

Title: Consumption of Alcohol and Drugs
Type: Organisational
File No: 16/08/01
Date Adopted: 9 July 2008
Next Review Date: 2016

Revision History:

Date	Action	Who
9 July 2008	Adopted	CEO
06 August 2014	Review	Risk Management Coordinator
07 August 2014	Consultation and Review	EMT
14 August 2014	Adopted	CEO

1. Purpose

The purpose of this policy is to define Council’s commitment to providing employees with a safe and healthy working environment by taking all reasonable steps to mitigate potential risks associated with the use of alcohol and drugs in the workplace.

2. Rationale

The inappropriate use of alcohol and drugs at work can increase the risk of injury to self and other employees. It can also create short term and long-term problems for the physical and mental wellbeing of the individual concerned, and can place at risk their employment status and family relationships. Harmful use of alcohol also adds costs to injuries, absenteeism, productivity, workers compensation and rehabilitation.

3. Scope

This policy extends to all employees, volunteers and contractors of Murrindindi Shire Council.

4. Policy

Alcohol

Employees must not bring alcohol onto any Council property in any form other than circumstances, such as social functions, which have been authorised in advance by the Chief Executive Officer.

Employees must not report for duty, at any time of the day, under the influence of alcohol to the extent that it may impair their ability to effectively perform the requirements of the position, including their ability to meet all relevant statutory requirements regarding the safe operation of vehicles, plant, equipment or machinery.

All employees are to be below the legal blood alcohol content limit at all times whilst on duty or while on-call and potentially required to report for duty.

Employees, and any other authorised persons, must be under the legal blood alcohol content limit of 0.05% while using Council vehicles, whether on duty or not.

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The exception is drivers operating heavy vehicles over 4.5 tonne and bus drivers where the limit is 0.0%.

In all circumstances where alcohol in the workplace has been authorised, and in work related activities where alcohol is available, low alcohol and non-alcohol drinks must be available.

On such occasions, the Council encourages employees to practice responsible and sensible drinking habits.

Drugs

Employees must not bring non-prescription (i.e. illegal) drugs onto any Council property in any form.

Employees must not report for duty if under the influence of any drugs or use any drugs on any Council property, except where the drugs have been prescribed by a medical practitioner, and for which a prescription or medical certificate can be produced if required.

Operators of heavy vehicles or buses must not have non-prescription drugs present in their blood or breath immediately before or while driving.

If an employee is using a prescription drug that may have an adverse affect on their ability to operate any vehicle, plant or machinery he/she must advise his/her Manager/Supervisor. Employees should ascertain and inform their Manager/Supervisor of the impact or effect of the drug, particularly if he or she is required to use or operate plant or equipment or to drive a vehicle where the drug could impair the employee's judgement or performance.

General

Wilful breaches of this policy, including the unlawful operation of vehicles, plant, equipment or machinery, will be dealt with in accordance with Council's disciplinary procedure, including instant dismissal, if justified in the circumstances.

5. Supporting Documents

The Occupational Health and Safety Act 2004

Road Safety Act 1986

The Bus Safety Act 2009 (Vic)

6. Related Policies

Risk & Safety Policy

Council Code of Conduct

Driver Safety Policy

7. Governance

All employees have a responsibility to observe this policy. It is the responsibility of management to ensure compliance with this policy, including instigating disciplinary procedures where necessary with breaches of the policy.

Murrindindi Shire Council Risk and Safety Committee will monitor the implementation of this policy at an organisational level.

8. Portfolio and/or Riding Councillor Input

N/A

9. Responsible Officer

Chief Executive Officer

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10. Human Rights Charter

This policy has been developed with consideration of the requirements under the Charter of Human Rights and Responsibilities.