

Drug and Alcohol Policy

This policy recognises that Gordon McKay Pty Ltd (**Company**) has an obligation to provide and maintain a healthy and safe workplace as far as is reasonably practicable and applies to all employees and contractors of the Company.

This policy also recognises that an individual's use or consumption of alcohol or drugs (including illegal drugs, prescription drugs and over the counter medication), either during or outside working hours, may impair his or her capacity to work safely and efficiently, and may cause a risk to the health and safety of themselves or others at work.

The objective of this policy:

The aim of this policy is to create and maintain a safe and healthy workplace and prevent, as far as practicable, any risks to health and safety which may be caused or contributed to by impairment of any employee or contractor of the Company arising due to the use or consumption of alcohol or drugs.

The Company reserves the right to amend this policy at its discretion.

Employees Duties

Workers have duties under the *Occupational Health and Safety Act 2004* including to:

- Take reasonable care for their own health and safety;
- Take reasonable care for the health and safety of others who may be affected by their acts or omissions at a workplace and
- Co-operate with their employer with respect to any action taken by the employer to comply with a requirement imposed by the Occupational Health and Safety Act or Regulations.

Similar duties apply to employees and contractors under work health and safety legislation in force in other Australian jurisdictions. Employees and contractors have responsibilities under this policy to:

- Comply with all applicable legislation and codes of practice in relation to occupational health and safety;
- Comply with this policy and all other health and safety procedures established and implemented by the Company as well as follow any lawful directions issued by management;
- Avoid risks to his or her own health and safety;
- Ensure the health or safety of fellow workers is not put at risk;
- Present themselves to work in a fit state to work safely at all times;
- Report to management of the Company any breach of this policy or risks to health or safety observed by the worker.

Illegal Drugs and Alcohol

The Company has a zero tolerance policy in relation to illegal drugs and alcohol in the workplace.

Employees and contractors must not undertake work, or present themselves to work, with any alcohol and/or illegal drugs present in the body. Without limitation, employees and contractors are strictly prohibited from operating any Company vehicle at any time whilst under the influence of alcohol or illegal drugs.

No alcohol or illegal drugs may be consumed or used whilst at work, or during working hours.

Employees and contractors must not be in possession of alcohol or illegal drugs at the workplace (including in any Company vehicles).

Social Functions

From time to time, employees may be invited to attend social or other functions related to work where consumption of alcohol is permitted. Employees may only consume a moderate level of alcohol at these functions where prior authorisation is given by management of the Company.

Employees should be mindful of the risks alcohol consumption may present to the health and safety of themselves or others, which may result in unacceptable or offensive behaviour and limit their alcohol consumption at such functions to moderate levels.

Prescription Drugs and Over the Counter Medications

Employees and contractors must follow all instructions for the safe use of prescription drugs or over the counter medications, including any instructions or medical advice relating to dosage, use or operation of vehicles.

An employee or contractor must notify management before commencing work if he or she is taking any prescription or over the counter medication which is likely to adversely impact on his or her ability to drive, operate machinery or otherwise perform his or her employment duties safely. In this event, management will make an assessment as to the ability of the employee to work safely, and may require the employee or contractor to undertake alternate duties if suitable alternate duties are available.

Prescription drugs must not be taken other than as prescribed to the employee or contractor by a qualified medical practitioner. A copy of the prescription and/or a medical certificate detailing the dosage of any prescription drugs and any effect of prescription drugs on the ability of the employee or contractor to perform his or her duties must be provided to management on request.

Commencing or Continuing Work

An employee or contractor will not be permitted to commence or continue work if, in the opinion of management, it is unsafe for him or her to do so due to the presence of drugs or alcohol in the body.

Drug and Alcohol Testing

Management may request any employee or contractor to undergo drug and/or alcohol testing at any time during working hours (including undertaking random testing without giving prior notice). Drug or alcohol testing may take the form of a breath, blood, saliva or urine test and the employee or contractor may be required to attend a medical centre for the purpose of undergoing testing or assessment by a medical practitioner.

An employee or contractor must not refuse to undergo drug or alcohol testing on request by management. A refusal to undergo drug or alcohol testing on request will be a breach of this policy and may result in disciplinary action up to and including summary dismissal.

Interview Procedure

If management of the company suspects that an employee or contractor has breached this policy, or if drug or alcohol testing has indicated the presence of drugs or alcohol in the body of the employee or contractor in breach of this policy, Management will interview the employee or contractor and the employee or contractor will be given the opportunity to respond. The employee may also be removed from site pending further investigation by the Company. The employee or contractor may request to have a support person present at this interview and such request will not be unreasonably refused.

The employee may also be stood down from work pending further investigation by the Company.

Breach of Policy

Any breach of this policy by an employee or contractor may result in referral to an employee assistance program and/or disciplinary action, which may include summary termination of employment or any contract for services.

Policy Authorised by the Managing Director



Date:

9/6/17

Gavin McKay
Managing Director