

Drug and Alcohol Policy

1. Purpose

The objectives of this policy are to

- specify the principles governing Hotelstaff responses to Drugs and Alcohol in the workplace

2. Scope

This policy and procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

It is expected that the Executive endorse and support this policy in the execution of their responsibilities.

This policy applies during all hours of work at Hotelstaff as well as outside of working hours when dealing with members and clients of the organisation, including attending social engagements.

3. Policy Statement

This policy applies to all employees, contractors or subcontractors of Hotelstaff.

This policy will operate where drug or alcohol abuse may effect or impair an employee's, contractor's, subcontractor's or volunteer's conduct and or performance. This policy also applies where drug or alcohol abuse, may impact on the company's reputation, and or the safety of the employee, contractor, subcontractor or volunteer or any third party person in contact with the employee, contractor, subcontractor or volunteer.

Hotelstaff under no circumstances condones drug and alcohol abuse or impairment within the workplace or while performing duties under the direction of, or on behalf of Hotelstaff.

Hotelstaff is at all times committed to providing and maintaining a safe, healthy and productive work environment.

Any employee, contractor or subcontractor who is found to possess, use, sell or facilitate the sale of, attempt to sell, give away all deliver illegal drugs or narcotics, while working on the premises of Hotelstaff or any location required to be attended in the performance of duties will have their employment terminated immediately and the police will be advised accordingly.

Any employee, contractor or subcontractor who suspects that they have a drug and/or alcohol abuse problem are encouraged to refer their situation to the Managing Director, who where appropriate, will offer advice on professional support services and assistance.

Participation in alcohol and drug testing procedures may be required of an employee, contractor or subcontractor in the performance of their duties. Testing requirements will be communicated in writing prior to engagement in the testing process, and authorisation granted in writing.

4. Procedure

In a situation where an employee, supervisor or manager believes an employee is under the influence of drugs or alcohol they are required to report, the situation immediately to the Managing Director for discussion with the employee and assessment.

Common indicators that an individual may be under the influence of drugs or alcohol include;

- a change in an individual's speech pattern
- inability to perform standard / regular tasks
- lack of balance and or body coordination
- diminished, comprehension skills
- drowsiness, and/or loss of consciousness

- irrational or irregular behaviour including abusive, and/or threatening behaviour
- the destruction of property
- the smell of alcohol on the individual's breath
- inability to attend or absence from work

During the course of the discussion and assessment the employee, contractor or subcontractor will be advised formally of Hotelstaff Pty Ltd policy in relation to drug and alcohol consumption.

The employee, contractor or subcontractor will be asked to leave the workplace and transport or an escort may be organised.

A written record of the incident (Incident Report) will be completed by the delegated authority, including the taking of witness statements and provided to the Managing Director for consideration.

In cases where the employee, contractor or subcontractor has been involved in a safety related incident, including a workplace injury, death, property or equipment damage or a near-miss accident Hotelstaff Pty Ltd may request blood or other testing be completed.

The Managing Director shall make all determinations in relation to the termination of the engagement of an employee, contractor, or subcontractor.

5. Related Documents/Information

Fair Work Act 2009 (cth)

Occupational Health and Safety Act 2004 – VIC

Occupational Health and Safety Act 1989 No 18 – ACT

Occupational Health and Safety and Welfare Act 1986 - SA

Work place Health and Safety Act 1995 – TAS

West Australian Occupational Health and Safety Act 1984 – WA

Occupational Health and Safety Act 2000 – NSW

Workplace Health and Safety Act 1995 - QLD

Grievance/Dispute Resolution Policy

Occupational Health and Safety Policy

6. Declaration

I agree, via online acknowledgment, to all terms and conditions as outlined in this policy

7. Policy Information

Version 1.1	Policy Number:
Approver: Managing Director	Effective Date: 01/08/2015
Approved Date: 01/08/2015	Review Date: 01/07/2018

8. Revision History

Date	Version	Amendment
07/05/2018	1.1	- Reformatted