



DRUG & ALCOHOL POLICY

Guardian Angel Home Care Pty Ltd

11 January 2024

INTRODUCTION:

Policy Statement

At Guardian Angel Care, our commitment is to provide a secure, healthy, and productive workplace. It's everyone's responsibility to steer clear of alcohol or drug use that could impact job performance or safety.

Policy Objectives

Guardian Angel Care is mindful of factors affecting workers' ability to perform tasks safely and efficiently. Recognizing that alcohol and drug use can affect job performance and staff safety, our policy aims to prevent on-the-job injuries, reduce absenteeism, and maintain job performance and morale.

The policy objectives are as follows:

- Maintain a safe and healthy work environment.
- Address workplace factors contributing to harmful alcohol and drug use.
- Link actions on alcohol and drug-related issues with other health and safety initiatives.
- Provide access to information on alcohol and drug use and encourage those facing problems to seek assistance.

This policy applies to all individuals within the organization.

EMPLOYER RESPONSIBILITY

At Guardian Angel Care, we recognize our responsibility to ensure a safe and healthy working environment. The Operations Manager is tasked with implementing this policy and addressing organizational factors that may contribute to alcohol and other drug misuse.

To support a responsible and safe workplace culture, Guardian Angel Care is committed to the following actions:

1. Provide Suitable Training:

- Offer appropriate alcohol and other drug training to managers, supervisors, employee representatives, and other staff responsible for policy implementation.

2. Offer Information and Education:

- Provide relevant alcohol and other drug information and education to all employees.

3. Assist and Motivate:

- Assist and motivate employees dealing with alcohol and/or other drug problems to access counselling and treatment services.

We acknowledge the rights of individuals to engage in social drinking and drug use. However, when such activities negatively impact work performance or pose risks to individuals' safety, appropriate action must be taken.

In the interest of occupational health and safety, actions will be taken when:

- An individual, due to the consumption of alcohol or other drugs, is in a state that endangers their safety or the safety of others at work.
- An individual is found in possession of illicit drugs on the premises.
- Work performance is adversely affected.

Guardian Angel Care is committed to creating a workplace that prioritizes the well-being and safety of all individuals.

EMPLOYEE RESPONSIBILITY

Employees at Guardian Angel Care are expected to uphold the following responsibilities:

1. Workplace Conduct:

- Employees should not be adversely affected by alcohol or drug use during working hours and must carry out their duties and responsibilities safely.

2. Fitness for Duty:

- Employees are responsible for being fit for duty and meeting established standards for job performance and conduct.

3. Concerns About Colleagues:

- Employees with concerns about working with a colleague due to potential alcohol or other drug use should consult with their supervisor, manager, or occupational health and safety representative.

Procedures:

To maintain a safe and productive work environment, the following procedures are in place:

1. Alcohol and Drug Consumption:

- Alcohol or other drugs should not be consumed during working hours or on company premises.

2. Exception for Social Functions:

- While alcohol may be available at certain functions, Guardian Angel Care's policy on the responsible serving of alcohol at social events will apply.

3. Individual Responsibility:

- Each individual is responsible for ensuring that alcohol consumption adheres to relevant legal limits, and appropriate standards of behaviour are maintained.

EMPLOYEE SUBSTANCE USE GUIDELINES AND DISCIPLINARY PROCEDURES:

Intoxication at Work:

In cases where work performance is affected, the employer has the right to remove the individual from any position of risk. Individuals adversely affected by alcohol or drugs will not be allowed to work until deemed fit for safe and productive job performance. Suitable transport will be arranged to the individual's residence at their expense. If an employee is sent home due to intoxication, they will not be paid for the lost time. Upon return to work, further disciplinary action may be taken.

Employees will be informed about the impact of alcohol or drug consumption on work performance and the safety of themselves and others.

Longer-term Situations:

Supervisors may notice a deterioration in an individual's work performance or repeated instances of placing themselves or others at risk. In such cases:

- Details of unsatisfactory performance will be documented.
- An interview will be arranged to advise the individual of the problem and offer assistance.
- If the issue persists, a second interview will be conducted, cautioning the individual, offering help, and warning of potential disciplinary action.
- In the event of a third interview, the employee will be given the option to seek help or face severe discipline or dismissal.
- Staff participating in a rehabilitation program may use existing sick leave or, if appropriate, may be granted leave without pay.
- All information will be treated with strict confidentiality.

Prescribed Drugs:

If an employee taking prescribed drugs is unable to perform required work, adjustments may be made in consultation with the owner or manager. If adjustments are not feasible and the situation is temporary, the employee should go home on sick leave with suitable transport arranged. If the situation is not temporary, further consultation and consideration of appropriate duties will be required.

Illicit Drugs:

Illicit drugs, including cannabis, amphetamines, and heroin, are strictly prohibited on the premises, vehicles, or any deemed workplace during working hours. An individual found in possession of illicit drugs will receive a written warning; repeated occurrences may lead to dismissal. The sale, transfer, or manufacture of illicit substances in the workplace will result in immediate dismissal, including the distribution of prescription drugs.

Authorized by,

Dennis Corea

Chief Executive Officer, Guardian Angel Care Pty Ltd

I, _____, have read and understood the "Guardian Angel Care Drug and Alcohol Policy" outlined above. I acknowledge my responsibility to comply with the guidelines and procedures mentioned in this policy.

Date:

Signature: _____

SUPPORT LINKS

LOCAL DRUG AND ALCOHOL SUPPORT CENTRES: CONNECTING INDIVIDUALS WITH ASSISTANCE AND RESOURCES:

Drug and Alcohol Turning Point Centre:

- Website: [Turning Point Centre](#)

Drug and Alcohol Support Centre Anglicare:

- Website: [Anglicare Community Support Programs](#)

Drug and Alcohol Support Centre DACAS:

- Website: [DACAS](#)

These links lead to organizations that offer support and resources related to drug and alcohol issues. If you or someone you know is seeking assistance, please reach out to these organizations for guidance and support.