



## MIDSTATE EMPLOYMENT INC

### DRUGS AND ALCOHOL POLICY

#### **PURPOSE:**

MidState Employment Inc (MSE) is committed to ensure safety to all staff and employees at work. MSE has a zero tolerance toward anyone who have been affected by drugs and/or alcohol, and see this as a major breach of Work Health and Safety for both the affected person, and those people who would come into contact in a work environment, with the affected person.

#### **SCOPE:**

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub-contractors, and work experience personnel.
- On site, off site or after hours work; work related social functions; conferences – wherever and whenever staff may be as a result of their MSE duties

#### **POLICY:**

The Board and Management of MSE regard the use of drugs and/or alcohol in the workplace as a serious and wilful act. All our employees and Host Employers and employees are entitled to operate in a safe working environment and should not be put at risk of injury by fellow workers who are affected by drugs and/or alcohol.

The effects of intoxication and the regular use of dependence on drugs or alcohol are associated with impaired judgement and skills, reduced concentration, absenteeism and increased workplace accidents. These behaviours and activities may seriously affect employee safety and standards of practice within MSE.

Employees who have concerns about working with any other employee (including contractors, consultants or visitors to the premises), due to possible drugs or alcohol use, should consult their manager/supervisor/host employer/field officer immediately.

MSE recognises that an employee's work performance can be affected by problems in their personal life and is committed to assisting employees in dealing with these issues.

For the purposes of this Drugs and Alcohol in the Workplace Policy, MSE defines drugs and alcohol as follows:

- "Drugs" refers to a chemical substance, whether it is legal or illegal, which may have the ability to impair a person's physical or mental capacity. These can include prescribed drugs issued by a medical practitioner, or non-prescribed drugs, which includes, but is not limited to, heroin, amphetamines, LSD, crack, cocaine, ecstasy or marijuana.
- "Alcohol" refers to any beverage containing an alcoholic content that temporarily impairs a person's physical or mental capacity.



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All employees of MSE are prohibited from selling, distributing, manufacturing, possessing or consuming drugs or alcohol during working hours, or when on the premises of MSE and their Host Employers. Employees are also prohibited from arriving at work or returning to work from any break under the influence of drugs or alcohol.

People in an altered state of mind present a WHS risk to themselves and to all co-workers. The risk of personal injury to others is greatly increased by a person who is affected by drugs and/or alcohol.

This is a breach of the WHS Act and Regulations of SA 2012 and as such, may result in a serious fine under the WHS Act being incurred by the employee.

MSE advises its employees that the consumption of alcohol and/or the use of illegal drugs during normal working hours, which may affect their work performance, will not be tolerated and will result in instant dismissal and will mean the cancellation of their Contract of Employment/Training. **MSE is a zero tolerant illicit drug and/or alcohol employer** and as such reserves the right to conduct drug screening tests if the need arises.

People who are required to use prescribed drugs which state on the packet:-

- This medication may cause drowsiness,
- Do not operate machinery, or
- Do not drive a motor vehicle etc.

Must notify their immediate Supervisor, Field Officer, and/or the WHS Manager of MSE. This information will be treated in the strictest confidence and an arrangement will be made regarding your work for the period of taking this drug.

Be mindful of your recreational activities as they can seriously affect your work performance during working hours.

**DO NOT ATTEND WORK WITH A HANGOVER EITHER ALCOHOL AND/OR DRUG INDUCED.**

MSE may conduct a drug and/or alcohol test on any person involved in a work incident if there is a suspicion that drugs and/or alcohol has played part in the incident.

MSE will dismiss any employee who is proved to be bringing drugs into the workplace or who is found to be dealing in drugs in the workplace.

*Assistance with Drugs and/or Alcohol Problems:*

If you, or someone you work with, has a problem with drugs and/or alcohol and you feel it is impacting upon your work performance, contact your Field Officer, or WHS Manager for help in this matter. This will be treated with the strictest of confidence.



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Assistance that will be provided to employee who have a problem with drugs and/or alcohol may include any or all of the help listed below;-

- Referral to an appropriate clinic for assistance,
- Any other assistance that may be needed

All assistance that is provided to employee is given in the strictest confidence.

### ***Other relevant MSE policies:***

Employees, and in particular Managers, are encouraged to read this policy in conjunction with other relevant MSE policies including (but not limited to):

WHS Policy  
Code of Conduct Policy  
Crisis Care – Pastoral Care Policy  
Efficiency and Discipline Policy  
Employee Assistance Policy  
Social Media Policy

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### **Reference:**

WHS & Regulations Act (SA) 2012  
Motor Vehicle Insurance

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APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL  
SIGNATURE:

DATE: 14<sup>TH</sup> AUGUST 2019

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