

ALCOHOL & DRUG POLICY CREATION

Alcohol is a widely used drug, and is sometimes consumed at levels of risk associated with harm to individuals, communities and populations. Excessive consumption of alcohol or other drugs is linked to a wide variety of health and social problems, including accidents, injuries and violence in the short-term and liver disease, brain damage and social isolation in the long-term.

Having a workplace alcohol and drug policy may help to:

- create and promote a healthy, safe and productive work environment
- create a safer, healthier and more productive workforce
- prevent and reduce alcohol and drug-related incidents in the workplace, contributing to a safer working environment and a healthier workforce
- provide a clear documented guide to the organisation's position on alcohol and drug-related issues, including enforcement of breaches of policy and any potential disciplinary action
- provide clear guidance on the specific risks of alcohol and other drugs to the safety of the workplace
- define the role of employees, supervisors and managers in dealing with work-related alcohol and drug issues
- increase awareness of alcohol consumption guidelines
- increase awareness of the harm associated with illicit drug use
- increase awareness of the harm associated with the misuse of other substances (such as prescribed medications, over-the-counter medications and inhalants)
- provide information on counselling, treatment and rehabilitation services to those affected by alcohol and drug use.

The following template is a starting point for you to create a workplace alcohol and drug policy. It can be changed as needed to suit the specific needs of your race club.

A workplace drug and alcohol policy needs to be developed in consultation with all stakeholders, including the club committee, management team, employees, supervisors and other stakeholders as deemed necessary. In a medium to large sized race club, a working group or sub-committee comprising the key stakeholders from each of these areas could be created. In a small race club with minimal paid staff a small informal working group may be more suitable.

After you have developed your workplace alcohol and drug policy, it is a good idea to circulate it to employees for comment. You could do this through staff meetings, internet site, email distribution list or written memo. Remember to consider employees who do not have regular access to internet and email as they should be provided with a hard-copy of the policy.

Once the policy is finalised and signed off by the race club president, vice president and / or club secretary, all employees should receive a copy. The policy should also be included in any induction material that is given to new employees.



ALCOHOL AND DRUG POLICY

Mission Statement

PINJARRA HARNESS RACING CLUB is committed to providing employees with a safe, healthy and supportive environment in which to work. The Club

- recognises that the safety, health and wellbeing of our employees is important
- will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.
- has a zero tolerance to illegal drugs and alcohol use in the workplace.

Objectives and Strategies

PINJARRA HARNESS RACING CLUB will:

- comply with the requirements of the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996, especially those related to alcohol and drug consumption at work
- be available to assist with any personal issues to a point where the employee must help themselves.

Scope

- This policy applies to all employees at **PINJARRA HARNESS RACING CLUB** or those officially representing our race Club.
- Alcohol and other drugs shall not be consumed on the race Club's premises, in work vehicles, or at any time as paid employees of the race Club, or as a representative of the race Club (see 'Social events' for exceptions to these circumstances).
- Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, the General Manager must be notified. This is especially important when workplace safety is at risk, such as when driving, working at heights or operating heavy machinery.
- No alcohol or other drugs are to be consumed at any time prior to commencing work or on break times, as this will impair the employee's ability to perform their required duties in a safe manner.
- **PINJARRA HARNESS RACING CLUB** has a responsibility to identify and act on all workplace factors that may influence an employee using alcohol or drugs as a support, and implement a hazard management process to eliminate or control these risks.
- Any employee identified as having an alcohol or drug-related issue that is impinging on their ability to safely perform their duties:
 - will be immediately removed from the work area for their and others safety.
 - will be afforded complete confidentiality.
 - can be assured if the incident is singular that this incident will not be cause for with regards to their future employment at **PINJARRA HARNESS RACING CLUB**. However the incident/s will be noted on their confidential file and appropriate follow up action put in place if necessary. This will include a verbal warning, written warning and subsequent termination.



Support and Treatment Services

- **PINJARRA HARNESS RACING CLUB** will provide information and training about the effects of alcohol and drug use on personal wellbeing and workplace health and safety.
- Intervention services' contact details will be offered to employees.
- Employees will be advised to seek information about treatment services through their GP.
- Information about support and treatment services provided to an individual will remain confidential.

Alcohol and Drug Testing

- The race Club may schedule alcohol and drug testing if deemed necessary.
- In the case of a positive drug or alcohol result, see above for Support & Treatment Policy.
- All employees have a legal right to refuse to be tested. If an employee refuses to be tested this refusal should be noted on their confidential file and the employee will receive an official warning.

Social Events

- Responsible social events may be held at **PINJARRA HARNESS RACING CLUB**. This may include events such as Christmas parties, birthday parties and other events of significance. At these events:
 - it is expected that all individuals act safely and responsibly
 - it is expected that individuals follow the Australian alcohol consumption guidelines (2009)
 - non-alcoholic drinks will be provided
 - food will be provided
 - alternative transport arrangements will be provided if necessary
 - Limited alcohol will be available.
- Where children under 18 are present at a social event at **PINJARRA HARNESS RACING CLUB**
 - no alcohol shall be served or consumed by children under 18 – a responsible person will ensure children are not be supplied with alcohol}, and a sign will be displayed to this effect.

Compliance Measures

- All managers, employees and other persons representing **PINJARRA HARNESS RACING CLUB** are expected to comply with the requirements of this policy.
- Managers and supervisors are responsible for enforcing compliance with this policy.
- All employees are responsible for ensuring visitors comply with this policy.
- This policy forms part of the conditions under which contractors agree to work on **PINJARRA HARNESS RACING CLUB** property.
- Any individual who is adversely affected by alcohol or drugs will not be allowed to work until they are fit to do so. Suitable transport will be arranged to the person's home at the expense of the **employee**. If an employee affected by alcohol or drugs is sent home, they will not be paid for lost time. Disciplinary action may be taken on return to work. Support will be offered and available in the meantime.
- All Managers dealing directly with staff and public should have a current Approved Responsible Service of Alcohol Accreditation.

Expectations

All employees are expected to:

- participate in the implementation of this policy
- comply with the requirements of this policy.
- Be aware of other employees that could put each individual at risk by their noncompliance.

All managers are expected to:

- inform those entering **PINJARRA HARNESS RACING CLUB** property of this policy
- identify and alter conditions in their work environment that contribute to excessive alcohol and drug use, for example, high levels of stress in the workplace, or increased access to alcohol.

Communication

PINJARRA HARNESS RACING CLUB will ensure that:

- all employees receive a copy of this policy during the initial induction process and again at 12 monthly intervals.
- this policy is easily accessible by all members of the race Club on request.
- employees are informed when a particular activity aligns with this policy.
- employees are empowered to actively contribute to and provide feedback to this policy.
- employees are notified of any changes to this policy.

Monitoring and review

PINJARRA HARNESS RACING CLUB will review this policy at 12 month intervals to ensure it remains relevant to the race Club.

Effectiveness of the policy will be assessed through:

- feedback from employees and the race Club Committee and Management personnel
- review of the policy by Management and Committee will determine if objectives have been met and where changes are required moving forward
- level of employee engagement in terms of compliance with the policy
- the number of workplace incidents involving alcohol or drugs