

Title: **Drugs and Alcohol**

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### 1.0 PURPOSE

To assist QAL in meeting its responsibilities to employees, contractors and their employees, suppliers and visitors to provide a safe working environment.

To provide assistance to employees to identify and overcome alcohol and/or drug related problems through a range of preventative, educational and rehabilitative measures.

To detail the steps that QAL will take with employees, contractors and their employees, suppliers and visitors who are unfit for work because of drug and/or alcohol impairment.

### 2.0 SCOPE

This policy applies to all persons entering the QAL site, including QAL employees, contractors and their employees, suppliers and visitors.

### 3.0 RESPONSIBILITIES

#### 3.1 Supervisors

Responsible for:

- providing a safe and healthy working environment for employees and other persons on site;

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- Directing persons to undergo Drug and Alcohol Screening if the supervisor reasonably suspects that a person is unfit for work because of drug and/or alcohol impairment. A supervisor who directs such a screening will also be screened;
- Where requested by a Screening Officer, to inform employees and/or other persons on QAL's site, or otherwise on QAL business, that they are required to attend immediately for a random screening.

### 3.2 Employees

Responsible for:

- Being ready, willing and able to perform the work of their role, which means being fit for work on QAL's site or otherwise on QAL business;
- Making their Supervisor/Team Leader aware at the start of a shift (or any time during a shift) if:
  - They are unfit for work because of drug and/or alcohol impairment; or
  - They reasonably suspect another person is unfit for work because of drug and/or alcohol impairment. An employee who reports another person will also be screened;
- Not wilfully placing at risk the health and safety of any person at QAL;
- Compliance with QAL policies and procedures, including undergoing Drug and Alcohol screening where directed.

### 3.3 Contractors and Their Employees, Suppliers or Visitors

Responsible for:

- Being ready, willing and able to perform the work of their role, which means being fit for work on QAL's site or otherwise on QAL business;
- Making their Supervisor/Team Leader aware at the start of a shift (or any time during a shift) if:
  - They are unfit for work because of drug and/or alcohol impairment; or
  - They reasonably suspect another person is unfit for work because of drug and/or alcohol impairment. An employee who reports another person will also be screened;
- Compliance with QAL policies and procedures, including undergoing Drug and Alcohol Screening where directed.

## 4.0 REFERENCES

P001.007 Rehabilitation Policy  
 P301.067 Fitness for Work Policy  
 P302.019 Drug and Alcohol Screening

## 5.0 DEFINITIONS

"Fit for Work" means that an individual is in a state (physical and mental) to perform all assigned tasks competently and safely.

"Unfit for work because of drug and/or alcohol impairment" means that an individual is impaired from performing their work competently and safely as a result of the effect of drugs and/or alcohol. An individual will be regarded as unfit for work because of drug and/or alcohol impairment if the individual returns a positive result following a screen by QAL under the Drugs and Alcohol Screening Procedure.

## 6.0 POLICY

QAL is committed to providing a workplace free of alcohol and other drugs that impair a person's fitness for work.

The philosophical base of QAL's Drug and Alcohol policy is safety for all individuals and rehabilitation for employees where appropriate.

All employees, contractors and their employees and visitors to QAL are expected to enter the site in a fit and healthy state which enables them to perform competently and in a manner which does not compromise the health and safety of themselves or others.

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**6.1 Drugs and/or Alcohol**

- 6.1.1 The following behaviour is prohibited and may result in disciplinary action including termination of employment:
- Entering the QAL site or conducting QAL business anywhere while unfit for work because of drug and/or alcohol impairment.
  - Possessing, consuming, distributing, procuring or selling alcohol or illicit drugs while on QAL premises.
  - Using legal drugs in breach of this policy and procedure while on the QAL site or otherwise on QAL business.
- 6.1.2 The only exception to paragraph 6.1.1 shall be:
- The distribution and consumption of alcohol at functions on QAL premises outside the plant boundary fence where authorised by the Managing Director.
  - The distribution and consumption of alcohol at QAL social functions including at the recreation ground where authorised by a Department Manager.
- 6.1.3 Any contractor (or employee of a contractor), visitor or supplier found to be in violation of any section of this policy shall be denied access to QAL premises.
- 6.1.4 Any supervisor who knowingly permits a direct subordinate, suspected of being unfit for work because of drug and/or alcohol impairment, to commence or continue work on QAL's site or otherwise on QAL business may render themselves liable to disciplinary action up to and including termination of employment. If a supervisor suspects a direct subordinate of being unfit for work because of drug and/or alcohol impairment or the supervisor is requested by a Screening Officer to inform an individual that they are required to attend for a random screening, the supervisor must immediately direct the subordinate to attend for a screening. Failure to do so may render a supervisor liable to disciplinary action up to and including termination of employment.
- 6.1.5 Drug and alcohol screening shall be conducted as per procedure P302.019 Drug and Alcohol Screening. Refusal to undergo screening or failure to report for a random screening shall be regarded as a positive result.
- 6.1.6 Searches
- When management has reasonable cause to believe the sale, unauthorised possession or distribution of alcohol and/or illegal drugs is occurring in breach of this policy, it may perform searches or inspections of an employee's personal effects and locker or QAL equipment with the person present.
- Failure to cooperate with search procedures may result in disciplinary action up to and including termination of employment.
- It is recognised that under law, an employee has the right to refuse a search of personal effects.
- 6.1.7 Absenteeism
- If an employee calls in as unfit for work because of drug and/or alcohol impairment, it will not be regarded as a positive screening, but will be counted as sick leave.
- Absenteeism issues from being unfit for work because of drug and/or alcohol impairment, either from calling in unfit for work or returning home after producing a positive result from self assessing, will be addressed by their Supervisor as a performance issue, rather than being dealt with under this policy as a positive result.
- If an employee is called in to work in an emergency or short notice call-in and subsequently self-assesses unfit for work, that employee has the right to refuse to go on site. It will not be counted as absenteeism or sick leave.

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**6.1.8 Consequences of positive screening**

Following a first positive screening an employee shall:

- Undertake counselling and/or rehabilitation using the services of a counsellor. (If counselling is not undertaken, a second positive screening will result in termination) and
- Be placed on a management plan for a period of 12 months which consists of additional screening; and
- Be given a written copy of the management plan which will contain a warning that a second positive screening may result in termination of their employment. A copy of this letter is to be placed on the employees Personnel File in HR.

Following a second positive screening, termination of employment will occur at the sole discretion of QAL (unless there are strong extenuating circumstances acceptable to the Company, including evidence of counselling after the first positive screening).

This process will have a time frame of two years, ie if two years have passed since the last positive screening, the next positive screening will count as a first positive screening.

**6.1.9 Drug and Alcohol Rehabilitation**

QAL recognises that drug and alcohol dependency is a treatable condition. QAL will actively support rehabilitation for QAL employees who have a dependency on alcohol and/or drugs. Assistance may be sought from the on site counsellor, plant Medical Officer or Occupational Health Nurses.

QAL recognises that continuity of employment can be an essential factor in rehabilitation success, and will not, unless QAL in its sole discretion considers it appropriate, put the employment of participant employees in jeopardy, provided that:

- The employee seeks treatment, and the rehabilitation process proceeds satisfactorily.
- Job performance becomes satisfactory within a reasonable time after treatment begins.
- The employee does not breach their employment contract or QAL policies and procedures.

Contractor companies are encouraged to rehabilitate their employees in a similar manner.

**6.1.10 Confidentiality**

Unless required by law, all matters relating to treatment of drug and alcohol problems shall be kept confidential between the supervisor and the employee and those persons required to know of the problem to give effect to this policy.

Any assistance supplied to an employee by a counsellor or medical officer shall be regarded as confidential and shall not be released to QAL without the consent of the employee or unless required by law.

**6.2 Education and Training Programs**

This policy shall be supported by information, education and training programs. Persons entering QAL shall be made aware of this policy through the induction process.

Regular updates and awareness sessions will occur as part of the minimum compliance training program at safety/team meetings and through plant communications.

Training will be made available for supervisors to enable them to recognise behaviour which may demonstrate that an individual is unfit for work.

**7.0 ATTACHMENTS**

Nil

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