

Workplace Alcohol & Drug Policy

Openshore is committed to providing employees with a safe, healthy and supportive environment in which to work, which includes a workplace free from the effects or inappropriate drug and alcohol use. Openshore recognises that the safety, health and wellbeing of our employees is important. Openshore will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged

Openshore expects all workers to comply with this policy.

Objectives

Openshore will comply with the requirements of the WHS Act 2011 and the Work Health and Safety Regulations 2017, especially those related to alcohol and drug consumption and will assist employees to reduce their harmful behaviour, and lifestyle-related alcohol and drug consumption.

Scope

This policy applies to all employees at Openshore, or those representing Openshore.

Alcohol and other drugs shall not be consumed on the organisation's premises, in work vehicles, or at any time as paid employees of the organisation, or as a representative of the organisation (see 'Social events' for exceptions to these circumstances).

Employees may take prescription drugs for legitimate medical reasons. If these drugs are likely to affect performance or behaviour, a supervisor must be notified. This is especially important when workplace safety is at risk, such as when driving, working at heights or operating heavy machinery.

No alcohol or other drugs are to be consumed at any time prior to commencing work or on break times, if this may impair the employee's ability to perform their required duties.

Openshore has a responsibility to identify and act on all workplace factors that may influence an employee using alcohol or drugs as a support, and implement a hazard management process to eliminate or control these risks.

Any employee identified as having an alcohol or drug-related issue that is impinging on their ability to perform their duties:

- will be treated with respect
- can expect and will be afforded complete confidentiality
- can be assured that this incident will not be cause for discrimination in the future, with regards to their future employment or potential promotion.

Alcohol and Drug Testing

Alcohol and drug testing may be performed at random times before shift commences and during work hours. In the case of a positive result, the worker may be instantly dismissed from Openshore's employment. All employees have a legal right to refuse to be tested. If a worker refuses to be tested they will be dismissed from site and will not be allocated any work until they are tested.

Social Events

Responsible social events may be held in this workplace. This may include events such as Christmas parties and other events of significance to the organisation. At these events:

- it is expected that all individuals act safely and responsibly
- it is expected that individuals follow the [Australian alcohol consumption guidelines \(2011\)](#)
- non-alcoholic drinks will be provided
- healthy food will be provided
- alternative transport arrangements will be provided



Paul Martin

Director