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WORKPLACE SMOKING, DRUG AND ALCOHOL POLICY

1. PREAMBLE

SydneyMet ('the College') is committed to providing a safe and healthy environment in which all people are treated fairly, with dignity and respect. This document forms part of the College's Workplace Health and Safety policy.

2. AIM

- 2.1 The use of drugs and alcohol may negatively impact on the environment thereby posing a risk to the health and safety of the individual and others at the College.
- 2.2 This Policy outlines the College's commitment to a safe workplace and is aimed at preventing or minimising any risk of injury or harm to the health and safety of its staff and students from the use of alcohol or drugs. It describes the standards of behaviour expected in relation to the use of drugs and alcohol, the responsibilities of the College, workers and students at the workplace, and the consequences of breaching the policy.

3. COMMENCEMENT OF THE POLICY

This Policy will commence on 24/4/2018. It replaces all other drug and alcohol policies.

4. SCOPE

This Policy applies to:

- 4.1 all staff and students of the College.
- 4.2 everyone using any of the College's premises.
- 4.3 other places where staff may be working or representing the College for example, when visiting a customer, client or supplier (collectively referred to as 'workplace'); and to
- 4.4 all College-related functions, for example, work lunches, conferences, Christmas parties and student functions.

5. DEFINITIONS

The following are terms used in this Policy:

- 5.1 **'drugs'** — include illegal drugs, prescription or pharmacy drugs, or synthetic drugs as defined below. The term includes smoked tobacco products.
- 5.2 **'illegal drugs'** — include:
- any drug prohibited by Australian State, Territory or Federal law or any other laws (including foreign and international laws) to which the College is subject or which apply to the work performed at or for the College;
 - prescription or pharmacy drugs (as defined below) which are used without the necessary prescription, or for non-medical purposes;
 - any synthetic drug (whether prohibited by law or not), being a psychoactive herbal and/or chemical product which, when consumed, mimics the effects of a prohibited drug, for example synthetic cannabis (aka 'Kronic').
- 5.3 **'management'** — means the College's managers, supervisors, team leaders (whichever are relevant) and all employees with supervisory responsibilities.
- 5.4 **'prescription drugs'** — mean lawful drugs which are prescribed by a medical practitioner for a diagnosed medical purpose and issued by a pharmacist.
- 5.5 **'pharmacy drugs'** — mean drugs which are lawfully available at Australian pharmacies (without a prescription) and are required for a legitimate medical purpose.
- 5.6 **'under the influence'** — means that a person's faculties are impaired by the use of drugs or alcohol to the extent that the person is unfit to be entrusted with a duty they perform, or may be called on to perform, with efficiency and safety to themselves and others.

6. RESPONSIBILITIES

6.1 General responsibilities

Staff, students and all included in the scope must not:

- consume alcohol and/or illegal drugs on College premises or during College business, except as outlined below at 6.2
- attend work, commence or return to work while under the influence
- manufacture, possess, distribute, sell, purchase, use or consume illegal drugs or alcohol in the workplace. Such conduct constitutes serious misconduct.

6.2 Responsibilities of management

Management is responsible for ensuring that this Policy is implemented in their area. This includes ensuring that:

- all using the College premises are made aware and understand this Policy;
- compliance is monitored to ensure adherence with the policy;
- any concerns or breaches are addressed proactively and promptly to ensure the health and safety of all
- support is provided where appropriate.

7. SOME SPECIFIC CASES

7.1 Prescription and pharmacy drugs

7.1.1 Where a worker or student is taking prescription or pharmacy drugs for medical purposes, they will not breach this policy by attending the College, if they:

- take the prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions applying to the use of those drugs;
- ensure they are able to perform their work effectively, competently and safely;
- inform themselves of the impact of consumption of alcohol with prescription and pharmacy drugs, and limit consumption accordingly;
- check with their medical practitioner or pharmacist about the effect of the drug on their ability to drive vehicles, operate machinery and safely perform their normal work duties. If a person's ability to function competently and safely is affected, they should obtain this advice in writing from the medical practitioner or pharmacist and provide it to the College as soon as possible and before continuing their role at the College.

7.1.2 If the College suspects that a person's ability to function safely and competently is affected, it may take steps to address the issue in accordance with this Policy.

7.2 Consumption of alcohol at College functions

7.2.1 Alcohol is not to be consumed at College activities or functions unless there is specific authorisation from Management to do so.

7.2.2 In these circumstances, the following restrictions apply at all College-related functions:

- Alcohol must be consumed responsibly and not to excess;
- The College's codes of conduct and workplace policies apply at all times;
- The restrictions set out below in relation to the College vehicles and machinery continue to apply.

7.2.3 If a staff member is required to return to work, or continue working after the function, and the consumption of alcohol could adversely affect their ability to perform work effectively and safely, consumption of alcohol by those workers is not permitted.

7.2.4 The prohibition relating to drugs will not be waived in any circumstances, except in relation to prescription and pharmacy drugs as set out in this Policy.

7.3 Smoking

7.3.1 Smoking is not permitted at any of the College's workplaces, except in specifically designated areas.

7.3.2 The College's designated areas are as follows:

- Smoking area with designated signs behind the College building

8. CONSUMPTION OF ALCOHOL — THE COLLEGE'S RESPONSIBILITIES

When the College provides alcohol at a College function, it will do so responsibly, ensuring that:

8.1 workers will be reminded of this Policy prior to the work related function, where appropriate and practicable;

8.2 food will be made available during the service of alcohol;

8.3 light alcohol and non-alcoholic beverages will be available at all times;

8.4 alcohol will not be provided to anyone under the age of 18 years;

8.5 alcohol will not be provided to anyone who is drinking excessively, or is (or appears to be) intoxicated;

9. DRIVING THE COLLEGE VEHICLES AND MACHINERY

9.1 Alcohol and illegal drugs

9.1.1 No College machinery or equipment is to be operated or used by anyone who is under the influence of alcohol or illegal drugs.

9.1.2 Workers must comply with alcohol concentration limits applicable to particular duties they perform, or may be called on to perform.

9.2 Prescription and pharmacy drugs

9.2.1 Where a worker is taking prescription or pharmacy drugs that contain a warning that the person should not drive a vehicle or operate machinery, then that worker must not drive a College vehicle or any vehicle, or operate machinery unless contrary specific medical advice is obtained and confirmed in writing, from the worker's medical practitioner.

9.2.2 If a worker is taking prescription or pharmacy drugs and feels that their ability to safely drive a vehicle or operate machinery is affected, the worker must not drive a College vehicle, or any vehicle, or operate machinery and must notify their manager or supervisor immediately.

10. WHAT WILL THE COLLEGE DO IF IT SUSPECTS A WORKER IS AFFECTED BY DRUGS OR ALCOHOL?

- 10.1 If SydneyMet suspects, on reasonable grounds, that a member of the College community is in breach of this policy, the College will take steps to address the issue. Reasonable grounds may include (but are not limited to) where the person:

- 10.1.1 is unable to coordinate their actions;
- 10.1.2 has red or bloodshot eyes, or dilated pupils;
- 10.1.3 smells of alcohol;
- 10.1.4 acts contrary to their normal behaviour;
- 10.1.5 is not behaving in a professional and competent manner and in accordance with the College standards; or
- 10.1.6 otherwise appears to be impaired or affected by drugs or alcohol.

- 10.2 In such circumstances, the College may take the following actions (but is not limited to these actions):

- 10.2.1 Direct the person to leave the premises
- 10.2.2 Direct the person to submit to a medical examination to determine whether they are fit to perform their duties effectively and safely. The medical examination may include a drug and/or alcohol test, such as a breath test, blood test, urine test or oral swab. In relation to prescription or pharmacy drugs, the College may require evidence as part of the medical examination about the effects and proper use of the drug.
- 10.2.3 If the person refuses a medical examination, they will be directed to leave the premises. Refusal to attend a medical examination, refusal to leave the premises, or providing false information constitutes a breach of this policy and may result in disciplinary action being taken, including action as set out below under 'Breach of Policy'.

11. WHAT WILL THE COLLEGE DO IF IT FINDS DRUGS OR ALCOHOL IN THE WORKPLACE?

- 11.1 If the College finds illegal drugs or alcohol at the workplace in breach of this policy, the College may take the following actions which include, but are not limited to:
- 11.1.1 investigate the matter in order to determine who is responsible, including by conducting searches, as set out in this Policy;
 - 11.1.2 require relevant persons to undergo a medical examination in order to test for the presence of drugs or alcohol in their system.
- 11.2 All persons operating at or for SydneyMet are required to co-operate in any investigation. Failure to co-operate, or providing false information in an investigation, constitutes a breach of this Policy and may result in action as set out below under 'Breach of this Policy'.

12. BREACH OF THIS POLICY

- 12.1. All persons included in the Scope must comply with this Policy at all times.
- 12.2. If a person is found to have breached this Policy, they may be subjected to disciplinary action. The type and severity of the disciplinary action will depend upon the circumstances of the case and the seriousness of the breach. In serious cases, this may include termination of employment or enrolment.
- 12.3. Examples of disciplinary action that may be taken include (but are not limited to):

For Staff

- performance counselling;
- a formal warning;
- suspension;
- demotion;
- termination of employment;
- referral to an Employee Assistance Programme ('EAP') and/or some other referral source, for counselling, treatment or rehabilitation for drug or alcohol dependency.

For Students

- a formal warning
 - termination of enrolment
- 12.4. Agents or contractors (including temporary contractors) of the College who are found to have breached this Policy may have their contracts with the College terminated, or not renewed.
- 12.5. In circumstances where a person's behaviour may involve a breach of any Australian law, the College may notify the police or other relevant government authority.

13. ACCESS TO SUPPORT SERVICES

If any member of the SydneyMet community notifies the College that they have a drug or alcohol problem, they will be encouraged to complete a rehabilitation programme or undergo counselling.

14. EDUCATION AND TRAINING

The College will inform and conduct training or information sessions for all employees and, where appropriate, agents and contractors, relating to:

- 14.1 this Policy, including but not limited to the consequences of breaching this Policy;
- 14.2 the effects and risks of smoking, drinking alcohol and drug use (including prescription and pharmacy drugs) in the workplace;

15. MORE INFORMATION

Further information relating to any matter covered by this Policy can be obtained from the Human Resources Officer or the Student Services Officer.

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