

Alcohol and Other Drugs Policy

In line with Cleandustrial Services Pty Ltd's objective to foster and maintain a safe working environment, it is essential that every person entering the workplace understands that employees affected by alcohol or other drugs may present a work hazard by potentially causing injury to themselves and others. Cleandustrial Services also recognizes that it is difficult for others in the workplace to deal with such a hazard.

The consumption of alcohol and illicit drugs at work is therefore absolutely unacceptable. It is also considered an infringement for employees to present themselves for work after consuming alcohol, illicit drugs or any substance which could adversely affect the safe performance of their duties or which could affect their behaviour or judgement at work.

Remaining at the workplace or at a work-sponsored function while affected by alcohol or other drugs will not be tolerated. There will be no discrimination between employees in the enforcement of this policy.

Any employee having doubts about a co-worker's ability to work safely or return home safely has a duty of care to report their concern immediately to Cleandustrial management, who will ensure that the appropriate measures are followed.

Any instances of the above behaviours will be treated as serious, and whilst verbal counselling and education may be offered, consequences could include disciplinary action or instant dismissal.

Testing

Cleandustrial does not currently operate a blanket testing program for drugs and alcohol, however Cleandustrial reserves the right to carry out testing at the discretion of management in the following situations:

- a) Following an incident / accident
- b) On suspicion (which may be the result of observed impaired function), or
- c) Pre-employment testing where a Cleandustrial client has testing requirements.

Where testing is required, Cleandustrial employees will be directed to an accredited testing laboratory where a sample will be provided under observation. Testing will be done in line with Australian Standards.

Management of Test Results

All test results will be managed in the strictest confidence. Any employee who refuses to be tested, will be managed in the same way as those who have returned a positive test result.

Where a positive result is returned from testing, Cleandustrial can seek a confirmation test to rule out prescription and over the counter medications.

Potential employees returning a positive test result as part of a pre-employment screening, will likely not be offered employment. For existing employees, counselling and assistance may be offered, however consequences could include disciplinary action, up to and including termination, in line with our policy for Industrial Relations.



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Available Assistance

Where possible, Cleandustrial will provide support and assistance for employees suffering from drug and alcohol misuse. Any employees who wish to seek help for their own alcohol or drug abuse should see their doctor or health professional, or contact the Alcohol and Drug Support Line (9442 5000) for confidential telephone counselling, information and referral.

A handwritten signature in black ink that reads "Tammy Vladich".

TAMMY VLADICH
General Manager

January 2019