

Site-Wide Labour Services Pty Limited trading as Site-Wide Scaffolding

ABN 12 614 859 960

Drug and Alcohol Management Policy

SECTION 1 - DRUG AND ALCOHOL POLICY

ALCOHOL AND/OR OTHER DRUGS POLICY

Site-Wide Scaffolding is committed to protecting the health and safety of all employees, clients and members of the public by eliminating accidents, incidents, or injuries arising from the use of drugs or alcohol in the workplace wherever possible.

Alcohol and/or other drugs usage becomes a Work Health and Safety (WH&S) issue if a worker's ability to exercise judgement, coordination, motor control, concentration and alertness at the workplace is impaired, leading to an increased risk of injury or accidents to themselves or others at the workplace.

Workers must take reasonable care of their own health and safety and not endanger that of others while at the workplace and or on their journey to the prescribed workplace. Site-Wide Scaffolding's approach is to foster an attitude amongst all employees that it is unacceptable to present for work, or to be at work, while under the influence of alcohol and/or other drugs. To ensure workplace hazards and risks associated with the use of alcohol and/or other drugs are eliminated or reduced as far as practicable, Site-Wide Scaffolding will provide education and information about the ways in which alcohol and/or other drugs can affect health and safety.

Where there is a problem of employees presenting themselves for work or being at work while under the influence of alcohol and/or other drugs, Site-Wide Scaffolding will constructively intervene and remove that person from the workplace to avoid accident or injury to that person, their co-workers or the community. In so doing, Site-Wide Scaffolding will ensure employees with problems are able to seek early treatment and return to work.

Site-Wide Scaffolding's focus is on identification, counselling and, if necessary, rehabilitation. Counselling and assistance will be provided by Site-Wide Scaffolding to workers with an alcohol and/or other drug abuse problem. It is important to emphasise that Site-Wide Scaffolding's focus is on WH&S rather than more general concerns about personal health.

The consumption or use, possession and/or sale of alcohol or drugs is not permitted on any of Site-Wide Scaffolding's construction sites and or sites in which Site-Wide Scaffolding is supplying both labour and or materials.

Site-Wide Scaffolding will carry out random alcohol and/or other drugs testing on all who are present in the workplace to ensure fitness for work and in doing so provide a safe work environment.

Where alcohol is to be provided by Site-Wide Scaffolding at a work sponsored function, it will be provided in a properly authorised and responsible manner and staff and guests will be reminded of their legal obligations including those under the appropriate act governing the use of any said motor vehicle concerning driving and alcohol consumption. Alternative non-alcoholic beverages and

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adequate food will also be available to staff and guests and no pressure will be extended upon anyone present to partake in the consumption of alcohol.

By implementing this policy, Site-Wide Scaffolding will not only provide a safe workplace increasing the levels of safety of everyone present at the workplace, but will ensure that high levels of productivity, efficiency and quality are maintained and also show that Site-Wide Scaffolding understands the impacts of alcohol and/or other drugs within the community.

Scott Jansma

Managing Director

29 January 2020

SECTION 2 - PROCEDURES

ALCOHOL AND/OR OTHER DRUGS PROCEDURE

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ALCOHOL AND/OR OTHER DRUGS PROCEDURE

2.0 PERSONS AFFECTED BY DRUGS AND/OR ALCOHOL

2.1 Purpose and Applications

The purpose of this manual is to outline Site-Wide Scaffolding's policy and procedures in relation to alcohol and/or other drugs at the workplace. The objective of Site-Wide Scaffolding's Alcohol and Drug Policy is to ensure, as far as is possible, that workers are free from the influence of alcohol and/or other drugs when reporting for work and whilst at work. This Policy operates in conjunction and compliments Site-Wide Scaffolding's WH&S policy.

This procedure applies to all Site-Wide Scaffolding's workers and anyone else who is present at the workplace which includes, but is not limited to, service providers, clients/customers and visitors.

This Procedure and Alcohol and/or other Drugs Policy has been developed in consultation with Site-Wide Scaffolding's Consultation Committee.

2.2 Responsibility

Responsibility for health and safety is the responsibility of everybody at the workplace.

2.2.1 Arenco's general duty of care to its workers

Under the WH&S Act 2011, Site-Wide Scaffolding has a general duty of care towards its workers and others who may be present or effected by the workplace which includes service providers, clients, visitors, customers and the community.

Site-Wide Scaffolding is responsible for:

- Providing a safe workplace and system of work that ensures workers and others at the workplace are not exposed to hazards;
- Providing workers with information, instruction, training and supervision to enable its workers to work in a safe manner; and
- Consulting and cooperating with workers.

2.2.2 Risk Management

Alcohol and/or other drugs present a hazard in the workplace and Site-Wide Scaffolding assesses any risks that may arise in the same way as another other WH&S issue.

This involves a three-step process:

- identification of foreseeable hazards that may arise;
- assessing risk of injury or harm arising from each hazard identified; and
- controlling risks through implementation of control measures to eliminate or reduce such risks.

2.2.3 Our Strategy

Site-Wide Scaffolding recognises that there is not single way to prevent or address safety and health issues arising from alcohol and/or other drugs at the workplace. Therefore, the following strategies have been developed by Site-Wide Scaffolding as part of its health and safety obligation to workers:

Ensure that this Policy is implemented and reviewed annually;

Provide education and training for all new and existing workers in relation to this procedure and Alcohol and Drug Policy;

Communicate, to all levels of the workplace, Site-Wide Scaffolding's policies, procedures and expectations in relation to WH&S, including alcohol and/or other drug usage;

Ensure those in management positions support the Alcohol and other Drugs Policy and procedures;

Ensure that a copy of the Alcohol and/or other Drugs Policy is made available to anyone who is present at the workplace;

Display a copy of the Alcohol and/or other Drugs Policy at every work site where practicable;

Provide appropriate training to nominated persons and safety and health representatives in relation to assessment of workers who may be impaired by alcohol and/or other drugs;

At work-sponsored functions, provide alcohol in an authorised and responsible manner by ensuring that staff and guests are reminded of their legal obligations in relation to alcohol consumption. Provide alternative non-alcoholic beverages and adequate food and ensure that no pressure to partake in the consumption of alcohol is extended on anyone present;

In some circumstances Site-Wide Scaffolding will require alcohol and other drug testing of workers and anyone else who is present at the workplace to ensure a safe working environment is provided; and

Where Site-Wide Scaffolding considers it appropriate, provide counselling and rehabilitation services to workers in relation to alcohol and/or other drug usage.

2.2.4 Workers are responsible for:

- Complying with the Alcohol and/or other Drugs Policy related to alcohol and other drugs.
- Cooperating with employers and following directions in relation to WH&S matters.
- Reporting for duty free of the effects of alcohol and/or other drugs.
- Remaining free from the effects of alcohol and/or other drugs while at work.
- Behaving responsibly in relation to the consumption of alcohol when attending a work-sponsored function.
- Behaving responsibly in relation to the consumption of alcohol and prescribed medication when attending a work-relation function.
- Informing a Site-Wide Scaffolding supervisor and the Managing Director if taking or intending to take any drugs, prescribed or otherwise, that may affect the ability to work safely. In the first instance, workers should approach their immediate supervisor who will inform them of the appropriate person to whom they should report. Site-Wide Scaffolding will ensure that all relevant privacy and other laws in relation to any such disclosures are respected always.

2.3 Indicators of Hazards in the Workplace

The following hazards may be created by alcohol and/or other drugs at the workplace:

- Intoxication;
- affecting work performance or conduct;

- possession of illegal drugs in the workplace;
- consumption of illegal drugs in the workplace;
- distribution of illegal drugs in the workplace;
- sale of illegal drugs in the workplace;
- chemicals used legally in the workplace that can impair a person's performance or magnify the effect of alcohol and/or other drugs in persons if exposed.

2.3.1 Assessment of Impairment

Identifying whether a worker is impaired by alcohol and/or other drugs can be a complex process. For this reason, Site-Wide Scaffolding will ensure that a sufficient number of workers are properly trained in assessment of impairment and are available in circumstances where a person at the workplace is suspected of being impaired. Such persons may include workers acting in the supervisory capacity and safety representatives.

Some indicators that may suggest the presence of alcohol and/or other drugs include:

- 'near miss' incidents;
- violence;
- habitual lateness;
- frequent absences;
- neglect of personal grooming;
- interpersonal problems; and
- worker experiencing poor co-ordination, poor concentration and/or visual disturbance.

2.3.2 Procedure to be followed where impairment is suspected

If a worker believes a person who is present at the workplace (which could be a fellow worker, a visitor or a customer) is impaired by alcohol and/or other drugs, he/she should;

- Immediately inform a Site-Wide Scaffolding supervisor or other person nominated by Site-Wide Scaffolding;
- Not approach the person who appears to be impaired directly unless in their view it is safe to do so. This is because it is preferable that only appropriately trained personal approach a person who may be under the influence of alcohol and/or other drugs as this task requires skill and sensitivity;
- If a supervisor or other person nominated by Site-Wide Scaffolding is not available and the worker is of the view that the apparently impaired person may present a danger to him/herself or others, they should attempt to isolate that person to reduce the risk of anyone else being harmed;
- If it is considered necessary to approach the apparently impaired person, non-judgemental language should be used, which focuses on safety rather than on the apparent use of substances;
- locate a supervisor as soon as possible to assist in managing the situation; and
- promptly report the incident to the worker's supervisor.

2.3.3 Procedures to be followed by supervisors

If a supervisor forms the opinion that a worker under their supervision may be impaired by alcohol and/or other drugs, they are to:

- Ensure that the worker is not signed on to duty at that time;

- Where the worker has already commenced carrying out his or her duties, take such steps as are reasonable to cause the worker to immediately cease carrying out duties;
- If considered necessary for safety reasons, immediately isolate other workers from the apparently impaired worker;
- Plan for the worker to be immediately assessed by a previously agreed nominated person. If the supervisor has received training, he or she can undertake this assessment.
- If the worker is subsequently assessed to be impaired by alcohol and/or other drugs, organise for the safe removal of the worker from the workplace to avoid risk of injury or harm to the worker or other persons at the workplace;
- If considered appropriate, facilitate an alcohol and/or other drug test, in accordance with AS/NZS4308:2008 “Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine” (“the Standard”); and
- Document the incident in accordance with Site-Wide Scaffolding’s reporting procedures.
- Notify the respective authorities should the worker intend to drive.

2.4 Testing

Site-Wide Scaffolding may undertake alcohol and/or drug testing in the following circumstances:

- Pre-employment testing – it is a requirement of acceptance of an offer of employment with Site-Wide Scaffolding that a pre-employment alcohol and/or other drug test, as well as a medical examination be satisfactorily completed by a prospective worker;
- Post incident – those involved in an incident may be tested after the incident to assess if alcohol and/or other drugs may have been a factor;
- Fitness for work – where there is reasonable cause to indicate that a person’s fitness for work may be affected;
- Site specific – prior to engaging workers for projects/jobs to ensure fitness for work;
- Voluntary/self-assessment – where a person wishes to voluntarily assess their own fitness to work; or
- Randomly – persons randomly selected to review compliance.

2.4.1 Who can test a worker

A worker may be breath-tested by an authorised officer, including any of the following:

- Medical practitioner
- Police Officer
- Rail Authority Authorised person
- Service Provider Nominated by Site-Wide Scaffolding
- A person nominated by Site-Wide Scaffolding who is trained to carry out alcohol testing

If a blood or urine sample is required this will be carried out by a medical practitioner or nurse at a hospital, clinic or other appropriate place following the procedures outlined in the Standard for:

- Cannabis
- Cocaine
- Ecstasy
- Heroin
- Methadone
- Morphine

- Methamphetamine
- LSD (“acid”)

Workers and others at the workplace should be aware that the use or possession of illegal drugs is a police matter and may involve criminal penalties, as well as consequences for a worker in relation to their employment.

Legal drugs that an employee/service provider may be tested for include but are not limited to:

- Librium
- Transene
- Valium
- Rohypnol
- Mogodon
- Serepax
- Seconal

Smoking is already covered by Site-Wide Scaffolding’s WH&S policies, but workers should be aware that smoking is also a drug and may present a hazard in the workplace and workers and others are therefore expected to comply with all relevant policies in this regard.

It is also important to note that the Rail Safety Regulation requires that any person working in the railway corridor has no drugs in their system. The procedures for conducting tests for railway workers are also set out in the Rail Safety Regulation which workers should familiarise themselves with should they be required to front for works in that location.

2.5 Disciplinary Action

2.5.1 ALCOHOL

Site-Wide Scaffolding’s prescribed Limit 0.00% Blood Alcohol Concentration (BAC)

Negative Test Result – person returns to work.

Positive Test Result – person is re-tested after 15 minutes (Initial Test) and before 1 hour.

Confirmed Positive Test Result – person is transported home and not paid for the day. Should the person refuse to be transported home and intend to drive the person will be reported the relevant authority. First warning issued, result recorded on file and person offered counselling.

Second Positive Test Result (within a 2-year period) – Positive Test Result – person will be unfit for work and instantly dismissed.

The person will be re-tested before commencing his/her next shift.

2.5.2 DRUGS

Exceeds prescribed limits detailed in the Standard (refer to Table 1 – Concentrations)

Negative Test Result (First Positive) – person returns to work.

Initial Positive Test Result (Non-negative) – a result is triggered and requires a confirmatory test to be verified by a Laboratory. The person will be transported home until a confirmatory test is conducted. Should the person refuse to be transported home and intend to drive the person will be

reported the relevant authority. If test is negative, paid for time off. If positive leave entitlements can be used on the FIRST positive test result only.

Positive Test Result – person will be unfit for work and instantly dismissed.

Refusal or falsification of tests - will be treated as a positive test result with the same consequences as returning a positive.

Non/Prescription medication – non-negative results can be produced from prescription and pharmaceutical medication. The person is obligated to declare any medication they are taking to the person conducting the sampling.

NOTE: Repeated positive test results will accumulate for 2 years from the date of the first positive. Three positive test results in two years of the first positive will lead to a review of the person’s employment status which may include termination of their employment.

Site-Wide Scaffolding will also ensure that health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the Privacy Act 1998 (Cth).

2.5.3 Table 1 – Concentrations (as total drug)

The below table is an extract from Australian Standard AS4308:2008 “Procedures for Specimen Collection and the detection and quantisation of drugs and abuse in urine”.

Confirmatory Test cut-off

Compound	Cut-off level ug/L
Codeine	300
Morphine	300
6-Acetylmorphine	300
Amphetamine	10
Methylamphetamine	150
Methylenedioxymethylamphetamine	150
Methylenedioxyamphetamine	150
Benzylpiperazine*	150
Phentermine*	500
Ephedrine*	200
Pseudoephedrine	500
11-nor-delta-9-tetrahydrocannabinol-9 carboxylic acid	500

Benzoylcegonine	150
Ecgonine methyl ester	150
Diazepam	200
Nordiazepam	200
Oxepam	200
Temazepam	200
a-hydroxy-alphazolam	100
7-amino-clonazepam	100
7-amino-flunitrazepam	100
7-amino-nitrazepam	100

*These drugs may be optionally tested within each class and the specified cut-off levels shall apply. The acceptable limits and procedures for testing are as prescribed in the Standard.

The test will determine whether the worker demonstrates an unacceptable level of drugs in their system.

Should you require further information about the effect of these drugs you should refer to the reference material or support services in this procedure or contact your supervisor or Site-Wide Scaffolding's Managing Director.

2.6 Services Available

To be advised by the Managing Director.

2.7 Education and Training

Site-Wide Scaffolding promotes a workplace culture that is drug and alcohol free and is of the view that providing education and information to its workers is an important step in achieving this goal.

Site-Wide Scaffolding will ensure that all new and existing workers are aware of Site-Wide Scaffolding's policy in relation to alcohol and/or other drug use, including any relevant counselling, treatment and rehabilitation services available in the workplace and/or externally.

Arengo will ensure that supervisors are appropriately trained on how to deal with alcohol and/or other drugs in the workplace and that nominated persons are provided additional training in relation to the assessment of impairment and programmed testing.

2.8 Definitions

Authorised Officer is a person who is appointed under the Rail Safety Act and part of their duties is to conduct breath tests.

Authorised Service Provider is a company authorised by Site-Wide Scaffolding to carry out alcohol and drug testing.

BAC is Blood Alcohol Concentration.

Drug refers to all substances, other than alcohol, which affect the central nervous system.

Nominated Person is a person who is selected by Site-Wide Scaffolding to undertake assessment of impairment and may include a supervisor, Construction Manager or Systems Manager.

Supervision includes Project Managers and Foreman.

Worker is an Site-Wide Scaffolding employee or a service provider's employee or owner or operator who performs work on site for Site-Wide Scaffolding.

2.9 References Material and Support Services

2.9.1 Legislation, Standards and Guidance Note

Work Health and Safety Act 2011 and its regulations.

Rail Safety Act 1993 and its regulations.

Australian Standard AS4308:2008 "Procedures for Specimen Collection and the detection and quantitation of drugs of abuse in urine".

Guidance Note: "Alcohol and Other Drugs in the workplace. A guide to developing a workplace alcohol and other Drugs Policy: 2006", "Workcover NSW".

2.9.2 Support Services

AA – Alcoholics Anonymous Central Service Office

127 Edwin Street

North Croydon NSW

24 hour helpline (02) 9799 1199

www.aasydney.org.au

Email: aacroydon@bigpond.com.au

Alcohol & Other Drugs Council of Australia

17 Napier Close

Deakin ACT 2600

Phone: (02) 6281 0686

www.adca.org.au

Centre for Drug and Alcohol

NSW Dept of Health

Phone: (02) 9391 9000

www.health.nsw.gov.au

Lifeline Sydney
15 Belvoir Street
Surry Hills NSW 2010

24 hour counselling

Phone: 13 11 14

Face to Face Counselling

Phone: (02) 9951 3377

Narcotics Anonymous
Helpline Phone: (02) 9519 6200

www.na.org.au

WorkCover NSW
92-100 Dennison Street

Gosford NSW 2250

Phone: 13 10 50

www.workcover.nsw.gov.au

ADIS (Alcohol & Drug Information Service)
366 Victoria Street

Darlinghurst NSW

Phone: (02) 9361 8000