

This policy shows:

- our commitment to health and safety in this workplace and at our clients' sites, and reducing the risks to the health and safety of all workers, contractors, residents, clients, and visitors
- our commitment to complying with the requirements of the Work Health and Safety legislation, especially that regarding drugs and alcohol
- how we will deal with drugs and alcohol use and/or their effects in the workplace.

Scope

This policy applies to everyone employed by Altaira including casual pool staff.

Responsibilities

No one must drink alcohol or use drugs at this workplace, or at our clients' sites or at any time when on a rostered shift, except:

- for legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you are taking the medication
- at workplace-based social events: This is dealt with in more detail under Social Events in this policy.

The manager/supervisor at this workplace must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor, who may assign you other duties or arrange for you to be removed safely from the workplace.

Altaira will identify all workplace factors that may influence someone to turn to drugs or alcohol and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

Altaira will consult with workers on this issue.

Disciplinary action

If anyone is found to breach this policy, management reserves the right to take actions as per Altaira's Performance Management Policy.

Document Name	Drug and Alcohol Policy	Authorised by	RCO Manager
Document Group	Policies	Version No	1
Document Number	QMSP030	Issue Date	25/05/23

Social events

Formal social events which may involve alcohol consumption can be held at Altaira offices. To ensure everyone remains safe:

- everyone is expected to act responsibly
- non-alcoholic drinks and food will be provided

Informal social events may also be held at Altaira offices. To ensure everyone remains safe:

- the Director must expressly approve the consumption of any alcohol
- consumption of alcohol is limited to two standard alcoholic drinks

Information and support

Altaira will provide training to all its staff in drug and alcohol safety. Altaira recognises that aged care is an inherently difficult environment to work in and will ensure that all workers are aware of the reporting channels and will offer support when made aware of any issues. Altaira has an EAP which may be offered.

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