

Document No: PT-HRPO-001		<b>Drugs and Alcohol Policy</b>	
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## 1 Statement

Pipeline Technics is committed to providing a safe and productive work environment with appropriate safeguards.

Pipeline Technics will take action, in so far as it is reasonably practicable, to prevent any substance abuse which increases the potential for accidents, ill health, absenteeism, sub-standard performance or which would otherwise adversely affect its employees or other persons.

## 2 Scope

This policy applies to all Pipeline Technics employees.

This policy shall also apply to workers, sub-contractors and relevant third parties (other persons) whilst Pipeline Technics has a statutory duty for their protection.

## 3 Objectives

- To ensure Health and Safety of individuals is not compromised by the actions of others that are under the influence of drugs or alcohol
- That individuals do not possess or supply any drug of abuse whilst at work
- To encourage a safer and healthier working environment for our people
- To ensure that everyone is aware of the acceptable standards and not to consume alcohol at work
- To ensure that anyone suspected of being under the influence of alcohol or drugs is treated in a fair and consistent manner
- To ensure that anyone who advises their line manager that they have a drug or alcohol related problem is given the necessary support to resolve their problems and commit to the agreed course of treatment.
- To ensure all persons under our control tell their supervisor or manager if they are taking any medication.
- To ensure relevant persons undergo testing for drugs and or alcohol when requested to do so.
- Where applicable, to support the requirements of our clients and the market sector in which we work by imposing a stricter policy

## 4 Definitions

In the context of this policy the following definitions apply:

**Substance** – Alcohol, illicit drugs, prescription drugs, over the counter medication, solvents or any other substance that when used can affect an individual's perception/actions.

**Abuse** – the use of illegal drugs and the deliberate misuse of prescribed drugs, over the counter medication or other substances such as solvents and alcohol.

**Pre-Commencement/Commencement Testing** – Testing of new employees or worker, subcontractors or relevant third party (other persons), undertaken prior to work commencing.

**For Cause Testing** – Testing to identify whether or not drugs or alcohol are present in employees or other persons as defined above where there are reasonable grounds to suspect that the fitness of that person is likely to compromise the safety of themselves, employees or others.

**Post Incident Testing** – Testing following an accident/incident.

**Random Testing** – A process used to select donors' names in a way so that no specific pattern, plan or connection determines the resulting selection of individuals chosen for testing. Random testing must be unannounced.

## 5 Policy

Pipeline Technics recognises that substance abuse can be a serious medical condition. The business will provide employees with appropriate and reasonable assistance to obtain the necessary treatment if advised voluntarily by the employee. In all cases this will be dealt with in strict confidence, subject to the requirements of the law.

Pipeline Technics will provide appropriate guidance and information to employees relating to substance abuse and the safe use of alcohol.

Pipeline Technics will apply this policy in conjunction with the Drugs and Alcohol Standard which will set out the testing and confirmation methods used within Pipeline Technics for drugs and alcohol and the standard testing cut off levels.

No employees of Pipeline Technics (and other persons as defined above) shall abuse substances, be above specified alcohol limits, supply others with, or be in possession of any substance (other than prescription drugs and over the counter medication) whilst engaged on Pipeline Technics business.

Employees (and other persons as defined above) taking prescription or over the counter medication, which may affect performance at work, must notify their Pipeline Technics Manager/Supervisor.

Pipeline Technics reserves the right to require employees (and other persons as defined above) to undergo alcohol and drug screening tests in line with this policy. Failure or refusal to take any such test will render an employee subject to disciplinary action or, in the case of others, lead to exclusion from Pipeline Technics operations.

Each Pipeline Technics business will make this policy available to employees and other parties as defined above through briefings and the induction processes.

This policy will be regularly reviewed.

**Managing Director**



Pipeline Technics Pty Ltd

**Date Approved:** 13/08/2018