



Upper Great Southern Family Support Inc.

Policy On MEDICATION, ILLEGAL SUBSTANCES AND ALCOHOL

Date Adopted: November 2010

Last Reviewed Date: 26th of June 2012

Next Date to Revise: June 2013



**Upper Great Southern Family Support Association Inc. known as
Policies and Procedures**

Policy and Procedure: Medication, Illegal substances and Alcohol	Date of Review: 26th of June 2012
Number of pages: 3	Next Review Date: June 2013
Date Adopted: November 2010	

Medication, Illegal substances and Alcohol

Purpose of this Policy

The effect of illegal substances and alcohol can have a detrimental impact on safety and health in the workplace. Illegal substances and alcohol will affect the nervous system as well as judgement.

A worker must be aware of the effect of a “hangover” and the potential for serious accident or injury to occur. Illegal substances and alcohol take a long time to leave the body.

The Policy

It is the objective of Upper Great Southern Family Support Association UGSFSA to ensure that medication; illegal substances and alcohol are not a negative contributing factor in Safety and Health matters.

UGSFSA is committed to ensuring a safe work environment for all workers and visitors to the premises. UGSFS shall develop, conduct, review and refine its procedures to promote a productive and safe working environment.

It is also the policy of UGSFSA that random alcohol & illegal substances testing may be carried out.

Responsibilities:

Management:

- Promote safe work environment and safe systems of work.
- Meet legal obligations under the Occupational Safety and Health Act 1984 and its Regulations.

Workers:

- Workers on prescribed substances (medication), which may impair their ability to carry out their work in a safe manner, e.g. antihistamines, which may cause drowsiness, the Board of Management must be informed before commencing work.
- Undergo testing as required under company policy.
- Workers have a duty of care to ensure their own safety and to also ensure their actions do not negatively affect the safety and health of others in the workplace.
- Under no circumstances is an employee of UGSFSA allowed to partake in the social use of illegal substances and alcohol while undertaking a schedule shift with UGSFSA.

Procedure:

1. A worker, contractor or visitor will not be allowed to enter any area that is under the control of UGSFSA, or any work environment on behalf of UGSFSA, where a manager or supervisor has reason to suspect that the worker, contractor or visitor may be affected by alcohol or other illegal substances or wishes to rule out the possibility of alcohol or other illegal substances being a contributing factor to a workplace incident.
2. A worker is not allowed to drive any vehicle that is owned or controlled by UGSFSA if it is suspected that he/she may be affected by illegal substances or alcohol.
3. UGSFSA will organise transport and testing for illegal substances and alcohol, if it is considered necessary.

Note: Breaches of this Policy will lead to disciplinary action and/or possible termination of employment.

REVIEW OF THE POLICY

This policy will be reviewed on an annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.