

Smoking, Drug and Alcohol Policy

Introduction

Kearney Family Trust trading as **Gippsland Plant & Equipment Pty Ltd (GP&E)** operates in the field of civil infrastructure construction which by its nature involves occupational health and safety risks that need to be managed for the safe delivery of our goods and services.

GP&E is committed to a safe, healthy, and productive workplace for employees. GP&E recognises that alcohol or other substances can impair the ability to perform work safely and can have serious adverse effects on the safety of other employees, the public and on the reputation and integrity of GP&E as a business.

Commitment and Objectives

This policy seeks to facilitate the health, safety and welfare of all GP&E employees, contractors and visitors by:

Providing an environment free of passive smoke in order to prevent the contracting or aggravation of smoke related illnesses;

- Prohibiting the consumption of alcohol on or near our construction sites
- Prohibiting the use of illicit drugs by all employees
- Promoting responsible and lawful use of prescribed and over the counter medication

GP&E will provide resources for the provision of related education and support.

All employees are to present themselves for work without the effects of use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.

Smoking

- To comply with the requirements of the legislation, smoking is prohibited in the following areas:
- All office and warehouse areas plus associated property boundaries
- All company vehicles
- All supplied accommodation, e.g. site sheds, amenities, lunchrooms, etc
- All work sites except in designated smoking areas.

It is the responsibility of all employees to ensure that their visitors/contractors are made aware of and comply with this policy.

Alcohol and Other Drugs

It is the responsibility of all workers, subcontractors and visitors to any GP&E sites to:

- Ensure that they are fit for duty at all times whilst working
- Ensure that they are not under the influence of alcohol, drugs or medication of any kind
- Ensure that they are at a blood alcohol limit of 0.0 whilst driving any motor vehicle, or operating any machinery in connection with the performance of duties
- Whilst driving company vehicles outside work hours, workers must abide by the road safety legislation for alcohol and other drugs
- Comply with any request from management to undergo on- or off-site drug or alcohol testing
- Comply with any request to cease work or leave the workplace where it is suspected they are under the influence of drugs or alcohol
- Co-operate with questioning doctors or pharmacists as to the potential effects or side effects when using any prescription or over-the-counter medication, and whether they are still able to perform their job safely (including driving, where applicable)
- Notify management when using any prescription or over-the-counter medication that may impair the ability to safely and effectively perform their job
- Ensure they do not use, possess or distribute any alcohol, drugs or medication of any kind whilst at work, nor use the Organisation's resources to do so at any time
- Notify management if they suspect another worker or visitor to be adversely affected by alcohol, drugs or medication of any kind.

In addition, when working on client sites or at any other place of work, all personnel must comply with any site-specific drug and alcohol policies and screening.

If an employee believes a fellow employee to be in breach of this policy, they are expected to notify a senior manager.

Please refer to the latest Transport for NSW Blood Alcohol Limits information sheet on their website for information.

Drug and Alcohol Screening

In line with Building Code, GP&E will meet the requirements for periodic drug and alcohol testing of the workforce by ensuring that random drug and alcohol testing takes place. For this purpose, GP&E will use a urinalysis drug test kit. Testing selection will be random and an entire work crew on site together will be tested at the same time. Each crew will be tested at least twice per year. Additionally, principal contractors and agents who engage the services of GP&E, as part of their conditions of engagement, may require workers on their sites to undertake their own random voluntary drug and alcohol screening tests.

These screening tests are undertaken to ensure that workers are not operating under the influence of any substance which could impair their ability to work in a safe manner and minimises the risk of incidents to themselves and others.

GP&E requests that all employees and subcontractors submit themselves for drug and/or alcohol testing as soon as reasonably practicable after it has been requested of them. Any person returning a positive drug test or who management has reasonable cause to believe is under the influence of drugs or alcohol at work will be required to cease work immediately and shall be sent home until such time as they are fit to resume normal duties. Any resulting time off will be taken either as annual leave or unpaid leave.

A positive test will result in the employee receiving formal counselling. Repeat positive tests will result in disciplinary action which may include termination of their Contract of Employment.

Management Responsibilities

It is the responsibility of all managers to identify situations in which they have concerns about an individual's immediate ability to perform their job. If an employee, visitor or contractor arrives on Company property and there is reasonable cause to suspect that the individual is under the influence of alcohol or drugs, the manager shall immediately remove them from the work environment.

Management shall have the discretion to permit limited and responsible alcohol consumption by employees for corporate events and functions approved by GP&E.

Assistance & Rehabilitation

GP&E recognises alcohol and other drug dependencies as treatable conditions and encourages those persons who may be subject to such dependency to seek assistance from appropriate organisations or support groups.

Employees are expected to recognise that problems related to alcohol and drug use or dependency are not an excuse for poor or unsafe performance. Employees who suspect they have a substance dependency or emerging alcohol or drug problem are expected to seek advice and to follow appropriate treatment promptly. This may include taking leave until such time that their ability to work in a safe manner is no longer impaired by substance use. Employees who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

Consultation and Communication

GP&E provides open consultation and communication between our management and employees.

This Policy is communicated to all employees via our office and site inductions and notice boards, Project Management Plans incorporating Safe Work Method Statements and regular toolbox and prestart meetings; it is available to all interested parties and is communicated to our suppliers and subcontractors through our procurement process and site management procedures.

Review

This Policy will be reviewed annually for suitability, adequacy and effectiveness and when required by changes in legislation, standards, industry codes or company operations.