

Copping Refuse Disposal Site Joint Authority

Trading As SOUTHERN WASTE SOLUTIONS

ALCOHOL & OTHER DRUG POLICY

Southern Waste Solutions or the Company is committed to a safe, healthy and productive workplace. **SWS** recognises the misuse of alcohol and other drugs may have a detrimental effect on individuals, the Company and on Company services. Misuse of alcohol and other drugs, (both legal and illegal) may contribute to health and safety risks and workplace accidents which **SWS** aims to eliminate or at least minimise.

The Policy contains **SWS** mandatory requirements for all employees, contractors and visitors (workers) relating to alcohol and other drug (AOD) use.

The primary focus of this Policy is to ensure people are fit for work. To facilitate this, workers will receive Education & Awareness training on the effects of the misuse of AOD. Where an investigation however indicates that a breach of this Policy or the associated Procedure has occurred, action will be taken.

In approaching the sensitive topic the impact AOD misuse may have on an individual's fitness for work, there are inevitable trade-offs which must be made between individual lifestyle choices and the obligations individuals have to themselves and others with whom they work. The Company believes it has established fair and accountable parameters which meet all our obligations.

Any employee who considers they may have an alcohol or other drug misuse issue that could impact on the workplace is strongly encouraged to seek confidential advice and assistance. **SWS** can provide support through our Employee Assistance Program or by contacting the Manager Finance & Administration.

Workers who are taking prescribed or over the counter medication which may affect their judgement in any way and which could affect the safety of that person or any other person at that workplace must notify their Manager in writing prior to commencing work.

Alcohol in the workplace is prohibited. Blood Alcohol Content (BAC) must not be in excess of **0.00%**. The only exception is if an authorised workplace function is being conducted in accordance with detailed Procedure. No individual under the age of 18 years will be provided alcohol at **SWS** social functions.

Illegal drugs are expressly prohibited at **SWS** workplaces, authorised events and in Company vehicles. If tested an individual must not test positive to any drug group. The only exception is if it can be substantiated the individual was taking either medication prescribed for them or over the counter medication taken in strict accordance with the prescribed and or recommended use.

By strictly complying with the above requirements **SWS** believes it can satisfy its legal obligations and minimise any effect the misuse of AOD may have in providing a safe workplace.

For further detail refer to **SWS** AOD Procedure.