

ROMA TRANSPORT SERVICES

ROMA, QLD 4455

PO Box 253

Lot 3, Mitchell Road

Trucksafe Accredited: TS000345



P: (07) 4622 5222

F: (07) 46224 822

ABN: 90 159 761 341

W: romatransport.net.au

DRUG AND ALCOHOL POLICY

PURPOSE

ROMA TRANSPORT SERVICES recognises that the misuse of alcohol and other drugs represent a significant concern as such consumption affects individual work performances as well as putting others whom are on site at an increased risk.

Under the Workplace Health and Safety ACT 1995, ROMA TRANSPORT SERVICES accepts responsibility to ensure environments are safe for employees as well as all others on site. In doing so, ROMA TRANSPORT SERVICES is striving to create a workforce of the highest professional conduct, who are committed to excellence in their manner and conduct.

To ensure these standards are met, management acknowledges the importance of ensuring that all employees undertake their duties in a professional manner, free from the influence of alcohol and other drugs.

SCOPE

This procedure applies to all employees of ROMA TRANSPORT SERVICES including those staff who are itinerant and all visitors and contractors.

DEFINITIONS

Alcohol and Other Drugs:

Alcohol, alcohol-based products, illegal drugs, medically prescribed drugs, and non-prescribed substances that may adversely affect the performance and conduct of a staff member.

Management:

The owners or any person holding a supervisory role or position, which is directly or indirectly responsible for the supervision of staff.

Staff Member:

Any person employed by ROMA TRANSPORT SERVICES. Workplace: Any building, office, premises, vehicle or structure that is supplied staff by ROMA TRANSPORT SERVICES.

PRINCIPLES

- The misuse or abuse of alcohol and other drugs is of concern to ROMA TRANSPORT SERVICES when workplace safety, illegal activities in the workplace or an employee's performance or conduct is an issue

- Managers and staff have obligations and responsibilities as set out in This procedure in relation to dealing with performance or conduct issues in the workplace that arise from the effects of alcohol or other drugs.
- Staff dealt with in terms of this procedure will receive appropriate assistance and support in order to attain an acceptable standard of work performance and conduct. This may include participation in counseling, treatment or rehabilitation programs. Any evidence of possible criminal activities in regard to the use of illegal drugs will be dealt with in accordance with ROMA TRANSPORT SERVICES statutory and legal obligations.

Personal information received from staff will be dealt with relating to this procedure will be treated in strict confidence.

PROCEDURE

ROMA TRANSPORT SERVICES recognises that the misuse of alcohol and other drugs can often be due to associated emotional, physiological and psychological factors. Therefore, this procedure must be applied with consideration for the individual, maintaining confidentiality and respecting the rights of staff who may have physical or psychological condition associated with alcohol and/or drug abuse.

ROMA TRANSPORT SERVICES does not permit:

- the consumption of alcohol or other drugs while on our worksites or premises, or at any facilities to which we supply, except with the approval of Management, which is to be given in advance.

ROMA TRANSPORT SERVICES reserves the right to

- implement performance management programs, counseling and/or disciplinary action in respect to any staff in breach of this procedure.

All employees are required to be familiar with this procedure and act in accordance with their responsibilities as set out in the Drug and Alcohol Procedure. Any grievances resulting from the implementation of this procedure should be dealt with under our Staff Resolution Procedures.

Managers have the initial responsibility to deal with situations in which the performance and conduct of a staff member appears affected by the misuse of alcohol and other drugs. Where a manager becomes aware of a situation of deteriorated performance or judgment, the following steps should be carried out.

Step.1: Discuss the Concerns

Clearly and in an unbiased manner, discuss with the staff member what is expected of them in terms of performance and standards, with reference to productivity, outcomes, deadlines, professional behaviour and conduct, and attendance. The focus of this meeting should be on the workplace and their work performance. Alcohol and other drugs are only discussed if it affects the workers performance. If the staff member is on prescription or non-prescription drugs which may affect their ability to carry out duties, alternative duties or leave should be suggested, but at no time is the manager to become involved in any arrangement which can objectively be viewed as concealing any misuse of alcohol or other drugs in the workplace.

Step 2: Action in the Event of Risk to Safety and Welfare

If a staff member is considered by their manager to be under the influence of alcohol or other drugs, and it is determined that the safety and welfare of the worker or others may be in jeopardy, the manager should ensure that the worker is taken off duty and referred to the appropriate General Manager/Director or Workplace Health and Safety Manager for determination of further action.

At this point the Manager should:

- Document the incident,
- Interview the staff member at the first appropriate time notifying them of the concern and allowing the employee to respond
- Respect any requests of the employee to see a counselor
- If suitable, arrange for testing of employee
- Forward all documentation to the appropriate manager

Step 3: Management of Performance/Conduct Issues

Once a manager has taken steps as above it is the responsibility of the assigned General Manager/Director or Workplace Health and Safety Manager, in conjunction with involved Recruitment Consultants, to review the case. This will involve:

- The monitoring of staff performance,
- Set reasonable objectives for the worker for sustained improvement in work performance as set out during interviews,
- Providing regular and constructive feedback on work performance
- Negotiate a formal work performance agreement with staff member.

The manager of the case should be informed of any future changes in the staff members work performance or conduct, including but not limited to changes in sick leave patterns, punctuality and presentation. If the work performance or conduct of a staff member who is undergoing rehabilitation continues to deteriorate or fails to improve, disciplinary action will be carried out.

Responsibility of Managers and Staff

Managers are required to:

- Implement This procedure in a fair and impartial manner,
- Ensure that all staff have access to This procedure and related procedures
- Monitor, discuss and document adverse changes in a workers performance, conduct and attendance patterns
- Motivate staff to seek assistance for problems related to the misuse of alcohol and other drugs
- Initiate disciplinary action for non-compliance with This procedure if previous efforts have failed to yield improvement

Staff are required to:

- Ensure they do not, by the consumption of alcohol or other drugs, endanger their own or others safety and welfare.

- Ensure they do not attend or resume work when impaired by the effects of drugs and alcohol, and notify management if they are aware that their work performance or conduct could be adversely affected, or if there is a risk to themselves or others as a result of the effects of a prescribed or non-prescribed drug.
- To take action to resolve their own drug and alcohol related problems.
- To be alert to the risks to safety in the workplace caused by the abuse of alcohol and other drugs.
- To be familiar of This procedure and report any breaches of it to management

ROMA TRANSPORT SERVICES accepts their responsibility not only to ensure the safety and welfare for workers, but also the responsibility to maintain confidentiality in relation to the misuse and abuse of alcohol and other drugs. Any records in regard to this will be kept confidential on a need to know basis.

EVALUATION

This procedure will be reviewed on at least a three yearly bases and evaluated for its effectiveness in delivering policy objectives and improved ROMA TRANSPORT SERVICES EHS performance. Recommendations will be made to the Director/Owner/Manager

REFERENCES

AS 14001 2001 Workplace Management Systems – Specifications and Guidelines

Workplace Health and Safety ACT 2011

Workplace Health and Safety Regulations 2008

HB 203 2004 Workplace Risk Management Principles and Process Handbook

HB 205-2004 Risk Management Handbook

AS 4804 Workplace Health and Safety Management Systems

AS 4360 Risk Management

DOCUMENT CONTROL

Table 8.5 Document Control: Drug and Alcohol

Ian Forbes

Signed:

Date: 08th January 2019

Charlie Burke

Signed:

Date: 08th January 2019

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