

Alcohol and Other Drugs Procedure – BHI Group

Related Policy	Alcohol and Other Drugs Policy – BHI Group	
Procedure	Responsible	
<p>1. Responsibilities</p> <p>Staff must act safely and avoid conduct that puts themselves or others at risk. This includes the misuse of alcohol, drugs or other substances when at work or when engaged in work related activities. Staff must:</p> <ul style="list-style-type: none"> a) Not attend or work at the Institute if adversely affected by alcohol or other drugs b) Not be adversely affected by alcohol or other drug use during working hours, so as not to compromise health, safety and welfare of themselves and others c) Not undertake high risk activities nor operation of any plant or equipment if adversely affected by alcohol or other drugs d) Advise Manager if medication prescribed by a medical practitioner can affect performance or compromise health, safety and welfare of themselves and others. e) Behave in a responsible manner in line with relevant Codes of Conduct and Policy during planned events associated with the BHI Group. f) Notify and/or escalate concerns about an individual who may be affected by alcohol or other drugs. g) Identify, assess and addresses any safety concerns or impaired performance resulting from alcohol and/or other drug use. This will include immediately taking action if there is risk to health, safety or welfare at the worksite. h) Supervise activity in line with relevant Codes of Conduct and Policy during planned events associated with the BHI Group. i) Provide support and assistance for employees with alcohol or other drug related issues Through referral to appropriate support programs and/or medical assistance. j) Maintain confidentiality with respect to any incidents involving individuals who may have an alcohol or other drug related incident or addiction. k) Instruct individual to cease activities during the investigation period and send home. This decision will only be made as part of a risk mitigation strategy by the accountable Manager and People and Capability, if the incident poses a safety risk in the workplace. l) Confirm that the safe passage home has been secured. This may include provision of taxi vouchers, if required, or calling a family member to assist. 	<p>All current employees, contractors, consultants, volunteers and work experience students (hereafter referred to as Staff)</p>	<p>Staff, and Manager</p>
		<p>Manager</p>
		<p>Manager, and People and Capability</p>
		<p>Manager</p>

	<p>m) Apply the relevant Disciplinary Policy and Procedure (where it impacts on the workplace) in the event of refusal to follow the Alcohol and Other Drug Policy and address the alcohol or other drug related to an incident/addiction.</p> <p>n) Abide by BHI relevant policies, procedures and instructions and act in accordance with legislated and accepted community standards.</p>	<p>People and Capability</p> <p>Staff</p>
Approval Body	CEO	
Related Forms	See linked forms below.	
Document ID	PROOD25	

1. OHS Incident and Investigation Form