

Policy & Procedure 6 – Alcohol & Other Drugs

Relates to standards:	1.3, 1.7, 5.2, 8.5, Standards for Registered Training Organisations (RTOs) 2015 2.4.2, 2.8.3 ACT Standards for Delivery of Training – Skills Canberra Drugs of Dependence Act 1989 Smoke-Free Public Places Act 2003 Litter Act 2004 Work Health and Safety Act 2011 ACT's Road Transport (Alcohol and Drugs) Act 1977 Liquor Act 2010 (the Act)
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW and the ACT Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Referenced documents:	Policy & Procedure 7 – Access, Equity & Diversity Policy & Procedure 9 – Work, Health & Safety Policy & Procedure 10 – Incident, Injury & Rehabilitation
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality Management
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
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1. Policy Objective

To ensure a safe learning and work environment.

To state our policy in regards to the possession and consumption of alcohol, tobacco, drugs & prescribed medications before or while attending, visiting, volunteering or working at our technical college.

To set out the requirements for individuals to take care for their own health and safety and to ensure that their actions to not adversely effect others.

To eliminate passive smoking.

2. Policy

Overview

We are commitment to providing a safe and healthy working environment for all learners, trainer/assessors, employees and others who attend, work or visit our college.

All persons must perform their duties safely at all times. This includes participation in class activities and practical tasks.

Persons under the influence of alcohol or other drugs or suffering from fatigue can have adversely affected performance and create a safety risk to themselves or others. Any person under the influence of alcohol or suffering from fatigue will be asked to leave the technical college.

Employers will be notified of failure to meet this policy and learners may be required to resit assessment tasks or off-the-job training.

For the purposes of this policy workplace and working environment refers to classroom activities as well as work area for employees and trainer/assessors.

Fatigue

All learners, trainer/assessors, employees and others are not to attend technical studies or visit our technical college while suffering from fatigue.

Any person taking prescribed medication should check with their doctor to determine if using the medication will impact on their performance. If this is the case, the learner, trainer/assessor or employee should advise the Proprietor / Chief Executive so that appropriate alternative measures can be assigned.

Extremely fatigued people can give the impression of being affected by alcohol or drugs. This needs to be taken into account when determining the cause of an person's behaviour and in taking appropriate actions to manage this behaviour.

Alcohol and other drugs

All learners, trainer/assessors, employees and others are not to attend technical studies or visit our technical college while under the influence of alcohol or drugs. This includes a person who is still affected through consuming alcohol or drugs outside class time or working hours e.g. hangovers.

Where a person breaches or is reasonably suspected of having breached this policy, the person will be given an opportunity to explain his or her actions. Where no satisfactory explanation is given, the matter will be treated as misconduct.

Illegal activities including the possession or distribution of drugs in accordance with the Illegal activities section of this policy.

Driving

Anyone leaving or asked to leave the technical college suffering from the effects of alcohol, drugs or fatigue is required to do so in a way that does not create a safety risk to themselves or others which may include being picked up or having a taxi called on their behalf.

Designated Smoke area

Smoking is prohibited on campus except in designated areas.

We aim to ensure that all smokers utilise the designated smoke area set out by the college. All learners, trainer/assessors, employees and others are to adhere to the following:

- Smoking is prohibited within 5 - 10 metres from the buildings entrances to the building or in the outdoor eating area.
- Smokers are to dispose of their cigarette butts appropriately as they are classed as litter in accordance with the *Litter Act 2004*

Drug and alcohol free events

All classes, functions and events at, or organised by our technical college are strictly drug and alcohol free events.

Health and well being of individuals

We are committed to caring for the safety and well being of individuals using alcohol or other drugs. We view alcohol and drug abuse as treatable illnesses. Where a person's performance and well being is being adversely affected by alcohol or drug use, we will assist the person via referral to treatment programs.

Illegal activities

Illegal activities including the possession or distribution of drugs will be reported to the police and may result in dismissal from the college.

Illegal possession or distribution of drugs in accordance with the *Drugs of Dependence Act 1989*.

Any person who does not observe statutory limits for blood alcohol content or drives under the influence of drugs will be reported to the police.

Safe and inclusive learning environment

Definition of a safe and inclusive learning environment in accordance with Policy & Procedure 7 – Access, Equity & Diversity.

Work, health and safety

Work, Health and Safety issues in accordance with Policy & Procedure 9 – Work, Health & Safety and Policy & Procedure 10 – Incident, Injury & Rehabilitation.

3. Procedures

Where any person suspects that another workplace participant is under the influence of alcohol or drugs, they should immediately report this situation to the Proprietor / Chief Executive .

Avoid direct confrontation with any person whose performance or behaviour appears to be affected by alcohol, drugs or fatigue as the person could become violent or behave inappropriately.

Trainers/Assessors and the Proprietor / Chief Executive will:

- Ensure this policy is enforced at all times.
- Apply this policy consistently to everyone.
- Regularly raise this policy during relevant meetings, including raising that ‘hangovers’ are also covered by this policy.
- Take care in managing any situation that involves a person who is suspected of being under the influence of alcohol or other drugs and not to put themselves in a position where their own safety may be at risk.
- Remove any person reasonably suspected of being unduly fatigued or under the influence of drugs or alcohol to a safer place.
- Assess if the individual should remain on premises or not. If sending the person home arrangements will be made to safely transport them home. If the person is a learner, their employer will be notified.
- Advise the person that we have an obligation to inform the police if the person decides to drive themselves home (if they appear to be under the influence of alcohol or drugs)

Interview guidelines

When the person returns, the person will be counselled by the Proprietor / Chief Executive and reminded that they must comply with conduct and safety requirements.

Any interview of a person suspected of being fatigued or under the influence of alcohol or drugs will be conducted using the following guidelines:

- The interview will in a way that retains the dignity, respect and privacy of the person.
- The person will be advised that they can have a support person with them during the interview process. If the person is a learner, their employer may also be involved.
- The interview will be held away from other learners or employees.
- The Proprietor / Chief Executive will concentrate on the behaviour or conduct and explain why it is not acceptable and why it may compromise the person's safety as well as that of others in the workplace.
- The person will be asked to explain why they are performing or behaving as they are.
- Any response from the employee will be considered and the Proprietor / Chief Executive will make decisions appropriate for the situation.
- A record of the interview is to be maintained by the Proprietor / Chief Executive, and where appropriate a copy placed on the learners file, or trainer/assessor file or employee file as appropriate.

Requirements

All workplace participants are to:

- Abide by this policy in the interests of their own health and safety and the health and safety of others.
- Request help and support if they believe they have a drug or alcohol problem or addiction that is likely to adversely affect their work performance.

4. Version Control

Version	Date of release	Author	Authorised by	Position	Reason for change
V3	26/4/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release with version control numbering consistent with full P&P version release