

Drug & Alcohol Policy

This policy is designed to help ensure our employee's own safety and the safety of others in the workplace, particularly in relation to drugs and alcohols in the workplace

PART 1. Introduction

This policy is designed to help ensure our employee's own safety and the safety of others in the workplace, particularly in relation to drugs and alcohols in the workplace.

PART 2. Our commitment

Touch Projects is committed to a zero tolerance of drugs and alcohol and illicit drugs in the working environment and recognises the detrimental effects that alcohol and illicit drugs may have on the safety and wellbeing of our employees.

This policy is designed to help ensure our employee's own safety and the safety of others in the workplace. This policy includes direct employees, any contractors and their employees and any other person carrying out work for the company.

PART 3. Responsibilities – Employer

Under the Occupational Health and Safety Act 2004 (Vic) and the Work Health and Safety Act 2011 (NSW), as an employer we have a general duty of care towards employees and others who may be present in the workplace to maintain a safe working environment.

Similar duties are imposed for interstate operations under the relevant Work Health and Safety legislation of the other states and territories.

To help meet this general duty, the employer is responsible for:

- i. providing a safe workplace that ensures employees and others on the road are not exposed to unnecessary risks;
- ii. giving employees information, instruction, training and supervision to enable them to work in a safe manner;

Drug & Alcohol Policy

- iii. consulting and cooperating with employees to reduce alcohol and drug related harm;
- iv. ensuring that this policy is applied on a consistent and fair basis.

PART 4. Responsibilities – Employees

5.1 Employee responsibility overview

Everyone have a legal obligation to take reasonable care for their own health and safety in the workplace and for the health and safety of others who may be affected by what employees do or don't do. This includes employees not being adversely affected by alcohol or drug use during working hours.

Employees should be aware of their own ability to work and ensure they comply with this policy at all times. They should carry out a self-assessment (determine if you are fit for work) and inform their manager if they believe they are not fit for work. Employees are reminded that fitness for work encompasses your physical, mental and emotional state.

Except as set out in this policy, employees must not:

- i. drive a vehicle while under the influence of alcohol or drugs while working;
- ii. be not fit for work due to a hangover or the coming down effects of drugs;
- iii. neglect to inform their manager of any side effects of medications that may affect their ability to work;
- iv. misuse medication, for example without a prescription or for non-medical purposes;
- v. be under the influence or use illegal drugs at work or during working hours (even when offsite); or
- vi. possess alcohol or illegal drugs at work.

5.2 Prescription and over-the-counter drugs/ medication

Employees must inform their manager if they are taking any prescription or over-the-counter drugs/medication which has the potential to adversely affect them, before commencing work.

It is important that employees make sure they understand the potential side effects of their medication, for example by asking their GP or pharmacist about side effects. Employees are not required to reveal the nature of their condition, only inform their manager how their performance may be adversely affected.

It is the responsibility of the employee to ensure they are:

- i. take the prescription or over-the-counter drugs/ medication in accordance with the instructions from their GP or pharmacist, or those given on the medication pack. If these instructions are not readily available, the employee must take steps to find out including asking questions of their GP or pharmacist;
- ii. don't misuse the medication, including taking more than recommended or drinking alcohol while taking the medication (if it's not advised);
- iii. are aware of their limitations while taking the medication (e.g. side effects that affect driving ability).

5.3 Illegal drugs

Illegal drugs are not permitted on workplace premises or to be used during working hours. If an employee is found in the possession of an illegal drug or is deemed not fit for work by a manager as the result of illegal drug consumption, this could have consequences on their employment.

Employees should be aware that the coming down effects of illegal drugs can last for several days and that this may impact on their performance at work and cause safety issues. It is the employee's responsibility to ensure they are fit for work. Drugs can also stay in your

Drug & Alcohol Policy

system for a number of days and be detected in Police roadside testing.

The sale, distribution or manufacture of illegal drugs in the workplace is a criminal offence and will be referred to police for investigation and will result in instant dismissal. This includes prescription or over-the-counter drugs/ medication that are being distributed or consumed not for medical purposes, including 'synthetic' drugs.

5.4 Liability and workers' compensation

The employer will not accept liability for any damage to a company vehicle, an injury to another person, or damage to property if an employee's use of alcohol and/ or drugs contributed to the incident. The employee will be personally liable in such circumstances. The employee involved may also be responsible for paying the insurance policy excess for damage to a company vehicle.

Employees should be aware that under the Workplace Injury Rehabilitation and Compensation Act 2013 (Vic) they might not be entitled to workers' compensation if they sustain an injury whilst being under the influence of alcohol and/or drugs.

5.5 Returning to work after being deemed not fit for work

If an employee is sent home by a manager because they are deemed not fit for work due to alcohol and/ or other drug consumption, prior to returning to work, the employee is to report to their manager. A medical certificate may be required from a medical practitioner prior to resuming work.

Employees are required to cooperate in any investigation of such matters. Failure to cooperate or providing false information in an investigation may result in action being taken against the employee, as set out in Section 6.1 below under the heading 'Breach of this policy'.

5.6 Concerns about another employee

Employees who have concerns about any employee not fit for work should inform their manager immediately.

PART 5. Policy

Medical conditions

If any employee has a medical condition or is taking any legally prescribed medication that might either affect their performance or lead to placing themselves or others in an unsafe situation then they should advise their supervisor and the qualified first aid officer of their condition.

This information will be treated in the strictest of confidence.

Enforcement

The use, possession or sale of illicit drugs by any person employed by the company on any company workplace or while driving a company vehicle is strictly prohibited

The consumption, possession or sale of alcohol by any person employed by the company on any company workplace or while driving a company vehicle is strictly prohibited.

No employee who has any alcohol or illicit drugs in their system is permitted to enter or work on any site or drive a company vehicle.

If such a situation does occur, then the person will be required to leave the workplace and further disciplinary action may be taken.

Drug and/or alcohol testing

The company reserves the right to carry out unannounced drug and/or alcohol testing on any person working with the company.

Testing equipment is to comply with. AS 3547.

Drug & Alcohol Policy

The company also reserves the right to send home any person the manager suspects of being under the influence of illicit drugs and/or alcohol while working for the company.

Assistance

The company is committed to assisting any employee requesting counselling or other assistance involving the use of drugs and alcohol.

Workplace Function

This policy is not restricted to the workplace or work hours. The obligations contained in this policy extend to all “work-related functions”.

It is recognised that from time to time, the employer may organise or allow the consumption of alcohol at approved functions. Responsible serving of alcohol practices will be observed on all such occasions.

Alcohol must be consumed responsibly when drinking at work-related functions where alcohol is available (including representing the company at a third party’s event). Employees must:

- i. not become intoxicated;
- ii. uphold an appropriate standard of behaviour at all times;
- iii. ensure their drinking won’t affect their work (e.g. through a hangover);
- iv. not drive any vehicle if they are over the legal blood alcohol concentration.

PART 6. Disciplinary Action

Employees must comply with this policy at all times. If an employee is found to have breached this policy, they may be subjected to disciplinary action in accordance with the company’s Disciplinary Policy.

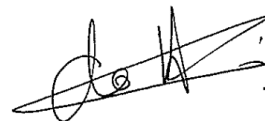
In circumstances where an employee’s behaviour may involve a breach of any Australian laws or international laws that we are subject to, the employer will notify the police or other relevant authority.

PART 7. Document approval

This document is approved on the date of the last signature below.



Nick Savvas
CEO



John Christou
General Manager

Policy issued on: 29 March 2023

Review Date: 29 March 2024