





Alcohol and Drug Policy

| POLICY DATES: JOHN CALVIN SCHOOL DRUG AND ALCHOL POLICY | | | |
|----------------------------------------------------------------|-----------------------|------------------|---------------------------------------------------------------------------------------|
| Formulated | September 2018 | | |
| Implemented | November 2018 | Reviewed | NOV 2024 |
| Next Review Due | NOV 2026 | | |
| POLICY AUTHORISATION | | | |
| Principal | Daniel Coote | Signature |  |
| Board Chairman | C Mulder | Signature |  |

Goals

This policy shows:

- Our commitment to health and safety in this workplace, and reducing the risks to the health and safety of all workers, contractors and visitors
- Our commitment to complying with the requirements of the Workplace Health and Safety Act 1995 and the Workplace Health and Safety Regulations 1998, especially those for drugs and alcohol
- How we will deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to everyone at John Calvin School.

Definition

Drug and alcohol use can affect a person's ability to work safely. It creates a risk to personal and workplace health and safety.

Responsibilities

No one must drink alcohol or use drugs at this workplace, except:

- for legitimate medical reasons. You must notify your supervisor if this medication is likely to affect your behaviour and therefore workplace health and safety. Your supervisor may assign you other duties while you're taking the medication
- At workplace-based social events. This is dealt with in more detail under Social events in this policy.

The accountable person at this workplace must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace. This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor, who may assign you other duties or arrange for you to be removed safely from the workplace.

Managing drugs and alcohol

John Calvin School will identify all workplace factors that influence someone to turn to drugs or alcohol, and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

John Calvin School will consult with workers, employees' safety representatives and/or the OHS committee on this issue.

Disciplinary Action

If anyone is found to breach this policy, management will

- issue a formal warning
- encourage the employee to get treatment,
- If the employee shows no interest in getting treatment and no improvement is noted suspension will follow,
- If the employee returns and no treatment has been sought nor any improvement is noted, the employee will be dismissed

Testing

The practicalities of testing:

- the testing will be carried out by a company deemed suitable by management
- testing may be done at random
- testing can be saliva based or urine based, whichever is deemed suitable by management
- a positive test result will result in immediate suspension for a period deemed suitable, with a formal warning and encouragement to get treatment.
- if the employee returns and no treatment has been sought nor any improvement is noted, the employee will be dismissed

Social Events

Responsible social events can be held at this workplace from time to time

To ensure everyone remains safe:

- everyone is expected to act responsibly
- non-alcoholic drinks and food will be provided
- alternative transport arrangements will be provided

Information and Support

John Calvin School will provide regular training and information about the effects of drug and alcohol use on personal and workplace health and safety, and on the components of this policy.