



# Drug and Alcohol Use

## Category: Human Resource Management

### Policy and Procedure

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#### POLICY

BCH staff and volunteers are not permitted to work under the influence of drugs or alcohol. Any staff member or volunteer who attends for work under the influence of alcohol or drugs will be sent home pending investigation. Being intoxicated or drug affected on duty can result in termination of employment or volunteer position.

Where BCH has drugs on site, there is duty of care to ensure the correct and safe purchase, storage and usage. All staff have an obligation to follow the law and regulations in regards to such substances.

#### RATIONALE

To ensure the safety of all staff, volunteers and clients, and to ensure the provision of services at the highest possible standard.

#### SCOPE

This policy applies to all BCH staff members, volunteers and contractors.

#### PROCEDURES

##### Alcohol

No alcohol is to be consumed on any BCH site or at any BCH Endorsed Event, without the approval of the CEO.

##### Prescribed drugs

Any employee or volunteer who has been prescribed drugs which could affect their work performance are required to advise the Team Leader or Manager so that an assessment can be made as to the potential effects.

Staff are not permitted to hand out paracetamol, aspirin-based drugs or any other drugs to any person unless this forms part of their professional practice.

If any employee suspects misuse or a shortfall of these substances then the CEO should be notified immediately.

As apart of BHC's Poisons Control Plan, drugs are purchased and stored according to the guidelines and responsibilities set out in the plan. BCH is not permitted to purchase or store Schedule 8 Drugs.

#### ASSOCIATED DOCUMENTS

- Poisons Control Plan
- Code of Conduct
- Disciplinary Process
- General OH&S



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## POLICY HISTORY

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| Adapted From               | VHIA                    |
| Distribution:              | All Staff               |
| Authorised by:             | Chief Executive Officer |
| Policy Legislative Base    |                         |
| Related Policies           |                         |
| First Approved Date        | 07/01/2005              |
| Review History:            | 12/09/2006, 26/08/2009  |
| Review Frequency:          | Triennial               |
| Next Review Due            | 09/2012                 |
| Responsibility for Review: | AOD Team Leader         |