

Drug and Alcohol Policy Information

Developing a policy to deal with drug and alcohol problems in the workplace is a proactive way to deal with potential problems.

The main aim is to ensure a healthy and safe workplace, where the welfare of employees is treated as a primary consideration and guidelines are put in place to assist managers in situations where they confront drug and alcohol issues.

Benefits

The policy should be able to provide measurable performance and cost benefits to the organisation, including:

- Improved productivity following reductions in absenteeism and staff turnover.
- Improved workplace safety.
- Reduction in accidents and workers' compensation claims.
- Reduced grievance and harassment claims.
- Improved employee commitment and morale, leading to improvements in individual performance.

The policy **should not** be about:

- Stopping people from drinking.
- Stopping work function or socialising.
- Forcing people to "DOB".
- Embarrassing people.
- Forcing people into treatment.
- Getting people sacked.

It **should** be about:

- Focusing on health and safety.
- Helping managers deal appropriately with employees who are intoxicated or whose performance is affected by suspected drug and alcohol abuse.
- Helping people who are misusing drugs and alcohol for personal problems.
- Helping people who have problems to seek effective solutions and treatment.
- Providing information enabling people with drug and alcohol problems to have choices about solutions and treatment.

The Law

Having a drug and alcohol policy assists the Company to comply with a number of pieces of legislation, and would reduce the risk of claims under each instrument:

(Note: there are various versions of each act for different states and territories.)

- Occupational Health and Safety Act.
- Industrial Relations Act and Workplace Relations Act.
- Anti Discrimination Act.
- Sex Discrimination Act.
- Workers Compensation Act.

Implementation

To be effective any policy needs to be:

- Developed in consultation with various staff and representatives.
- Provide clear guidelines for managers.
- Provide clear responsibilities for employees.
- Provide adequate support and assistance, i.e. Employee Advisory Programme.
- Be applicable to *everyone* in the Company.
- Ensure strict confidentiality of personal information.

If you require more details, please contact us at the Waste Contractors & Recyclers Association of NSW

Phone: 02 9604 7206

Email: memberservices@wcra.com.au