

PURPOSE	SCOPE	FORMS
<p>The purpose of this procedure is to provide guidance on the management of alcohol and other drugs in the workplace involving on-hire workers.</p>	<p>This procedure applies to:</p> <ul style="list-style-type: none"> ➤ Alcohol ➤ Other Drugs 	<p>N/A</p>

GENERAL REQUIREMENTS

Recruitflex recognises that there is no uniform method available to assess the risk of drug or alcohol consumption in the workplace. The severity of drug effects is different for each person and the potential risk caused by drug impairment varies according to the task being performed. We will assess each case individually by taking into account the person involved, the type of work being performed and the risk created by the individual being affected by drugs or alcohol.

After an incident involving injury or damage to company equipment or systems the on-hire worker may be asked to submit to testing. Any on-hire worker who is injured on the job and tests positive to any drug and/or alcohol may forfeit rights and benefits to compensation.

WORKER IS SUSPECTED TO BE AFFECTED BY DRUGS OR ALCOHOL

1. INTERVIEW ONE

- 1.1 The host contacts the consultant to report the concern of on-hire worker suspected to be under the influence of alcohol or drugs.
- 1.2 The consultant must attend the host site where possible; after being contacted by the host manager. Alternatively the consultant must contact the on-hire worker via the telephone.

The following steps are required by the consultant:

- 1.1 Explain to the on-hire worker that there is reason to believe that they have breached the host and Recruitflex's Alcohol & Other Drug Policy and that both employers believe that there is suspicion that they are under the influence of drugs or alcohol.
- 1.2 Provide the on-hire worker with the concerns about the health and safety of themselves and others at work whilst they are under the influence of drugs or alcohol.
- 1.3 Provide the on-hire worker with the opportunity to respond to the suspicion and to explain their behaviour. Ask the on-hire worker if there are any workplace factors contributing to their poor work performance. If any are raised by the worker report this to the host manager. The host should use their WHS system to raise these factors for consideration and resolution.
- 1.4 If the suspicion is confirmed, advise the worker not to complete their shift.
- 1.5 If during the interview the worker seems to have returned to satisfactory performance, there is no need to proceed. Otherwise advise the on-hire worker that when they return to work for their next shift that they must not be under the influence of drugs or alcohol.
- 1.6 Make suitable arrangements for the on-hire worker to return home safely.
- 1.7 The matter is to be recorded by the consultant using **Pro04 F01 Incident Management Form**.

WORKER IS SUSPECTED TO BE AFFECTED BY DRUGS OR ALCOHOL

2. FOLLOW UP and PERFORMANCE REVIEW

The following steps are required by the consultant:

- 2.1 Outline the on-hires worker's responsibility to adhere to the Alcohol & Other Drug Management Policy.
- 2.2 Discuss with the on-hired worker:
 - ▶ Any additional details of unsatisfactory performance and the standard of performance required;
 - ▶ The risk of discipline and possible dismissal for failing to improve performance.
- 2.3 If in reviewing performance it is found that the on-hire worker has regained satisfactory performance no further interviews will be required subject to continued good performance.

3. TRAINING

- 3.1 All on-hire workers will be provided with information and education through induction so that all workers are aware of the issues associated with harmful drug and alcohol use and how it may impact on their health and safety.
- 3.2 Details of the alcohol and other drug policy will be included at induction and on-going training.

4. ALCOHOL CONSUMPTION DURING COMPANY SOCIAL & HOST EVENTS

The on-hire worker must ensure that the use of alcohol does not result in impaired behaviour, function or capability which may impact on the reputation of the company or cause risk to themselves or others.

5. ALCOHOL CONSUMPTION WHILST DRIVING ON COMPANY BUSINESS

It is company policy that no alcohol should be consumed by on-hire workers whilst driving on company business. If company business involves the consumption of alcohol, within policy guidelines, alternative transport may be arranged. Both the consumption of alcohol and alternative travel arrangement costs must explicitly be approved in writing by the relevant company director or senior manager prior to the event.

Where the host has a zero tolerance alcohol & other drug policy, Recruitflex supports this.