

Drugs and Alcohol in the Workplace Policy

Policy for External Employees

Maxima are committed to providing a safe, healthy and productive workplace in accordance with requirements under the Work Health and Safety Act 2012. All employees of Maxima have a responsibility under the above Act to ensure that they take reasonable care to protect their own health and safety and that of others whilst in the workplace, by not being affected by drugs or alcohol to the extent that it impacts on their own or another person's safety or work performance.

This Drugs and Alcohol in the Workplace Policy applies to all external labour hire employees, and all trainees and apprentices ("employees").

Definitions

For the purpose of this Drugs and Alcohol in the Workplace Policy, Maxima define drugs and alcohol as follows:

- "Drugs" refers to a chemical substance, whether it is legal or illegal, which may have the ability to impair a person's physical or mental capacity. These can include prescription medication issued by a medical practitioner, or non-prescription drugs, such as codeine, cough syrups and similar, and illicit/recreational drugs such as heroin, amphetamines, LSD, crack, cocaine, ecstasy or marijuana.
- "Alcohol" refers to any beverage containing an alcoholic content that temporarily impairs a person's physical or mental capacity.

Principle

The effects of intoxication and the regular use or dependence on drugs or alcohol are associated with impaired judgement and skills, reduced concentration, absenteeism and increased workplace accidents. These behaviours and activities may seriously affect employee safety and standards of practice within Maxima and the host employers you will be assigned to.

Employees who have concerns about working with any other employee (including contractors, consultants or visitors to the premises), due to possible drugs or alcohol use, should consult with their manager/supervisor immediately.

The effects of alcohol and drugs vary according to:

- gender
- body size and weight
- general state of health
- built up tolerance and dependence
- interaction with medication or other substances
- the amount of food in the stomach
- the amount and strength of the substance and the manner in which it is consumed
- environmental and psychological factors

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Drug/alcohol consumption may impair an employee's work performance and/or increase time taken from work. A raised blood alcohol level while at work may increase the likelihood of accidents. Alcohol consumption can lead to delayed reaction time, impaired coordination, memory and other cognitive functions, and decrease the ability to concentrate and communicate. In some cases drug/ alcohol consumption may lead to an increased likelihood of violent or aggressive behaviour. Regular heavy consumption of drugs/alcohol may result in a range of psychological, social and medical problems, and is associated with poor work performance and attendance, deterioration of skills and interpersonal difficulties.

Scope

All employees of Maxima are prohibited from selling, distributing, manufacturing, possessing or consuming drugs or alcohol during working hours, or when on the premises of Maxima or any host employee. Employees are also prohibited from arriving at work or returning to work from any break under the influence of drugs or alcohol.

Determining if an employee is under the influence of alcohol or drugs is not straight forward so in order to provide a fair and equitable approach, Maxima has a zero tolerance policy on the use of, and trading in, illicit drugs, misuse of prescription drugs, and attendance at work with any detectable level of alcohol in an employee's blood.

This zero tolerance policy is necessary to ensure all employees are unaffected by drugs and alcohol when attending work, and fully compliant with all host employer policies and procedures and contractual requirements.

However, there may be certain occasions where alcohol may be available at Maxima or host employer functions; though generally, these functions will not take place during an employee's ordinary working hours. In these specified situations, Maxima accepts that alcohol may be consumed within the appropriate guidelines and with the permission of management.

Employees will only be permitted to consume alcohol at such events if they are not returning to work after the function.

Travel

If an employee intends to drive a motor vehicle following an approved social function, they must ensure they do so within the limits of the law and if Maxima suspects an employee is under the influence of drugs or alcohol, management may direct the employee to find alternative means of transport.

In instances when employees attend either workplace functions or functions on behalf of Maxima, all employees will be expected to behave in a professional and responsible manner, ensuring that duty of care is provided to both themselves and others.

Maxima reserve the right to take action if an employee is:

- affected by drugs or alcohol, so as to endanger their own safety or the safety of any other person in the workplace

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- found in the possession of illicit drugs and/or associated paraphernalia, or alcohol on Maxima or host employer premises without prior consent
- affected by drugs or alcohol, so that the employee's work performance, or ability to drive is impaired.

Prescription Drugs

In circumstances where an employee is taking medically prescribed drugs to manage a specific condition that may interfere with their work performance, they are required to notify their manager/supervisor. The manager/supervisor, in consultation with the employee (and the employee's doctor, if relevant to the particular circumstances), may (if practicable) make adjustments to the work requirements of the employee concerned. If this is not possible the employee may either resume or commence sick leave if available until the employee is able to resume work safely.

Management Actions

An employee found possessing, consuming, distributing, selling or manufacturing drugs or alcohol or under the influence of drugs or alcohol on Maxima or host employer premises will be subject to disciplinary action, dependent on the nature of the incident, which may result in the employee being:

- instantly suspended on full pay, pending the outcome of an investigation into the incident
- given a formal warning (written or verbal)
- dismissed for serious misconduct, as appropriate under the circumstances.

The manager/supervisor will confiscate the substance in question for possible use as evidence. Maxima reserves the right to search its premises for drugs or alcohol at any time.

The host employer may search its premises for drugs and alcohol at any time.