



Drug and Alcohol Policy

1. Scope:

This policy applies to all workers and Councillors, who carry out work in any capacity for Balonne Shire Council including work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Balonne Shire Council, an apprentice or trainee, work experience student, volunteer or Councillor.

The St George Aerodrome Drug and Alcohol Management Plan (DAMP) is excluded from this Policy. The DAMP applies to all Balonne Shire Council employees or contractors participating in a Safety Sensitive Aviation Activity at St George Aerodrome.

2. Purpose:

This Policy supports Balonne Shire Council's commitment to maintaining a safe and efficient working environment for all workers and Councillors.

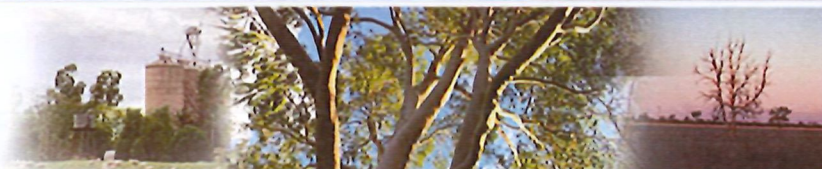
3. Related Documents:

Primary

Workplace Health and Safety Policy

Secondary

Anti-Discrimination Act 1991
Human Rights and Equal Opportunity Act 1986
Industrial Relations Act 1999
Information Privacy Act 2009
Local Government Act 2009
Local Government Regulation 2012
Right to Information Act 2009
Transport Operations (Road Use Management) Act 1995
Workers Compensation and Rehabilitation Act 2003
Workers Compensation and Rehabilitation Regulation 2003
Work Health and Safety Act 2011
Work Health and Regulation 2011
Workplace Health and Safety Enforcement Policy
Workplace Health and Safety Disciplinary Process
Relevant Australian Standards
Council's Certified Agreement/s



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Drug and Alcohol Procedure
 Corporate Human Resource Policy
 Workplace Harassment Policy
 St George Aerodrome Drug and Alcohol Management Plan (DAMP)
 Balonne Shire Council Code of Conduct

4. Definitions:

To assist in interpretation, the following definitions shall apply:

CEO	<i>Chief Executive Officer –</i> A person who holds an appointment under section 194 of the Local Government Act 2009.
Council	Balonne Shire Council
Councillor	The Mayor and/or a Councillor/s of Balonne Shire Council, within the meaning of the Local Government Act 2009.
Employee Assistance Program (EAP)	A confidential, professional counselling service is available to Council employees.
Fitness for Work	A state (physically, mentally and emotionally) to perform assigned tasks competently and in a manner which does not compromise or threaten the health, wellbeing and safety of themselves or other persons.
Impairment	A symptom of reduced quality, strength or effectiveness of a worker due to the effects of drugs and / or alcohol consumption whilst performing their usual duties.
Random	Having no specific pattern, purpose, or objective.
Suspicion Testing	Testing undertaken on the suspicion that an employee or Councillor may be at risk of impairment from drugs or alcohol.
Worker	Employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Balonne Shire Council, an apprentice or trainee, work experience student or a volunteer.
Work Hours	Any time where a worker is at the workplace, or is claiming remuneration, including time where the on-call allowance is received.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.



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5. Policy Statement:

Workers and Councillors are not to present themselves for work if they have consumed alcohol and/or other drugs where they may be at risk of impairment during work hours. Alcohol and illicit drugs shall not be consumed at any Council workplace, in any Council owned vehicle or plant, or at any time as a worker of the Council or as a Councillor whilst undertaking their respective duties. An exception for the consumption of alcohol will be made for special occasions or locations as determined by the CEO or Mayor and where the provision of hospitality is within the bounds of normal customary hospitality. Workers or Councillors should not remain at the workplace if they become impaired, or there is a risk of impairment, by alcohol and/or other drugs.

5.1 Awareness and Training

Council recognises that it is important to develop a workplace culture, through awareness and training where employees are prepared to encourage each other to be safe and not unfit for work. All employees shall be familiarised with this Policy and the Drug and Alcohol Procedure upon commencement of employment and annually thereafter. All other workers and Councillors shall be made aware of the components of the Policy and the Drug and Alcohol Procedure that may affect them whilst performing work in any capacity for Council.

5.2 Employee Assistance

Council recognises drug and alcohol dependency as a treatable condition. Workers or Councillors who suspect they have an issue with drugs and/or alcohol are encouraged to seek advice regarding appropriate treatment options. Council offers employees and Councillors the services under the EAP.

5.3 Prescription and Pharmacy Medication

If Council suspects that a worker's or Councillor's ability to safely perform work is impaired (or likely to be impaired), Council may take steps to address the issue in accordance with this Policy and associated procedures. Where a worker or Councillor is taking Prescription and Pharmacy medications for a legitimate medical purpose, the worker or Councillor will not breach this Policy by attending work or duties subject to guidelines listed in the Drug and Alcohol Procedure. However the medical condition for which medication is prescribed must not present its own fit for work risks.

5.4 Drug and Alcohol Testing Triggers

Consistent with Council's obligation and commitment to ensuring a safe workplace, workers and Councillors may be required to undergo drug and alcohol testing in the following circumstances in accordance with the Drug and Alcohol Procedure:

- As part of a Random Testing Program;
- In a case of Reasonable Suspicion; and/or
- Post Incident.



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5.5 Testing Methods

All drug testing undertaken will comprise of either urine or a saliva test. Saliva testing will be conducted in accordance with Australian Standard 4760-2019. Urine testing will be conducted in accordance with Australian/New Zealand Standard AS/NZS 4308:2008. Alcohol testing will be conducted in accordance with current random breath testing procedures in Queensland (Australian Standard AS 3547-1997).

5.6 Responsibilities

Detailed responsibilities are contained in the Drug and Alcohol Procedure.

5.7 Breaches of Policy


Disciplinary action may be taken in accordance with the actions detailed in the Drug and Alcohol Procedure and Discipline Procedure for breaches of this policy including, but not limited to:

- The recording of a positive result from a drug and / or alcohol test;
- If found to have deliberately masked a substance;
- The falsification of medication information or details;
- Tampering with a sample for drug and / or alcohol testing; or
- Refusing to comply with any requirements of this Policy.

6. Review Timelines:

This Policy will be reviewed when any of the following occur:

- 6.1. An investigation into a high potential incident or serious accident identifies that drugs and/or alcohol were the major contributing factor/s;
- 6.2. The related information, including legislation or relevant standards, is amended or replaced; or
- 6.3. Other circumstances as determined from time to time by the CEO.


Matthew Magin
Chief Executive Officer