# Template: Drug and alcohol policy

*<remove this section once your policy is complete>*

The following template is a starting point for you to create a drug and alcohol policy. It can be changed as needed to suit your specific needs.

Included in each section are prompts to <insert> information. Simply replace the words in red with the information requested. Some sections give prompts to <remove/add/delete as applicable>.

After you have developed your policy, it is a good idea to circulate it to employees for comment. You could do this through your employee intranet site, email distribution list or written memo. Remember to include employees who do not have regular access to internet and email (for example, remote field or maintenance employees).

Once the policy is finalised and signed off by senior management, all employees should receive a copy. The policy should also be included in any orientation material that is given to new employees.

When writing a policy, we recommend you check other sources including codes of practice and Australian Standards:

* WorkSafe Tasmania: [worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)
* Safe Work Australia: [safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
* Standards Australia: [saiglobal.com](file:///C:\Users\egyler\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CRSRSRF9\saiglobal.com)

For more information on drug and alcohol use see:

* <https://www.worksafe.tas.gov.au/topics/Health-and-Safety/hazards-and-solutions-a-z/hazards-and-solutions-a-z-pages/a/alcohol-and-drugs>

# Drug and alcohol policy for <insert organisation name>

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| --- | --- |
| Goals | |
| This policy shows:   * our commitment to health and safety in this workplace, and reducing the risks to the health and safety of all workers, contractors and visitors * our commitment to complying with the requirements of the Work Health and Safety Act 2012 and the Work Health and Safety Regulations 2022 * 2, especially those for drugs and alcohol * how we will deal with drugs and alcohol use and/or their effects in the workplace.   This policy applies to everyone at <insert organisation name>. | |
| Definition | |
| Drug and alcohol use can affect a person’s ability to work safely. It creates a risk to workers and work health and safety. | |
| Scope | |
| This policy applies to:   * all employees at <insert organisation name>. | |
| Responsibilities | |
| No one must drink alcohol or use drugs at this workplace, except:   * for legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to effect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you’re taking the medication * at workplace-based social events: This is dealt with in more detail under Social Events in this policy.   The manager/supervisor at this workplace must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace.  Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.  This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor, who may assign you other duties or arrange for you to be removed safely from the workplace. | |
| Managing drugs and alcohol | |
| <insert organisation name> will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them.  <insert organisation name> will consult with workers, work health and safety representatives and/or the work health and safety committee on this issue.  <Outline the specific actions you will take to address any factors in your workplace that may influence someone to turn to drugs or alcohol>. | |
| Disciplinary action | |
| If anyone is found to breach this policy, management will <outline the actions you will take; for example, giving a formal warning, followed by encouraging them to get treatment, suspension, and finally, dismissal>. | |
| Testing | |
| <If you decide to introduce a testing program, you must include details about it in this policy. This includes:   * the practicalities of testing: who will do it, when and how it will be done, and what type of procedure will be used * the procedures for the action you will take for a positive test result * acknowledge that people have the legal right to refuse to be tested, unless specified in legislation or in their contract or employment agreement> | |
| Social events | |
| Responsible social events can be held at this workplace <include likely events, such as Christmas parties>. To ensure everyone remains safe:   * everyone is expected to act responsibly * non-alcoholic drinks and food will be provided * alternative public transport arrangements will be provided * <include any other measures you may take>. | |
| Information and support | |
| <insert organisation name> will provide regular training and information about the effects of drug and alcohol use on personal and work health and safety, and on the components of this policy.  <Include any support, whether internal or external, that you can provide workers, especially those who admit they have a drug or alcohol problem>. | |
| Authorised | |
| Name <for example, health and wellbeing co-ordinator>: | Manager <for example, general manager>: |
| Signature: | Signature: |
| Date: | Date: |
| Date of next review: | |