

## **Drug and Alcohol Policy 2014**

### **Mountains to Sea Conservation Trust (MTSCT)**

All endorsed contractors/coordinators of the MTSCT programmes: Experiencing Marine Reserves and Whitebait Connection are expected to complete a satisfactory police vet (see our vetting policy) prior to commencement of delivery of the above programmes.

#### **Purpose**

The purpose of this policy is to:

- Show our responsibility and commitment committed to maintaining a safe and healthy working environment for the safety and health of its contractors/coordinators and other persons in the workplace. Contractors/coordinators are defined as any MTSCT member, or any person associated with that member, volunteers and any other person(s) engaged in work for or delivery the MTSCT programmes.
- Ensure that the contractors/coordinators at Mountains to Sea Conservation Trust can work in an environment free of alcohol and drug use or abuse.
- Outline the MTSCT expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.

#### **Scope**

- This policy applies, at the workplace, to all contractors/coordinators, defined as any MTSCT member, or any person associated with that member, volunteers and any other person(s) engaged in work for or delivery of the MTSCT programmes.
- All contractors/coordinators engaged in the MTSCT programmes are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance.
- Off the job and on the job involvements with alcohol or drugs can have adverse effects upon the workplace, the safety and wellbeing of our clients (children, parents and community), the safety of other contractors/coordinators, and the ability to accomplish the goal of an alcohol and drug free work environment. Mountains to Sea Conservation Trust therefore wants to emphasise that it has zero tolerance for contractors/coordinators who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs at the workplace.

The MTSCT policy is to operate a workplace free of impairment from drugs and alcohol.

This will involve staff:

- Avoiding drugs and alcohol during working hours.

*Note:* With prior approval, staff may drink alcohol at social events in designated areas. Staff are responsible for remaining in a condition to be able to get home safely and for ensuring they're not in breach of this policy on their return to work.

- Carefully managing their alcohol consumption in evenings before working, particularly when scheduled to perform a safety-sensitive task, or when they could be required to do so at short notice.
- Disclosing any increase or potential increase in the drug and alcohol hazard to the programme director or MTSCT Trust chairperson.
- Monitoring each other, particularly when taking medication and after drinking alcohol the previous evening.
- Bringing concerns to the attention of programme director immediately.
- Standing down from safety-sensitive roles if there is doubt about the amount of drugs or alcohol consumed the previous evening.
- Agreeing to undertake a drug test if deemed necessary by MTSCT chairperson due to behaviour suspected as a result of drug or alcohol influence/abuse or as part of an investigation following a workplace accident/incident

MTSCT strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol at the workplace. To this end, MTSCT reserves the right to conduct searches for drugs or alcohol, including, any drugs or alcohol found as a result of such a search will be confiscated and the occupant or user of the object searched will be subject to disciplinary action, up to and including termination of employment.

#### Roles & responsibilities

It is the responsibility of all contractors/coordinators to identify concerns about an individual's immediate ability to perform their job, and take appropriate steps. Where necessary, they will advise the programme director who will remove any staff member who is suspected of breaching this policy from the workplace premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

#### Administration of the policy:

1. If a contractors/coordinators or any MTSCT member, or any person associated with that member, volunteers and any other person(s) engaged in work for the MTSCT programmes) arrives at the workplace and you have reasonable cause to suspect that they are under the influence of alcohol or drugs, the programme director shall immediately remove him/her from the work environment. If you have any doubt about whether they are, or are not impaired, you should err on the side of caution and remove him/her from the work environment.
2. Unexpected circumstances can arise when an off-duty contractor/coordinator is requested to work. It is the contractor/coordinator responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.
3. Contractor/coordinators who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to the programme director if there is any potential risk, limitation or restriction for

whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.

4. If a contractor/coordinator believes the programme director or other senior MTSCT member is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify the MTSCT chairperson.

5. In support of those who may have developed or are developing the disease of chemical dependence, all contractors/coordinators or any MTSCT member, or any person associated with that member, volunteers and any other person(s) engaged in work for the MTSCT programmes, are required to document and report any violations of this policy. Any contractor/coordinator not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

#### Disciplinary Procedure

The disciplinary procedure will follow a three step progression:

1. Warning with 1 week suspension
2. Termination on contract

#### **Reviewing our policy**

The MTSCT policy is to review our hazard assessment pre-season and post-season.

If the drug and alcohol hazard has increased in significance, we'll revise our policy to ensure that the hazard is managed.

Date

Mountains to Sea Conservation Trust - chairperson

Signed