



## Drug and Alcohol

### 1 GROUP TRAINING ORGANISATION (GTO) NATIONAL STANDARDS

NextGen Jobs is a GTO, committed to meeting the following national compliance standard/s:

Standard 2 – Monitoring and supporting apprentices and trainees to completion

2.1: The GTO provides services that meet the individual needs of apprentices and trainees to facilitate the continuity of the National Training Contract to completion and the quality and breadth of the training experience.

Standard 3 – GTO Governance and Administration

### 2 DRUG AND ALCOHOL POLICY

NextGen Jobs is committed to maintaining a safe and healthy workplace and to reducing the risk of harm to employees and others caused by the misuse of drugs and alcohol.

### 3 PURPOSE

To provide a framework to reduce the costs to NextGen Jobs associated with drug and alcohol use in its workplace and stakeholders premises.

To identify, assess and control any contributing factors in the workplace to harmful drug or alcohol use.

To provide employees with access to information and education regarding drug and alcohol use.

To provide access to counselling and support services to employees who have problems with drugs or alcohol.

### 4 SCOPE

This policy applies to all NextGen Jobs employees.

This policy applies if alcohol or other drug dependence or abuse affects the job performance and or/safety of any employee(s).

This policy applies to the following legislation:

- National Privacy Principles established by the Privacy Act 1998 (Commonwealth)
- Occupational Health & Safety Act
- Australian Standard AS4308:2008 'Procedures for specimen collection and the detection and quantisation of drugs of abuse in urine'



## Definitions

Reasonable Suspicion – suspicion drawn from specific, contemporaneous, articulable observations concerning the appearance, behaviour, and speech or body odours of the individual or reliable information from another source.

Reasonable Suspicion Testing – testing, such as drug and alcohol testing, of an employee where reasonable suspicion exists.

## 5 KEY RESPONSIBILITIES

### General Manager

- Ensure NextGen Jobs provides a workplace with effective, ethical and equitable mechanisms in place to prevent and respond appropriately to the unsafe use of drugs and alcohol
- Approach employees suspected to be under the influence
- Ensure all employees are trained and familiar with the Drug and Alcohol Policy

### Managers

- Refer employees requesting assistance for drug and alcohol related issues
- Inform employees of the potential work-related problems that may arise from the use of drugs and alcohol
- Inform employees of their responsibilities in relation to workplace safety, conduct and performance
- Manage and monitor employees whose work performance or conduct is adversely affected by the misuse or abuse of drugs or alcohol
- Provide information about referral to counselling, treatment and rehabilitation services where appropriate
- Appoint and co-operate with an appropriate organisation and/or officer of a State or Federal authority to conduct drug and/or alcohol testing if/when required
- Manage disciplinary action appropriate to the circumstances of individual employees if/and when required
- Ensure all employees are aware of and comply with this policy

### Industry Consultants

- Refer apprentices/trainees requesting assistance for drug and alcohol related issues
- Inform apprentices/trainees of the potential work-related problems that may arise from the use of drugs and alcohol
- Inform apprentices/trainees of their responsibilities in relation to workplace safety, conduct and performance
- Manage and monitor apprentices/trainees whose work performance or conduct is adversely affected by the misuse or abuse of drugs or alcohol
- Provide information about referral to counselling, treatment and rehabilitation services where appropriate
- Appoint and co-operate with an appropriate organisation and/or officer of a State or Federal authority to conduct drug and/or alcohol testing if/when required
- Manage disciplinary action appropriate to the circumstances of individual apprentices/trainees if/and when required
- Ensure all apprentices/trainees are aware of and comply with this policy

### Employees

- Comply with this policy at all times

## 6 POLICY

NextGen Jobs has a zero tolerance policy in regards to the use of illicit drugs on its premises and their stakeholders premises and this includes attending of other business related premises (e.g. suppliers, sales meetings etc.) while under the influence of illicit drugs. Contravening of these may result in disciplinary action or ultimately dismissal.

Attending work under the influence of alcohol will not be tolerated and may result in disciplinary action or ultimately dismissal.

NextGen Jobs, at times, makes alcohol available at official functions to employees over the age of 18. Limiting the consumption of any alcohol made available is the responsibility of the employee. Driving under the influence of alcohol or any other illicit drug is illegal. It is the employee's responsibility to ensure compliance with this matter.

If an employee/apprentice/trainee is required to take prescribed medication and is concerned about the health and safety effects of this medication he/she must discuss their concerns with their manager/Industry Consultant who will determine if there is a need to modify duties on a short term basis, or if sick leave must be taken. For example, prescription medication may make workers feel drowsy and in this case, machinery should not be operated.

Where an injury or incident occurs due to an alcohol or drug related issue, the Injury or Incident Report – Internal form or the Injury or Incident Report – Apprentices and Trainees form must be completed.

Employees who are aware of any change in the behaviour of co-employees and have grounds to believe that person's ability to work safely may be impaired, have a responsibility to report it to their supervisor or the General Manager so action may be taken immediately.



Care needs to be taken when making the 'reasonable suspicion' judgement in case the employee/apprentice/trainee is ill or injured, taking prescribed medication or in some other form of distress, which may account for their behaviour.

When approaching an apparently intoxicated employee/apprentice/trainee, it can be more effective and less confronting to talk in terms of their approach to safety and general work performance rather than their alcohol or drug use.

Where drug and alcohol testing has been conducted on an employee/apprentice/trainee and a positive test result returned (the first positive test result), repeated positive test results will accumulate for two (2) years from the date of the first positive. Three (3) positive test results in two (2) years of the first positive will lead to a review of the employee's employment status, which may include termination of their employment.

A further instance of concern within a two (2) year period will result in a final warning and potentially termination of employment.

Employees/apprentices/trainees whose behaviour has placed the safety of themselves and others at risk may be subject to disciplinary procedures in accordance with the Counselling and Disciplining – Internal Policy or Counselling and Disciplining – Apprentices and Trainees Policy and this includes the Drug and Alcohol procedure below and in accordance with the relevant award and/or employment agreement.

Employees/apprentices/trainees who believe that they may have a problem with illicit drug or alcohol consumption should approach their manager/Industry Consultant who, after consultation may arrange suitable leave or alternate duties.

Counselling services may also be offered to employees/apprentices/trainees undergoing disciplinary action for being under the influence of illicit drugs or alcohol whilst at work.

All health and medical information will be treated as strictly confidential and will be stored in accordance with the National Privacy Principles established by the Privacy Act 1998 (Commonwealth).

## **7 PROCEDURE**

### **Approaching an Employee Who May Be Under the Influence**

Reasonable suspicion should be assessed before the General Manager approaches any employee/apprentice/trainee who is suspected of being under the influence.

If reasonable suspicion has been assessed as positive, the General Manager will:

- As far as is reasonably practicable, discuss the matter with the employee/apprentice/trainee in a private location away from other people
- Explain to the employee/apprentice/trainee they have been approached for a breach of the Drug and Alcohol Policy
- It will be made clear that there is reasonable suspicion that the employee/apprentice/trainee is impaired by drugs and/or alcohol
- Provide the employee/apprentice/trainee with the opportunity to explain their observed behaviour

After speaking with the employee/apprentice/trainee, if reasonable suspicion is no longer held and no further action is required, the employee can return to duty.



The General Manager will clearly explain to the employee/apprentice/trainee that refusal to submit to 'reasonable suspicion' testing is a violation of this policy, which can lead to discipline, up to, and including, termination of employment.

Where 'reasonable suspicion' is confirmed, the General Manager will advise the employee/apprentice/trainee that they are to leave the workplace.

Suitable arrangements will be made to ensure the employee arrives home safely.

#### **Where Drug and Alcohol Testing Is Not Required To Be Carried Out**

The employee/apprentice/trainee will be informed that they are to return to work unimpaired by drugs or alcohol on their next scheduled work day.

The employee/apprentice/trainee must report to the General Manager or Industry Consultant upon return to work before returning to their work duties.

A meeting will be arranged upon return to the workplace between the employee/apprentice/trainee and the General Manager or Industry Consultant to enable consultation to occur regarding any monitoring and management of the employee/apprentice/trainee, or disciplinary action to be taken.

#### **Where Drug and Alcohol Testing Is Required To Be Carried Out**

Employees/apprentices/trainees who are suspected of being under the influence of illicit drugs or alcohol whilst at work and deny this will be provided with the opportunity to undergo suitable testing by a medical professional. This testing may include urine, saliva and/or blood tests.

Testing will be carried out in accordance with the Australian Standard AS4308:2008 'Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine' and the Australian Standard AS4760:2019 'Procedure for specimen collection and the detection and quantification of drugs in oral fluid'.

## **8 RECORDS**

<b>Related Documents/Forms/Policies</b>	<b>Storage</b>
Code of Conduct – Apprentices and Trainees Policy	SharePoint
Code of Conduct – Internal Policy	SharePoint
Counselling and Disciplining – Apprentices and Trainees Policy	SharePoint
Counselling and Disciplining – Internal Policy	SharePoint
Human Resources Manual	SharePoint
Injury or Incident Report – Apprentices and Trainees form	SharePoint
Injury or Incident Report – Internal form	SharePoint
Privacy Policy	SharePoint

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