

### Purpose

The purpose of this Policy is to provide guidance to management, employees, contractors, and volunteers of the Shire of Boddington as to the procedures and consequences arising from the use of alcohol and other drugs in a Shire of Boddington (Shire) workplace.

### Scope

This Policy applies to all Shire of Boddington employees including contractors, consultants, and volunteers, irrespective of their position within the Shire, carrying out work for or on behalf of the Shire.

### Definitions

Term	Meaning
Policy	This Shire of Boddington policy titled "Alcohol and Other Drugs".
Shire Environment	This includes Shire of Boddington property and any official venue the Shire of Boddington may use for a Shire sponsored function or event.
Other Drugs	For the purposes of this policy, other drugs may include, but is not limited to: <ul style="list-style-type: none"> <li>• Cannabis,</li> <li>• Opiate analgesics such as heroin, pethidine or methadone,</li> <li>• Stimulants,</li> <li>• Amphetamines,</li> <li>• Cocaine,</li> <li>• Hallucinogens,</li> <li>• Designer drugs such as ecstasy,</li> <li>• Medications – prescribed or over the counter, and</li> <li>• Inhalants such as petrol glue or solvents.</li> </ul>

### Policy Statement

The Shire of Boddington is committed to providing a safe, healthy, and productive working environment for all employees. The Shire recognises that employees affected by alcohol and other drugs may present a hazard in the workplace, causing injury to themselves and/or others. Employees may also be placed in difficult situations, expected to cover for unsafe work practices or faced with reporting a fellow employee.

The Shire considers it improper for employees to conduct business in the Shire environment while impaired from the use of alcohol or other drugs. This includes while operating Shire plant and equipment, driving a Shire vehicle, on Shire property, representing the Shire, and attending events organised by the Shire.

Shire functions provide an opportunity for the Shire to host special events for promotional, public relations, or social purposes. Provision of alcohol at such events is acceptable provided that the legal blood alcohol levels are maintained. Managing the amount of alcohol consumed is the

responsibility of each individual.

Illegal drugs and substances are not permitted in the Shire environment. This includes possession, use, and distribution. Actions that are to be taken may include, but is not limited to, disciplinary action. Where appropriate, police involvement is to be sought.

Some medications prescribed by doctors or available over the counter, may affect a person's ability to work safely. Employees have the responsibility to advise their manager/supervisor of any medications they are taking which may impact on their ability to safely perform their work. This is particularly relevant in high risk areas such as operating machinery, driving a vehicle, complex decision making tasks, and work that requires the ability to react to sudden changes. It may be appropriate for the employee to provide verification of the side effects of the medication in the form of a medical certificate or similar. If an employee is unable to perform their usual work tasks safely, they are to discuss with their manager who is to assess the risk involved and either provide alternative duties or instruct the employee to take leave for the period of the medication.

### Alcohol and Drug Testing

The Shire reserves the right to conduct pre-employment, random, blanket, and suspicion alcohol and drug testing throughout the whole organisation.

A qualified Testing Service Provider is to perform those tests. The outcome may or may not affect the perception of an employee's fitness for duty on that day and may result in disciplinary action.

Suspicion testing may be carried out if the Shire has reasonable grounds to believe that an employee is affected by drugs and/or alcohol. If the Shire suspects that an employee is under the influence of drugs and/or alcohol it may direct an employee to undergo drug and alcohol testing administered by a suitable person appointed by the Shire.

Where an employee is declared impaired by alcohol or other drugs following medical testing, disciplinary action may be initiated, including possible termination of employment.

<b>Responsible Officer</b>	Chief Executive Officer
<b>History</b>	Adopted 15 April 2015 (Resolution 129/05) Amended 23 March 2023 (Resolution 25/23)
<b>Delegation</b>	
<b>Relevant Legislation</b>	Work Health and Safety Act 2020, Work Health & Safety Regulations (General) 2022
<b>Related Documentation</b>	