

Intent of the Work Procedure

This procedure applies to Town of Claremont employees, contractors and other workers' (**Employee**).

Responsibility

Under the *Work Health and Safety Act 2020*, workers must take reasonable care of their own safety and health and not endanger the safety and health of others in the workplace.

Alcohol and other drug usage becomes a work safety and health issue if an Employee's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely.

An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action including possible termination of employment.

Employees must report to their employer any situation where they genuinely believe that an Employee may be affected by alcohol and/or other drugs.

Drug Use

Employees who buy, take, or sell drugs on Town premises or during working hours may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their manager or Human Resources and disclose any side effects that these medication/drugs may cause.

Consumption of Alcohol

Except in situations where the Town holds a function on the premises and alcohol is provided, employees must not bring in and/or consume alcohol in the workplace or during working hours.

Pre-Employment Medical Tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Identification of Impairment & Testing

If the Town has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include (but are not limited to), where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the Town suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- Direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties. A medical assessment may include a drug and/or alcohol test;
- Require that an employee undergo drug and alcohol testing administered by a representative of the Town;
- Direct an employee to go home.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee up to and including the termination of employment.

Employee Assistance Program

Employees may wish to receive impartial support and guidance by utilising the Employee Assistance Programme (**EAP**). Details of which can be found on the intranet, staff notice boards or by contacting Human Resources.

Employee Acknowledgement

I have read and received a copy of this procedure. I understand the obligations set out within this procedure and agree to comply with them.

Print Name: _____ Signature: _____ Date: _____

Document Control Box			
Owner:	Chief Executive Officer	Owner Business Unit:	Human Resources
Legislation & Other References	<i>Industrial Relations Act 1979 (WA)</i> <i>Work Health and Safety Act 2020</i> <i>Roads Traffic Act 1974</i> Town of Claremont Code of Conduct		
Document Management:			
Review Frequency:	Annual	Approval Date	
		Review Date	
Version Control			

1.	24 February 2020	Initial Document Creation
2.	1 January 2023	Revised to update legislative references