



Alcohol & Drug Policy

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Our Values

LTSA values a safe, inclusive, respectful work environment with a focus on providing our team members with an environment that supports their health, wellbeing, productivity, and effectiveness.

The use of alcohol and drugs may impair individual performance, judgement, coordination, concentration, and alertness leading to an increased risk of injury or accidents to themselves or others at the workplace.

LTSA must provide a safe work environment as it pertains to our values as a company and those directed via WorkSafe Victoria legislation.

LTSA provides this policy by maintaining a work environment that is free from the possible non-productive effects of any drug and alcohol use.

Policy Application

This policy does not form part of any contract of employment or any industrial instrument. It will be subject to regular review and may be amended by LTSA from time to time.

This policy applies to the following persons, collectively referred to in this policy as ‘team members:

- a) prospective and current full-time, part-time and casual employees;
 - b) Governing Board of Directors;
 - c) volunteers;
 - d) contractors engaged from time to time; and
 - e) elected student representatives and members of LTSA bodies.
- This policy exists, and should be read alongside, La Trobe University (LTU) policies on drug and alcohol use for both staff and students and LTU Health & Safety Safe Driving Policy.

Definition

“**Alcohol**” means any beverage that contains alcohol.

“**Drugs**” include all Class A, B and C substances; “legal highs” or psychoactive drugs; drugs that are only legally available on prescription; solvents that are misused and any other drug that has an adverse effect on an individual’s ability to carry out their work in a safe and effective way.

Policy

LTSA's policy is that team members must not present under the influence of alcohol or drugs when performing any work duties for LTSA, at the workplace or otherwise, including (but not limited to) the circumstances set out below. Team members must not commence work or return to work whilst under the influence of alcohol or drugs.

Zero Tolerance

Team members must not have a blood alcohol level (BAC) higher than 0.05, have illicit drugs in their systems or have used any prescribed or over the counter drugs that will affect their performance including but not limited to the following circumstances:

- a) driving in the course of work;
- b) undertaking a high-risk activity (i.e. rigging lights, working at heights, or on ladders, working in a kitchen);
- c) operating machinery;
- d) providing first-aid;
- e) in situations requiring concentration or motor coordination;
- f) using hazardous substances;
- g) performing duties as part of a team; and
- h) when working in licensed areas and practising Responsible Service of Alcohol.

Where there is a problem of team members presenting themselves for work or being at work while impaired by alcohol and/or under the influence of other drugs, LTSA Chief Executive Officer (CEO) or in their absence the 2IC, will intervene by removing that team member from the workplace to avoid accident or injury to that team member or their colleagues.

LTSA does not under any circumstance, accept alcohol or drug abuse/misuse as an excuse for inappropriate behaviour or below par performance.

Any team member presenting impaired or under the influence of alcohol and/or drugs are liable under the **LTSA Code of Conduct** and are subject to the **LTSA Disciplinary Policy**.

Team members are subject to civil and criminal laws and LTU regulations and policies as well as LTSA policies.

Prescription and over-the-counter Medication

If a team member is taking medication (including prescription and over-the-counter medication) that has the potential to adversely impact on safety, they must notify the CEO or in their absence, the 2IC. A team member is not required to reveal the nature of the condition being treated or the type of medication, only that they are taking medication which has the potential to adversely impact upon safety.

LTSA and/or LTU (GoGet) Vehicles

LTSA or LTU Go Get vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. LTSA will not accept liability for any damage to the vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the LTSA or LTU vehicle is in breach of this policy or of the law. All liabilities shall rest with the person operating the LTSA or LTU's vehicle.

LTSA Events and Work Social Functions

LTSA, at times, may waive the prohibition on consumption of alcohol in certain circumstances for special functions and/or during a team member regular duty.

Responsible service of alcohol practices will be observed at all LTSA endorsed events and LTSA social functions. These practices include but are not limited to:

- appropriate serving sizes;

- choice of non-alcoholic drinks;
- availability of food;
- bottled water; and
- safe transport options

It is illegal to provide any person under the age of 18 with alcohol, and it is also illegal to provide any person with illicit drugs.

No pressure will be extended upon anyone present to partake in the consumption of alcohol.

Any team member attending LTSA endorsed events or LTSA social functions where the consumption of alcohol is permitted and the team member chooses to consume alcohol, must abide by the following restrictions:

- team members must consume alcohol responsibly;
- team members must not become inebriated;
- team members must always uphold an appropriate standard of behaviour; and
- team members should arrange a safe means of transport to and from such functions when transport has not been provided. This includes not driving while under the influence of alcohol in accordance with policy and road transport laws.

Team members must not attend work endorsed events or work social functions while affected by illicit drugs.

Support

A team member who has a drug or alcohol-related problem may approach the CEO in confidence, to receive help and support.

Responsibilities

Everyone in the workplace has a responsibility for maintaining a safe working environment. Under the ***Work Health and Safety Act 2011***, LTSA has a primary duty of care towards team members and others who may be present at the workplace including contractors, service providers, clients and visitors.

LTSA CEO and 2IC have a responsibility to:

- a) address safety issues or impaired performance that may result from alcohol or drug use;
- b) act if there is a risk to the wellbeing or welfare of the person or others;
- c) report any incidents in accordance with LTSA's Incident Report Form; and
- d) implement this policy within their area of responsibility.

Team Members have a responsibility to:

- a) read and understand this Policy and seek clarification from the CEO or 2IC as required;
- b) ensure that they do not attend or represent the LTSA if impaired by alcohol or other drugs. This includes the recognition of the potential negative effects and performance impacts associated with a 'hangover' after alcohol use or the 'coming down' effects after the use of other drugs;
- c) team members must behave responsibly when consuming alcohol or prescription medication while attending a work endorsed event, work social function, or when taking prescription medication while attending work;
- d) report any incidents on LTSA's Incident Report Form;

- e) seek assistance if they require support in dealing with an alcohol or drug-related problem.

Policy Breaches

LTSA treats any breach of its policies or procedures seriously. LTSA encourages reporting of concerns about non-compliance and will manage compliance in accordance with the *Higher Education General Staff Award 2020*, National Employment Standards (NES), Disciplinary Policy and employment contract terms.

Governance

Related Policies & Procedures	<ul style="list-style-type: none"> • LTSA WHS Policy • LTSA Code of Conduct • LTSA Disciplinary Policy • LTU Health & Wellbeing Policy • LTU Alcohol & Drugs (Staff) Policy • LTU Alcohol & Drugs (Student) Policy • LTU Health & Safety Procedure Safe Driving
Legislation Mandating Compliance	<ul style="list-style-type: none"> • Liquor Act 1992 • Occupational Health & Safety Act 2004 (VIC) • Work Health and Safety Act 2011 (Cth)
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