

## Drug and Alcohol Policy of Marcoola Surf Club

### 1. Purpose and Application

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- 1.1 Marcoola Surf Club ('the Club') is committed to providing a safe, healthy, respectful and productive workplace. The Club recognises that the use of drugs or alcohol may impair an employee's capacity to safely and efficiently perform their job.
- 1.2 The Drug and Alcohol Policy prohibits employees from attending work whilst under the influence of alcohol or illicit drugs and prohibits the consumption of alcohol or illicit drugs during paid working hours. This eliminates the risk to safety of the employee or others being compromised as a result of alcohol consumption or illicit drug use.
- 1.3 The purposes and aims of this policy are to:
- 1) maintain a safe working environment that is free from alcohol and illicit drugs;
  - 2) define clear guidelines in relation to the expectation that employees are not under the influence of alcohol or illicit drugs while attending work;
  - 3) promote moderation towards the use of alcohol;
  - 4) provide appropriate support to employees who identify a health problem related to the use of alcohol or drugs; and
  - 5) provide managers with skills to identify and manage issues in the workplace related to alcohol and other drugs.

### 2. Scope

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- 2.1 The Drug and Alcohol Policy applies to all employees, including full time, part time, fixed term and casual employees of the Club.
- 2.2 The Drug and Alcohol Policy also applies to all persons who work at the direction of, or on behalf of the Club, including agents, contractors, subcontractors, consultants, volunteers, temporary staff, commission workers and persons on work experience placements.
- 2.3 This policy will be made available via <https://www.marcoolasurfclub.com.au/staff-portal/>.

### 3. Definitions

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- 3.1 **Alcohol screen test** means any analytical procedure or test which is carried out on a worker to determine the presence and/or the concentration of alcohol.
- 3.2 **Coming down** refers to the period after taking a drug when your body is trying to process the substances that have been taken. People experiencing comedowns may experience shakiness, headaches, nausea, loss of sleep, oversleeping or loss of appetite.
- 3.3 **Drug screen test** means any analytical procedure or test which is carried out on a worker to determine the presence and/or the concentration of any drug.
- 3.4 **Hangover** refers to the experience of various psychological and physiological effects following the consumption of alcohol. The effects of a hangover may include headache,

diarrhoea, nausea, vomiting, tiredness, trembling, increased heart rate, increased blood pressure, dry mouth and eyes, trouble concentrating, anxiety, restless sleep.

3.5 **Illicit drugs** are illegal substances that can be classified into three main groups depending on the way they affect the brain:

- 1) Stimulants - including, but not limited to, speed (amphetamines), cocaine and ecstasy;
- 2) Depressants - including, but not limited to, cannabis, heroin and opium;
- 3) Hallucinogens - including, but not limited to lysergic acid diethylamide (LSD), magic mushrooms.

3.6 Illicit substances may include other substances that are not listed above. This may include legal, prescription medications that have not been prescribed for the user by a medical practitioner

3.7 **Under the influence** refers to a worker who is adversely affected by alcohol or illicit drugs and is unfit to perform their duties and responsibilities safely and productively. The term under the influence includes impaired performance related to a coming down from illicit drug use or experiencing the effects of a hangover.

3.8 **Work endorsed social event** is an event organised or supported by the Club where a worker is considered to be representing the Club. Events include, but are not limited to, training sessions and workshops, conferences, networking events, social club events, Christmas parties or similar.

#### 4. **Illicit Drugs**

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4.1 A worker must not use, deal, supply or possess any illicit drug at the Club or in connection with their employment at the Club.

4.2 A worker who is under the influence of illicit drugs must not present for work.

4.3 A worker who is experiencing 'coming down' effects after the use of illicit drugs must not present for work.

4.4 A worker is expected to take reasonable steps to ensure they are fit for their duties. This means that a worker must take reasonable steps to ensure they are not under the influence of, or experiencing the coming down effects of, illicit drugs when they are due to attend work.

#### 5. **Prescription and Pharmacy Drugs**

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5.1 The Club recognises that workers may have legitimate medical reasons for taking some drugs, specifically where a medical practitioner has prescribed lawful drugs for medical purposes or where the drug is lawfully available at pharmacies and is required for medical purposes.

- 5.2 Where a worker takes a prescription or pharmacy drug for medical purposes, they will not breach this policy by attending work.
- 5.3 Workers must take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and/or the normal directions applying to the use of those drugs to ensure a safe work environment.
- 5.4 It is a worker's own responsibility when taking prescription or pharmacy drugs to check with their medical practitioner about the effect of the drug on their ability to safely perform their normal work duties.
- 5.5 If a worker's ability to perform work safely is, or may reasonably be, affected in any way, that worker should notify the Club as soon as possible. The worker will not be required to reveal the nature of their medical condition or the type of medication, only that they are taking medication which has the potential to adversely impact on safety. In this case, the Club may request the worker obtain written confirmation from their treating medical practitioner certifying their ability to work whilst taking medication. The Club must not request details regarding the nature of the condition being treated or the type of medication that the employee has been prescribed.

## **6. Alcohol**

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- 6.1 A worker who is under the influence of alcohol must not present for work.
- 6.2 A worker must not bring, store or consume alcohol at work or in connection with work, except where authorised by the Club.
- 6.3 A worker must consume alcohol in moderation while attending a work endorsed social event.
- 6.4 A worker is expected to take reasonable steps to ensure they are fit for their duties. This means that a worker must take reasonable steps to ensure they are not under the influence of, or experiencing a hangover from, alcohol when they are due to attend work.

## **7. Testing**

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- 7.1 The Club may require workers to undergo testing for the presence of drugs or alcohol in the following circumstances:
- 1) Where the investigation of an incident or near-miss determines that the worker's actions may have been impaired due to the use of drugs or alcohol, or the worker was under the influence of drugs or alcohol.
  - 2) If the Club suspects, on reasonable grounds, that a worker is under the influence of drugs or alcohol in breach of this policy.
  - 3) Upon obtaining evidence the worker has interfered with, tampered with, falsified or destroyed an Alcohol Screen Test or a Drug Screen Test.
- 7.2 A refusal to undergo a Drug Screen Test and/or Alcohol Screen test or providing false information may constitute a breach of this policy and may result in disciplinary action being taken against the worker.
- 7.3 An alcohol reading greater than 0.00 will amount to a breach of this policy.
- 7.4 A positive illicit drug reading, howsoever described, will amount to a breach of this policy.
- 7.5 A worker is allowed to request that they be re-tested if they test positive for the presence of

drugs or alcohol. The re-testing will be undertaken using the same method as the initial test.

## **8. Management Responsibilities - Suspected Intoxication of Worker**

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**8.1 Managers are responsible for proactively managing the work performance and conduct of their workers and are required to take appropriate action if an unacceptable work performance or conduct issue arises.**

**8.2 In all instances where a worker's performance, conduct or behaviour suggests that the worker is affected by alcohol or illicit drugs in the workplace, the Manager is to:**

- 1) Conduct an initial assessment (Schedule A). The Manager should not assume that physical or cognitive issues are necessarily related to alcohol or drug use. Other causes may include head injuries, fatigue or medication.
- 2) If, after conducting the initial assessment, the Manager suspects that the worker may be affected by alcohol or other drugs, the Manager must immediately contact [HR Manager or other person with delegated authority].
- 3) The [HR Manager / Person with delegated authority] will decide if the worker is to undergo testing to determine the presence of drugs and/or alcohol by a quality assured individual or organisation.
- 4) If the worker is directed to undergo testing to determine the presence of drugs and/or alcohol, the Manager must provide the worker with a copy of this drug and alcohol policy and ask the worker to fill out the Drug and Alcohol Consent Form (Schedule B).
- 5) If the worker refuses to consent to testing to determine the presence of drugs and/or alcohol, the Manager must:
  - a) Inform the worker that refusing to undertake the test may result in disciplinary action being taken against the worker.
  - b) Arrange transport for the worker to commute home safely.

8.3 If the worker tests positive for alcohol and/or drugs, the Manager should follow the guidelines outlined in *If the worker tests positive for alcohol and/or drugs, the Manager should follow the guidelines outlined in 9. Management of a positive test.*

8.4 If the worker is tested negative for alcohol and/or drugs, the Manager should allow the worker to continue working, provided that it is safe to do so.

8.5 If a manager believes that a worker is at serious risk of causing harm to themselves or others, the manager should call Queensland Police Service on 000.

## **9. Management of Positive Test**

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**9.1 In the event of a positive test:**

- 1) The worker will be required to leave the workplace. The Manager will arrange transport for the worker to commute home safely.
- 2) The Manager will provide the worker with information about general assistance such as counselling and support services which are available in the community.
- 3) The worker may be subject to further disciplinary action as outlined in '*Clause 11 Consequences of breach of the policy*'.

## **10. Privacy**

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- 10.1 All personal information obtained as a result of a drug and/or alcohol test, and investigations in relation to such test results will be confidential.
- 10.2 Any information obtained, collected, stored and kept in accordance with a drug and/or alcohol test will comply with the requirements of any Commonwealth, State or Territory privacy legislation.
- 10.3 If workers have any concerns about regarding confidentiality, they should talk with their Manager or Human Resources.

## **11. Staged Implementation of this Policy**

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- 11.1 No worker will be required to undergo drug testing within the first seven (7) days of the implementation date of this policy and/or the commencement of their employment.
- 11.2 No worker will be required to undergo alcohol testing within the first 48 hours of the implementation date of this policy and/or the commencement of their employment.
- 11.3 The implementation date of this policy will be the date that the employee is provided with the policy, regardless of whether or not the employee signs the policy.

## **12. Consequences of Breach of the Policy**

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- 12.1 Disciplinary action may be taken by the Club against any worker found to have breached this policy. Action will be appropriate to the breach, and may include: an official warning and note on the worker's personnel file, a formal apology, counselling, demotion, transfer, suspension or dismissal.

**13. Signature**

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I \_\_\_\_\_ confirm that I have read and understand the above policy and agree to be bound by the policies and procedures outlined.

Signed .....

Date .....

Witnessed by .....

Signed .....

Date .....

**Last reviewed:** Jun 2022

## Schedule A: Initial Assessment

### Observations Checklist

Employee name: \_\_\_\_\_

Employee job title: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Check all that apply:

#### Behaviour

- Stumbling
- Drowsy, sleepy, lethargic
- Agitated, anxious, restless
- Hostile
- Unresponsive, distracted
- Clumsy, uncoordinated
- Tremors, shakes
- Flu like illness complaints
- Suspicious, paranoid
- Hyperactive, Fidgety
- Inappropriate, uninhibited behaviour

Swaying, unbalanced on their feet

Withdrawn

#### Appearance

- Flushed complexion
- Sweating
- Cold, clammy
- Bloodshot eyes
- Tearing, watery eyes
- Dilated (large) pupils
- Constricted (pinpoint) pupils
- Unfocused, blank stare
- Poor personal hygiene
- unkempt grooming, wearing inappropriate clothing

#### Speech

- Slurred, thick
- Incoherent
- Exaggerated enunciation
- Loud, boisterous
- Rapid, pressured
- Excessively talkative
- Nonsensical, silly
- Cursing, inappropriate speech

Other observations: (may also include breath smell of alcohol)

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The above employee observations were made by the following:

Manager name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Schedule B: Forms to be completed prior to testing**

**PART A: Drug and Alcohol Test Consent Form**

<b>Surname:</b>	
<b>Given Name:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Identity of worker verified by:</b>	<input type="checkbox"/> Photo ID <input type="checkbox"/> Non Photo ID ID Type: _____ ID Number: _____
<b>Reason for test:</b>	<input type="checkbox"/> Reasonable suspicion <input type="checkbox"/> Incident <input type="checkbox"/> Near miss <input type="checkbox"/> Evidence of use, possession, selling, soliciting or transferring drugs while in the workplace <input type="checkbox"/> Evidence of tampering, interference or falsification of previous test. <input type="checkbox"/> Re-test
Worker Consent (To be completed by donor or parent/guardian)  <i>I consent to the testing of my urine and/or oral fluid and/or sample of my breath. I certify that the sample accompanying this test is my own and has been provided to me by the individual authorised to carry out testing. I certify that testing was carried out in my presence. Also, I certify that for any of my specimens that are to be sent for laboratory testing, the containers were appropriately sealed and the information provided on the labels is correct. I certify that the information provided on this form is correct and I consent to the release of all tests together with</i>	

*all relevant details on this form to the Marcoola Surf Club and my employer / principal if I am not employed by Marcoola Surf Club.*

**Medication / Drug Declaration**

I have taken the following drugs OR medication OR prescribed medication/s within the last seven (7) days:

<b>1.</b>	Date and Time:
<b>2.</b>	Date and Time:
<b>3.</b>	Date and Time:

I certify that the above information is accurate (Staff member or guardian to sign):

**Signature and Date:**

**PART B: Testing personnel Form**

*I certify that the sample identified on this form is that provided to me by the Staff member named on this form who has provided the declaration above, and I have analysed the sample.*

<b>Collector Name:</b>	<b>Date of Collection</b>
<b>Signature:</b>	<b>Time of Collection</b>
<b>Comments:</b>	<b>Testing Site:</b>

**PART C: Results of Testing**

<b>Test Conducted</b>	<input type="checkbox"/> Alcohol <input type="checkbox"/> Cannabinoids <input type="checkbox"/> Cocaine <input type="checkbox"/> Opiates <input type="checkbox"/> Methamphetamine <input type="checkbox"/> Benzodiazepines <input type="checkbox"/> _____ <input type="checkbox"/> _____
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<b>Test Results:</b>	Alcohol reading (initial): _____ Alcohol reading (retest if required): _____ Cannabinoids:            Negative        Positive Cocaine:                    Negative        Positive Opiates:                    Negative        Positive Methamphetamine:        Negative        Positive Benzodiazepines:        Negative        Positive Other:                      Negative        Positive
<b>Time:</b>	
<b>Provide Test Results:</b>	Is confirmatory test required:        Yes        No
<b>Note:</b> <i>This original document must accompany any specimens dispatched for laboratory testing and sealed inside the specimen bag</i>	
<b>Follow up action required:</b>	<input type="checkbox"/> None, this drug / alcohol screen test result was negative <input type="checkbox"/> Confirmatory tests required