events" section of this policy.

The Huon Valley PCYC manager or shift supervisor must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at the Huon Valley PCYC.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor, who may assign you other duties or arrange for you to be removed safely from the workplace.



Managing Drugs and Alcohol

The Huon Valley PCYC will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them. The Huon Valley PCYC will consult with workers, work health and safety representatives and/or the work health and safety committee on this issue.

Disciplinary Action

If anyone is found to breach this policy, management will take further disciplinary action which, depending on the severity of the offence, may include any combination of:

- Issuing a formal warning
- Encouraging the individual to seek treatment
- Offering to facilitate referrals
- Suspension
- Dismissal

Social Events

From time to time, the Huon Valley PCYC may host social events, either on site or off site. Likely events include such things as Christmas parties and fundraisers. To ensure everyone remains safe:

Everyone is expected to act responsibly.
Non-alcoholic drinks and food will be provided.

Information and support

The Huon Valley PCYC will provide regular training and information about the effects of drugs and alcohol use on personal and work health and safety, and on the components of this policy. The Huon Valley PCYC Employee Assistance Program is available to provide further support and external referrals for any staff, especially those struggling with drugs or alcohol use. Employees are encouraged to contact Positive Solutions on 1800 064 039 for free confidential support.

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