



## ◆ Drug, Alcohol & Smoking Policy ◆

### **Application of policy** Board members

Employees

Contractors/Agents/Representatives (where relevant)

Members of the public (where relevant)

This policy applies to all persons employed by Carlink Transport, including contractors and their employees, and visitors to the site. It applies to all company business, conducted both on and off site. The consequences of breaching this policy may include disciplinary and termination actions.

Carlink Transport is committed to providing a work environment which ensures the health and safety of every person involved with the company's operations. This policy acknowledges that individuals impaired by the effects of drugs or alcohol may present a risk to the health and safety of their workmates and themselves. The purpose of this policy is to ensure a work environment that is free from such risks. In this policy you will find our expectations of appropriate behaviour specifically in connection with drugs, alcohol and smoking in the work place.

### **When this policy applies**

You are required to comply with this policy whenever you are in a Carlink Transport work environment, which includes when you are:

- working for Carlink Transport
- on Carlink Transport premises
- at work functions (including social functions)
- on premises of customers or suppliers
- anytime you are representing Carlink Transport eg: at a supplier's function

### **Drugs and alcohol**

You must comply with the Code of Conduct for Use of Alcohol and Other Drugs set out in this policy. The consumption of drugs or alcoholic beverages/food in the workplace by any employee is prohibited whilst being paid. No employee is to commence work, remain at work, or return to work while under the influence of drugs or alcohol. Carlink Transport's blood alcohol content (BAC) policy is 0.00%, such as required under relevant road transport legislation. BAC Policy for onsite functions is 0.02%.

### **Code of conduct on the use of alcohol and other drugs**

You **must**:

- understand and comply with all of the requirements of this policy,
- comply with any relevant laws on drugs and alcohol,
- behave responsibly at work social functions and ensure that you do not put your safety or that of anyone else at risk,
- consult with your immediate manager if you are concerned that your work ability or the work ability of other workers may be impaired by drugs or alcohol at work,

- comply with any direction given to you by Carlink Transport Management under this policy,
- cooperate with any requirement that you undergo testing for drugs or alcohol consumption.

Where an employee or contractor is engaged to perform work for Carlink Transport at a customer's site, all policies of that customer will apply. Where there is a discrepancy between the policy of the customer and Carlink Transport, the higher-order policy will apply.

**You must not**

- come to work or stay at work if your ability to work safely and effectively is impaired by drugs or alcohol,
- risk your own health or safety or the safety or health of others through drugs or alcohol,
- consume drugs or alcohol while at work or during working hours which would impair your ability to work safely and effectively,
- consume drugs or alcohol while at work or during working hours which would mean that you are a risk to the safety of yourself and others,
- possess, use or distribute, sell or offer to buy illegal drugs,
- bring alcohol onto work premises without permission,
- try and falsify any test result,
- drive or operate equipment after consuming drugs or alcohol.

**REMEMBER:** if you breach the code then disciplinary action may be taken against you; including termination of your employment with or without notice.

## Prescription Medication

Ask your doctor about the side effects of any prescription or authorised medication that may impair your ability to work safely and effectively. Inform Management immediately about prescription medication that you are taking and the impact upon your ability to work safely. discuss any work restrictions that may be necessary as a result of the medication.

## Drug testing

Testing for drug and alcohol consumption of employees and contractors may be conducted as part of the pre-employment medical process, randomly, post-incident and/or for cause to establish fitness for work where it is reasonably suspected a person may be under the influence of drugs or alcohol.

If you are involved in an accident or safety incident due to drugs/alcohol or if Management reasonably suspects that you are impaired and that this could cause a safety risk; then you may be stood down from your duties, or provided with alternate duties. You may also be required to undergo testing in relation to alcohol or drug levels in your system. You must comply with any requirement for testing. Testing may include but is not limited to breath-testing, blood tests or urine screening.

Testing will be carried out by appropriately qualified health practitioners and this may require you to leave the workplace for the purposes of the test. Carlink Transport reserves the right to specify which medical practitioner will conduct the screening test.

### **What is impairment?**

Impairment means being impaired by the use of drugs or alcohol to the extent that you are unfit to perform any or all of your duties safely or effectively. In determining whether you are impaired, Carlink Transport may rely upon test results or observations of your behaviour at work. In relation to test results, Carlink Transport may rely upon expert advice and assistance to interpret the results. In determining what is a positive test result in relation to drugs or alcohol Carlink Transport may rely upon any applicable Australian Standard.

### **Access to sick leave and management agreements**

You may use your sick leave to access medical treatment or counselling for drug or alcohol addiction. Carlink Transport will also consider leave without pay for such treatment if you have no sick leave accrued. If you take sick leave in this way, you will not suffer any prejudice in your employment with Carlink Transport by disclosing this problem.

If you access sick leave in this way, it does not automatically mean that you are not required to comply with this policy. Carlink Transport may require you to enter into an agreement for the management of any drug or alcohol problem you have to ensure the safety of yourself and others at work and to ensure that you are fit to carry out your work.

### **Confidentiality**

Information received about you under this policy, including medical certificates, health information and test results will be kept confidential except for use relating to this policy and for health and safety reasons.

### **Smoke-free environment**

Carlink Transport provides a smoke-free work environment. This applies in all Carlink Transport premises, including in stairwells, fire escapes and foyers at all times, including before and after normal office hours. This also applies at any work functions and if you are at another workplace, eg. a client or supplier's workplace. Clients and other visitors to the office are also required to follow the requirements of this clause.

### **Related policies and procedures**

Occupational Health and Safety policy  
Performance Counselling, Discipline and Termination policy

### **Endorsement**

Carlink Transport Management is committed to this policy and its implementation and to ensuring an enjoyable and healthy and safe work environment.

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