

ECL Engineering Control

Drug and Alcohol Policy

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1.0 Change History

Revision	Date	Description	By
4	15/2/16	New template format and replace words 'medical practitioner' with 'suitably qualified collecting agent'. Add review section.	S McCallum
5	8/6/17	Annual update. Minor formatting changes. Add – ECL staff & contractors to comply with client's D&A policy & testing requirements.	S McCallum
6	18/7/18	Annual review. Minor formatting changes. Add legislative requirements. Add service agreement to Section 5.0	S McCallum
6a	5/9/2018	Format standardisation & responsibilities further defined – no material changes to policy itself	G Chapman
7	11/02/2019	Add remark regarding ECL's management of rehabilitation of employees	J Cleland

2.0 Approvals

Director:



QHSE Manager:



Date: 20 February 2019

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3.0 Purpose

The purpose of this document is to clearly define as part of ECL's integrated QHSE management system the policy with regards to drugs and alcohol in the workplace.

4.0 Scope

This policy applies to all company personnel.

5.0 Policy

It is the policy of ECL to provide a drug and alcohol harm free work environment for its employees.

5.1 Corporate Responsibilities

According to the Health and Safety Act (2015), it is the responsibility of ECL (as far as reasonable practicable) to provide a safe and healthy workplace environment that is free from hazards (including drugs and alcohol) for its employees, contractors and visitors. To enable this:

- ECL strictly prohibits the ingestion, manufacture, possession, sale, trade, transfer, distribution or dispensation of any illegal drugs or intoxicants at any company workplace. The exemption to this prohibition is alcohol at company controlled functions. To this end, the company reserves the right to conduct searches for drugs or intoxicants, including, but not limited to, searches of lockers, filing cabinets, desks, packages, etc. which are on Company property. Any items found will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment or service agreement.
- ECL reserves the right, at its own discretion, to request any employee or contractor of ECL to submit to pre-employment, post incident or random Drug & Alcohol testing in accordance with the Australia/New Zealand AS/NZS 4308:2008 which will be conducted by an a suitably qualified collecting agent. In the event of a confirmed positive test, an ECL Director shall discuss the results with the employee or contractor and take into consideration any explanation received before an outcome is decided upon. Refusal to submit to testing may be considered a positive result.
- If an ECL employee or contractor returns a positive drug or alcohol test the following may be implemented, depending on the positive result investigation outcome. A written drug and alcohol rehabilitation contract requiring the employee contractor to submit to a random testing regime for up to two years. Failure to comply with the testing regime or returning a positive alcohol or drug test will result in the implementation of disciplinary procedures which may result in dismissal.

5.2 Individual Responsibilities

Employees and contractors of ECL

- Shall be familiar with and abide by this Drug & Alcohol Policy.
- Shall report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Who are taking prescribed or pharmacist-controlled medication are expected to ask their doctor or pharmacist if the medication will have any potential effect on levels of alertness. They are required to report to management if there is any potential risk, limitation or restriction, and provide appropriate medical verification on any restrictions in performance of their duties.
- When requested to work outside of normal working hours, shall refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or drugs.
- Behave responsibly when alcohol is consumed at a company meeting, social event or at a client function.
- Shall ensure that alcohol consumption does not compromise their own health and safety or contravene local regulations and customs when travelling on company business.
- Shall look out for the safety of themselves and fellow workmates, specifically if a staff member or contractor believes a fellow employee, contractor, manager or visitor is in violation of this policy. They are encouraged to get a second opinion where possible. They are also expected to notify management of their concerns.
- ECL staff and contractors working on client sites may also be required to participate in random, post-incident and reasonable cause drug testing activities. It is expected that ECL staff and contractors will familiarise themselves with client requirements and fully co-operate with the drug and alcohol policies and procedures of its clients.
- ECL staff or contractors, depending on the outcome of an investigation of a positive drug or alcohol test, are expected to submit to the following: a random testing regime of up to two years. This will be outlined in the rehabilitation contract for employees who have attended counselling, rehabilitation or treatment for any drug or alcohol-related problem. Failure to comply with the testing regime or returning a positive alcohol or drug test will result in the implementation of disciplinary procedures which may result in dismissal.

6.0 Policy Control

This policy shall be set by the ECL Directors, executed by the ECL management team and overseen by the QHSE Manager. It is the responsibility of all personnel and relevant parties to implement and comply with this policy.

6.1 Responsibilities

6.1.1 Directors

The ECL directors are responsible for:

- Setting and approving the policy.
- Reviewing the policy suitability.
- Monitoring compliance and effectiveness.

6.1.2 Management Team

ECL management are responsible for:

- Executing the policy.
- Monitoring compliance and effectiveness.

6.1.3 QHSE Manager

The QHSE Manager is responsible overseeing the policy:

- Ensuring the latest copy of this policy is made available to all personnel and other relevant parties.
- Implementing and rolling out changes to the policy as set by the directors.
- Keeping personnel and other relevant parties adequately informed of policy changes.
- Establishing and maintaining reports and other information to monitor policy suitability, compliance, effectiveness, and reporting back to the management team and directors.

6.1.4 Personnel and Relevant Parties

All personnel and other relevant parties are responsible for:

- Implementing and complying with the policy.
- Giving feedback on policy suitability, compliance, and effectiveness to the QHSE Manager.

6.2 Review & Monitoring

This policy shall be:

- Reviewed for suitability (biennially or more frequently if required).
- Monitored for compliance & effectiveness (6 monthly or more frequently if required).