



# Guardian Angel Home Care

A.B.N. 59 162 452 879

## **Drug and Alcohol Policy**

### **Policy statement**

*GUARDIAN ANGEL HOME CARE* is committed to providing a safe, healthy and productive workplace. All individuals have a responsibility not to be affected by alcohol or other drug use to the extent that it impacts on work performance or safety.

### **Policy objectives**

*GUARDIAN ANGEL HOME CARE* is concerned about factors that affect workers' ability to perform tasks safely and productively. It is recognised that the use of alcohol and other drugs can affect work performance and the safety of staff. Alcohol and other drug use can cause injuries on the job, increase absenteeism and affect job performance and morale within the organisation.

### **The objectives of the policy are to:**

- maintain a safe and healthy work environment
- address the workplace factors that can contribute to harmful alcohol and other drug use
- link action on alcohol and other drug related issues with other occupational health and safety Initiatives
- provide access to information on alcohol and other drug use and to encourage those with problems to seek assistance.

The policy applies to all individuals in the organisation.

### **Employer responsibility**

*GUARDIAN ANGEL HOME CARE* recognises that it has a responsibility to provide a safe and healthy working environment. Operations Manager will be responsible for the implementation of this policy and will address organisational factors that may contribute to alcohol and other drug misuse. To achieve these aims

### ***GUARDIAN ANGEL HOME CARE* will:**

- provide suitable alcohol and other drug training to managers, supervisors, employee representatives and other staff responsible for policy implementation
- provide suitable alcohol and other drug information and education to all employees

- assist and motivate employees with alcohol and/or other drug problems to access counselling and treatment services.

The rights of individuals to drink and take drugs socially are acknowledged, but when work performance suffers or individuals are endangered action must be taken.

**In the interests of occupational health and safety, action will be taken when:**

- an individual is, through the consumption of alcohol or other drugs, in such a state as to endanger their own safety or the safety of any other person at work
- an individual is found in possession of illicit drugs on the premises
- work performance is affected.

**Employee responsibility**

Employees should not be adversely affected by alcohol or drug use during working hours and must at all times carry out their duties and responsibilities in a safe manner.

Employees have a responsibility to be fit for duty and to meet established standards for job performance and conduct.

Employees who have concerns about working with any other employee due to possible alcohol or other drug use should consult with their supervisor, manager, or occupational health and safety representative.

**Procedures**

Alcohol or other drugs will not be consumed during working hours or on company premises. However, there may be certain occasions where alcohol is available at functions. On these occasions *GUARDIAN ANGEL HOME CARE's* policy on the responsible serving of alcohol at social functions will apply. In addition, it is up to each individual to ensure that the consumption of alcohol is kept to relevant legal limits and that appropriate standards of behaviour are maintained.

**Intoxication at work**

Where work performance is affected, it is appropriate for the employer to remove the individual from any position of risk.

Any individual who is adversely affected by alcohol or another drug will not be allowed to work until they are deemed fit to safely and productively perform the job. Suitable transport will be arranged to the person's residence at the staff's expense. If an employee is affected by alcohol or another drug then they will be sent home to recover, they will not be paid for the lost time. Further disciplinary action may be taken on return to work.

Employees will be made aware of the impact on work performance and the safety of themselves and other employees as a result of consuming alcohol or other drugs.

**Longer-term situations**

Supervisors may become aware that an individual's work performance has deteriorated sufficiently to be of concern or that they have repeatedly placed themselves or others at risk of accident or injury.

When a pattern of unsatisfactory work performance becomes clear the details will be documented. An interview will be arranged with the individual to advise them of the problem and offer help. If the

problem continues, a second interview will be arranged to caution the individual, offer help and warn of disciplinary action.

If a third interview is required, the employee will be given the option of obtaining help or facing the consequences (severe discipline or dismissal).

Staffs who participate in a program of rehabilitation may use existing sick leave or if it is appropriate, some leave without pay may be granted.

All information will be treated in strict confidence.

Where an employee is taking prescribed drugs and is unable to perform the required work, the owner or manager in consultation with the employee may make adjustments to the work requirements if reasonably practical. If this is not possible and the situation is temporary the employee should go home on sick leave and suitable transport should be arranged. If it is not temporary, further consultation and consideration of appropriate duties will be required.

### **Illicit drugs**

Illicit drugs (e.g., cannabis, amphetamines and heroin) are not permitted on the premises, vehicle, any deemed workplace or to be used during working hours under any circumstances. An individual found in possession of illicit drugs will receive a written warning that if it occurs again they will be dismissed.

The sale, transfer or manufacture of illicit substances in the workplace will result in summary dismissal. This includes the distribution of prescription drugs.

### **Signed By:**

Name - Dennis Corea

Position - Secretary

Signature - 

### **Acknowledged By:**

Name -

Position -

Signature -