



## Workplace Drug and Alcohol Policy

**Manly Warringah Gymnastics** is committed to providing a safe and healthy work environment in which management, workers and members are treated fairly and with dignity and respect. The use of drugs and alcohol may impact on an individual's capacity to perform work or train safely, efficiently and with respect, thereby posing a risk to the health and safety of the individual and others at the workplace.

This policy outlines the Clubs commitment to a safe workplace and is aimed at preventing, or minimising, any risk of injury or harm to the health and safety of its workers, or others at the workplace, from the use of alcohol or drugs. It describes the standards of behaviour expected in relation to the use of drugs and alcohol, the responsibilities of the Club, workers and others at the workplace.

### **Commencement of the policy,**

This policy will commence on **01/01/2018**. It replaces all other drug and alcohol policies (whether written or not).

### **Scope-**

This policy applies to:

1. The premises known as Manly Warringah Gymnastics – 24 Middleton Rd Cromer NSW.
2. All employees of the Club (whether full-time, part-time or casual) and all persons performing work at the direction of, or on behalf of the Club (for example contractors, subcontractors, agents, consultants, and temporary staff) (collectively referred to as "workers");
3. All of the Clubs workplaces and to other places where workers may be working or representing the Club for example, when visiting a customer, client or supplier (collectively referred to as "workplace"); and to:
4. All work related functions, for example, competitions, clinics, work lunches, conferences, Christmas parties and client functions.

This Policy does not form part of any employee's contract of service, nor does it form part of any contract for service.

The following are terms used in policy:

**“Drugs”** - include illegal drugs, prescription or pharmacy drugs, or synthetic drugs as defined below.

**“Illegal drugs”** - includes:

- any drug prohibited by Australian State, Territory or Federal law or any other laws (Including foreign and international laws) to which the Club is subject or which apply to the work performed at or for the Club;
- prescription or pharmacy drugs (as defined below) which are used without the necessary prescription, or for non-medical purposes;
- Any synthetic drug (whether prohibited by law or not), being a psychoactive herbal and/or chemical product which, when consumed, mimics the effects of a prohibited drug, for example synthetic cannabis (aka ‘Chronic’).

**“Management”** means the Club’s managers, supervisors, team leaders (whichever are relevant) and all employees with supervisory responsibilities.

**“Prescription drugs”** - means lawful drugs which are prescribed by a medical practitioner for a diagnosed medical purpose and issued by a pharmacist.

**“Pharmacy drugs”** – means drugs which are lawfully available at Australian pharmacies (without a prescription) and are required for a legitimate medical purpose.

**“Under the influence” – As a rule means above .05 ml/l alcohol content.** It also covers when a person’s faculties are impaired by the use of drugs or alcohol to the extent that the person is unfit to be entrusted with a duty they perform, or may be called on to perform, with efficiency and safety to themselves and others.

#### **Workers responsibilities**

1. All workers must:

- (a) comply with this policy;
- (b) observe all directions from the Club in regards to this policy;
- (c) recognise that performance of duties could be affected by alcohol or drugs; and:
- (d) immediately notify management if they are aware of any breach of this policy by another worker. Subject to any disclosures required by law, any notifications received by management will be treated confidentially. Failure to report any breach of this policy by another worker may itself constitute a breach of this policy.

2. Except as set out in this Policy, workers must not:

- (a) attend work, commence work, continue work or return to work having consumed alcohol and/or drugs;
- (b) consume drugs and/or alcohol at the workplace;
- (c) must not possess, distribute, sell, use or consume illegal drugs in the workplace. Such conduct constitutes serious misconduct. It may also constitute a criminal offence, in which case the Club may notify the police, or other appropriate government authority;
- (d) consume alcohol and/or drugs whilst coaching or at the workplace (note qualification for prescription and pharmacy drugs below );

## **Responsibilities of Management**

Management is responsible for ensuring that this policy is implemented in their area. This includes ensuring that:

- (a) all workers are made aware and understand this policy;
- (b) risk assessments are undertaken on work tasks in consultation with workers and/or work health and safety representatives;
- (c) the behavior of workers is observed to ensure adherence with the policy;
- (d) any concerns or issues are addressed proactively and expediently to ensure the health and safety of all workers;
- (e) support is provided to workers where appropriate; and
- (f) Any suspected breaches of this policy are acted on promptly and in accordance with this policy.

## **Prescription and Pharmacy drugs**

1. Where a worker is taking prescription or pharmacy drugs for medical purposes, the worker will not breach this policy by attending work, if the worker:
  - (a) takes the prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs;
  - (b) does not misuse or abuse the use of prescription or pharmacy drugs;
  - (c) ensures they are able to perform their work effectively, competently and safely;
  - (d) informs themselves of the impact of consumption of alcohol with prescription and pharmacy drugs and they limit consumption accordingly; and
  - (e) checks with their medical practitioner or pharmacist about the effect of the drug on their ability to drive vehicles operate machinery and safely perform their normal work duties. If a workers ability to perform work competently, efficiently and safely is affected, the worker should obtain this advice in writing from the medical practitioner, or pharmacist, and provide it to their manager or supervisor as soon as possible and before undertaking their work.
2. If the Club suspects that the workers ability to safely perform work is affected, the Club may take steps to address the issue in accordance with this policy.

## **Consumption of alcohol-workers responsibilities**

1. The Club recognises that at some work related functions responsible consumption of alcohol is allowed, for example, at a staff function, Christmas party or customer function.

In these circumstances, the following restrictions apply at all work-related functions:

- workers must consume alcohol responsibly;
- workers must not become drunk. As set out above, it is a condition of waiving the prohibition on alcohol that workers consume alcohol responsibly. Inebriation does not diminish a workers responsibility for misconduct;
- workers must uphold an appropriate standard of behaviour at all times, consistent with the Club's codes of conduct and workplace policies;
- the restrictions set out below in relation to Club vehicles, hired vehicles and machinery continue to apply; and
- workers must ensure a safe means of transport from such functions. Workers must not drive any vehicle if they are over the legal blood alcohol limit. Workers who do not have a safe means of transport should advise management so that such transport may be arranged.

2. If a worker breaches this policy at a work related function and acts inappropriately, the worker may be subject to disciplinary action, and may not be permitted to consume any alcohol at future work related functions.
3. The prohibition relating to drugs will not be waived in any circumstances, except in relation to prescription and pharmacy drugs as set out in this policy.

#### **Consumption of alcohol- the Clubs responsibilities**

When the Club provides alcohol at a work related function, it will do so responsibly, ensuring that:

- (a) workers will be reminded of this policy prior to the work related function, where appropriate and practicable;
- (b) food will be made available during the service of alcohol;
- (c) light alcohol and non-alcoholic beverages will be available at all times;
- (d) alcohol will not be provided to anyone under the age of 18 years;
- (e) alcohol will not be provided to anyone who is drinking excessively, or is (or appears to be) intoxicated;
- (f) alcohol service is supervised, whether held at the workplace or other locations, by a suitably qualified person, who holds a certificate in responsible service of alcohol; and
- (g) Workers are reminded of the dangers of driving under the influence of alcohol and promote the use of alternative transport (e.g. taxis, public transport).

#### **Training under the influence – (Coaches and members)**

##### Alcohol and illegal drugs

1. The Club has a legal obligation to provide a safe and healthy working environment for its workers and others in the workplace. To ensure a safe environment, no one associated with the club is to work, train (or play) under the influence of alcohol, or used or consumed illegal drugs.
2. Workers and members must comply with alcohol concentration limits applicable for all duties they perform, or may be called on to perform.
3. The Club will not accept liability for any personal injury or property damage while intoxicated from alcohol or illegal drugs. The individual will be personally liable in such circumstances.

##### Prescription and pharmacy drugs

Where a worker is taking prescription or pharmacy drugs that contain a warning that the person may be affected by the medication, advice is to be obtained and confirmed in writing, from the workers medical practitioner prior to engaging activities within the Club

Smoking is not permitted within the boundaries of 24 Middleton Rd Cromer.