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## HR – Alcohol, Smoking and Recreational Drug Policy

Headway Gippsland aims to:

- Be a responsible employer about the effects of alcohol, drugs and tobacco in the workplace or at work functions held elsewhere;
- Meet its obligations under Occupational Health and Safety requirements; and
- Ensure that it is not subject to vicarious liability in the case of intoxicated staff, Participant members, or other guests leaving a Headway Gippsland function.

All persons involved in the workplace have legal obligations to ensure the health and safety of the workplace environment under the *Work Health and Safety Act* [The Occupational Health and Safety Act 2004]. As part of these obligations, policies and procedures concerning alcohol and drugs are an important aspect of managing health and safety risks. Workers must individually take measures to protect their own health and safety and the health and safety of others in the work environment, including clients and other workers.

### Procedures

#### Alcohol

- Any staff member presenting for work under the influence of alcohol may be sent home on sick leave by their manager. Repeat offences will be dealt with under the Headway Gippsland's Discipline Procedures;
- The Headway Gippsland workplace will be alcohol-free except for formal functions approved by the Board/ CEO; and
- At any Headway Gippsland function where alcohol is served, it will be served responsibly:
- low-alcohol and alcohol-free beverages will always be served in addition to any alcoholic beverages;

#### Illegal and prescription drugs

- No illegal drugs are to be brought onto Headway Gippsland premises at any time.
- Staff members taking prescription medications that are likely to impact their ability to perform their work adequately and safely must inform their manager
- Where a staff member is required to take a prescription medication that affects their capacity to perform their duties, this will be treated the same as any illness affecting work performance. The staff member may be offered sick leave and/or reduced, limited or changed duties for a fixed period;
- Any staff member presenting for work whose capacity to adequately and safely perform their duties appears to be affected by something they have taken, including prescription medication, may be sent home on sick leave by their manager
- A staff member who repeatedly presents for work affected by drugs, other than those prescribed for them by a medical practitioner, will be dealt with under Headway Gippsland's Discipline Procedures and offered support and given access to our EAP program.
- If a Participant participates in drug taking, we recommend this be done while staff from Headway Gippsland are not present,

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### **No Smoking Policy**

Our employee smoking policy outlines our rules regarding smoking in the workplace. It aims to protect non-smokers without unreasonably depriving smokers of their right to smoke.

No smoking/vaping is permitted in offices/rooms/spaces used by Headway Gippsland Inc. staff, participants, family members, and volunteers.

When transporting participants, smoking/vaping is prohibited in vehicles, participant homes or in a volunteer's / worker's vehicle.

Headway permits smoking during allocated break times. Smoking and Vaping are to occur a minimum of 5 meters away from the entrances and exits of every Headway office. If you have concerns with this please speak to your manager.

We also request our employees to ensure they extinguish their cigarettes completely and discard them only in appropriate containers,

For any employee wishing to cease smoking and requiring assistance, they can access our EAP or contact Quitline on 137848 to talk to a counsellor.