



South of Perth Yacht Club

Alcohol and Other Drugs

Policy:

Reason for policy

South of Perth Yacht Club is committed to providing a safe and healthy workplace. It is from this commitment that the need for a smoking, alcohol and other drugs policy has been recognised.

Alcohol and other drugs, whether used in private life or at the workplace, are factors that might reduce a person's ability to work safely or productively by impeding the ability to exercise judgment, coordination, motor control, concentration and alertness. Employees under the influence of alcohol and or other drugs increase the risk of injury and illness to themselves and to others.

This policy has been formulated to ensure that all employees are aware that drug use, or the consumption of alcohol, which might affect work performance and safety, will not be tolerated; and the possession of alcohol or prohibited drugs in the workplace is also forbidden. South of Perth Yacht Club has a duty to ensure that the workplace is free from hazards and unnecessary risk. Employees have a responsibility to ensure their own safety and that of their fellow employees, clients and visitors to the workplace. Any employee found to be in violation of the policy will be subject to appropriate disciplinary action which may include warnings, suspension or dismissal without notice.

Testing for alcohol and other drugs

It is recognised that current methods of testing for the presence of alcohol and other drugs in the body do not determine the degree of impairment of the person tested. The policy is designed to reduce the risk of employees being impaired in the workplace through consumption of alcohol and other drugs. Employees required to be tested for alcohol or other drugs are required to cooperate with the testing agency and do what is necessary to provide a valid test result.

Failure to produce a valid test result is a breach of this policy.

What drugs will be tested for?

Drugs tested for will be:

Alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone and opiates.

What is a positive test result?

Testing will be carried out in accordance with Australian Standard AS/NZS 4308:2001 or any standard which replaces that standard. Each of the classes of drug tested for has an assigned value, or cut-off level, which is the level at which a decision is made whether or not a sample is positive or negative for a particular class of drug. The cut-off levels generally reflect the level of drugs which can be reliably detected in a laboratory.

The cut-off levels under AS/NZS 4308:2001 are as follows:

Amphetamines	0.3ug/mL
Barbiturates	0.2ug/mL
Benzodiazepines	0.2ug/mL
Cannabinoids	50ng/mL
Cocaine	0.3ug/mL
Methadone	0.3ug/mL
Opiates	0.3ug/mL

The cut-off level for alcohol under this policy will be a blood alcohol concentration of 0.02g/100mL. A test result which reveals a drug concentration higher than the cut-off levels above will be deemed, under this policy, to be a positive test result.

Testing positive to alcohol or other drugs is a breach of this policy.

When will testing be required?

South of Perth Yacht Club may test employees at random for compliance with this policy. Individual staff members or all of staff tests may be conducted.

Testing may be required where a manager or supervisor has reason to suspect that an employee or employees may be affected by alcohol or other drugs or wishes to rule out the possibility of alcohol or other drugs being a contributing factor to a workplace incident. Examples of circumstances where testing for cause may be carried out include the following-

- Where an employee's general behaviour indicates to a supervisor that the employee may be influenced or adversely affected by alcohol or drugs;
- Where a supervisor becomes aware that a employee's performance has deteriorated such that in the opinion of the supervisor job performance standards are not met and the supervisor suspects the use of alcohol or drugs to be a cause;
- Where a supervisor has reason to believe that there has been inappropriate use of alcohol or drugs.
- After accidents or incidents

Testing for alcohol and other drugs may also be a requirement of any pre-employment medical checks.

Refusal to undergo alcohol and other drug testing as required is a breach of this policy.

Prescription and Non-prescription (Over-the-counter) drugs

Drugs which are prescribed by medical practitioners or purchased over the counter may affect the ability of employees to safely perform their work. These medications may also register a test result positive to a drug listed in this policy. An employee who is prescribed medication by a medical practitioner must inform the practitioner of the nature of the employee's work and obtain advice about the likely effect of the medication on the employee's ability to perform that work safely.

Where a likely adverse effect is indicated the employee must inform his/her supervisor before commencing work. An employee whose ability to perform his/her usual work safely is impaired, or is likely to be impaired, because of prescription or over the counter drugs may be given other work or, if no suitable work is available, be required to take sick leave, either paid or unpaid.

A test result which gives a result above the cut-off levels listed in this policy will not be a positive result if the employee has declared, before the test is conducted:

- that the employee is taking prescribed or over the counter medication; and,
- the type of medication
- and the test result is consistent with the proper use of that medication.

Failure to obtain advice of the likely effects of prescription medication and/or failure to inform a relevant supervisor of a likely adverse effect is a breach of this policy.

Drug use and possession

The drugs listed in this policy stay in the body for varying lengths of time depending on the characteristics of the drug and the amount of use. The following is a rough guide:

Alcohol	2 to 14 hours depending on consumption
Amphetamines	2 to 4 days
Barbiturates	long acting – 2 to 3 weeks short acting – 24 to 72 hours
Benzodiazepines	up to 4 to 6 weeks
Cocaine	2 to 4 days
Cannabinoids	acute use – 18 hours to 5 days light user (less than once per day) – up to 15 days heavy user (2-3 times/day for more than 3 months) – up to eight weeks
Methadone	3 days
Opiates	2 days

Except as allowed under the sections relating to prescription and non-prescription drugs, employees are required to ensure that they do not attend for work with levels of drugs in their bodies which would bring about a positive test result. Employees are not permitted to consume alcohol whilst on duty or in to be in possession of alcohol or illicit drugs in the workplace. "Possession" includes causing such substances to be brought into the workplace.

Consumption of alcohol or possession of alcohol or any illicit drug in the workplace is a breach of this policy.

Payment for time lost

Employees who commit a breach of this policy will not be paid for any time lost as a consequence of that breach.

Breaches of this policy

Employees who breach this policy will, on the first occasion be issued with a warning and encouraged to undertake treatment or counselling to assist them to comply with policy requirements. Employees who have been issued a warning and who commit a further breach of the policy will be subject to disciplinary action which may result in termination of employment without notice. Employees who believe that they will be unable to comply with this policy should discuss this issue with the General Manager

Procedure:

All testing for Alcohol and other Drugs must comply with the policy.

Assistance should be offered to the individual involved to assist him/her to address any problems they may have.

It is the duty of care to the individual and the other employees regarding providing a safe workplace that guide companies and individuals to act when becoming aware of alcohol or drug use or threats in the workplace.