

Title:	4.38 Alcohol and Other Drugs
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Statutory Environment:	
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Objective

The objectives of this policy are to ensure:

- (a) That a pre-employment medical examination is carried out appropriate to the employment duties;
- (b) That previous injuries or current impairments do not jeopardise prospective employment unless:
 - (i) An applicant would be unable to do the job;
 - (ii) If doing the job constitutes a substantial risk to themselves or others;
 - (iii) Any additional needs of the applicant cannot reasonably or practicably be met.

Policy

- (1) The Shire is committed to achieving a healthy and safe working environment for our employees.
- (2) We recognise that alcohol, drugs and other substance abuse by employees can have serious adverse effects on their own health and safety of other others.
- (3) As such, all employees must not:
 - (a) Consume alcohol or be under the influence of alcohol while working;
 - (b) Use or possess illegal drugs at any time in any workplace; or
 - (c) Drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances.
- (4) Employees undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties are required to report this to their Manager.
- (5) The CEO, may allow the responsible consumption of alcohol after work

hours on Shire premises.

- (6) The policy shall apply to all Shire staff, contractors and volunteers working in the Shire's premises or representing the Shire.

Procedure

Pre-Employment Medical

- (1) Some positions may require a medical examination before an offer of employment can be made.
- (2) These positions are as follows:
 - (a) All childcare and crèche workers;
 - (b) All parks and works operators and supervisors; and
 - (c) All waste section employees.
- (3) The Shire will only offer employment to a person once the required medical has been completed and sighted by the manager/supervisor.
- (4) The applicant is also required to accurately represent their physical condition and additional needs.
- (5) A person with a disability may not be subjected to additional medical tests unless they have other medical conditions.
- (6) Information from the Shire and applicant will then ensure that the medical examiner is fully informed and in a position to assess an applicant's suitability for tasks within a given job.
- (7) The range of assessments for the medical examiner to apply will not necessarily preclude applicants from employment if they are not totally fit medically.
- (8) The medical examiner is to report and assess within a range of classifications and to comment on special requirements or additional needs.
- (9) The classifications are:
 - (a) Suitable for employment;
 - (b) Suitable for employment but with a minor problem which will not affect their work but which may need protection, or modification of task or workplace;
 - (c) Suitable for employment in position proposed; may be unsuitable for other positions;
 - (d) Not suitable for employment in the position or a substantial worker's compensation insurance risk-would place themselves or others at risk if required to perform tasks stated; and

- (e) Where the condition is not necessarily medical an organisation specific to the person's particular circumstance may be sought for advice on any additional needs.

Medical information collected by the Shire under this policy and procedure will only be used for the purposes of assessing suitability for employment as per the Privacy and Personal Information Act 1998 and Health Records and Information Privacy Act 2002.

The Medical Examination

- (1) The examination will be conducted at the Shire's expense by an approved medical practitioner.
- (2) The examination will form a part of the selection process.
- (3) A proper medical examination will afford the Shire accurate guidance as to the physical capability of a prospective employee to perform the job for which they have applied.
- (4) The Shire will provide a standard form for the assessing medical examiner to complete and return to the Shire.

Existing Staff, Volunteers and Contractors

- (1) If a co-worker suspects another to be affected by drugs or alcohol, he/she must inform the Chief Executive Officer immediately.
- (2) All employees may at any time during a work day be subjected to either a urine or saliva test if suspected to be affected by drugs or alcohol.
- (3) A breach of this policy may initiate appropriate action including the termination of employment or subcontractor agreement.
- (4) The employee may be offered counselling, if available, through Local Government Insurance Services who are the Shire's insurers.

Responsibility

Responsibility for implementation of this policy lies with the CEO who shall ensure all issues pertaining to these matters are kept strictly confidential.