
DRUG AND ALCOHOL POLICY

PURPOSE

To minimise the impact on productivity and health and safety of people in the workplace, caused by drug and alcohol misuse.

To ensure that all MRAEL employees are aware of what is expected of them and how they can expect to be treated in relation to drug and alcohol misuse.

To comply with the Work Health and Safety Act 2011.

SCOPE

All employees of MRAEL Group, including staff and apprentices and trainees hosted external to MRAEL. All MRAEL students using MRAEL's training facilities.

With relation to Apprentice Employment Program apprentices and trainees, where a Partner Organisation's policy is more stringent than that of MRAEL, then the Partner Organisation's policy shall prevail.

POLICY

Alcohol and other substance abuse may impair an employee's ability to perform their duties properly and can have serious adverse effects on the health and safety of the individual and others as well as the reputation of the organisation.

MRAEL has a 'zero tolerance' to drugs and alcohol. Employees are not permitted to work while under the influence of drugs or alcohol.

No employee shall possess, distribute or consume alcohol or illicit drugs at work.

An employee has a responsibility to take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions relating to use of the drugs. In the instance that prescription medication could potentially affect the ability of the employee to perform their normal work duties safely, the employee must notify their immediate supervisor so that corrective control strategies can be implemented. Failure to advise may constitute misconduct.

In the event that drugs or alcohol are found on company premises, actions may include an investigation of the matter to attempt to determine who is responsible for the drugs or alcohol, or requiring workplace participants to undergo a drug or alcohol test.

DRUG AND ALCOHOL TESTING

Employees placed at Partner Organisation work sites that have implemented regular or random drug and alcohol testing are required to participate in the Partner Organisation's testing program. This may include pre-employment drug testing programs.

Persons found to be exhibiting the effects of drugs or alcohol may be required to have an appropriate test conducted.

If a positive drug and alcohol reading is recorded at any time, the employee will be subject to disciplinary action, possibly including suspension and/or termination.

An employee found to be exhibiting the effects of drugs or alcohol, or returning a positive drug or alcohol reading, or refusing to participate in testing, will be required to cease work immediately and leave the workplace.

- As part of our commitment to maintaining safe work practices, MRAEL is unable to allow employees to resume work until such time as they undertake testing and a negative result is obtained.
- Employees sent home or to a medical examination must report to the appropriate Partner Organisation and MRAEL representatives the following working day or when they are no longer under the influence of drugs or alcohol to discuss the incident.
- Employees who return a positive result or refuse testing will not be paid for this time off work (until a negative drug test is returned) and may need to utilise leave entitlements to cover this period.

DRUG AND ALCOHOL MANAGEMENT STRATEGIES

MRAEL will ensure that where there is a risk to health and safety from drug or alcohol misuse, effective control strategies will be implemented.

Such control strategies will focus on job performance and safety and will be implemented in conjunction with appropriate counselling.

The Drug and Alcohol Policy will be explained to all new employees at induction.

Workers are encouraged to report drug and alcohol problems that could present safety risks.

Suitable training will be provided, if needed, so that workers will know how to deal with drug and alcohol misuse appropriately.

Interventions in the case of safety-related drug and alcohol problems will be monitored and evaluated and followed up with further action if required.

MANAGER AND SUPERVISOR COMMITMENT

Managers and supervisors are responsible, within the scope of their authority, for ensuring that:

- The objectives of this policy are integrated into work practices.
- Effective action is taken to prevent accidents, incidents or injuries, which could result from drug or alcohol misuse.
- Risks arising from drug or alcohol misuse are identified, assessed and controlled.

Apprentice Specialists are responsible for monitoring the performance and conduct of the employees that they supervise. If a Apprentice Specialist has reasonable cause to believe that drugs or alcohol are affecting an MRAEL employee's performance or conduct, or that the health and safety of the individual or others is threatened, they must discuss the matter with the employee, the parent/guardian where aged under 18 years, the Partner Organisation and MRAEL management. Be wary of making a snap judgment that a worker is suffering a drug and alcohol related problem. Other causes should also be investigated. Apprentice Specialists are not qualified to pass a medical opinion and should offer assistance in a supportive and non-judgmental manner.

You may contact the following people regarding this policy:

Cohort	Contact
Apprentice Employment Program Apprentice or Trainee	Apprentice Specialist or Apprentice Services Operations Coordinator for your area or Apprentice Services Manager
Staff	Immediate Manager
Students	MRAEL RTO Trainer or Training Manager

EMPLOYEE COMMITMENT

Employees are responsible for carrying out their duties in a safe manner, unimpaired by drug or alcohol misuse.

CONFIDENTIALITY

When addressing issues relating to alcohol and drug misuse, all parties should be sensitive to the individual's right to confidentiality, privacy and dignity. However, employees need to be aware that Partner Organisations will need to be informed about issues that may affect safety in the workplace. If the employee is aged under eighteen years, the parent/guardian may also need to be involved.