DRUGS AND ALCOHOL STAFF

POLICY NUMBER: NDIS STAFF 9

INTENT

The purpose of this policy is to promote a safe, healthy, and productive environment for Participants, staff, and visitors by outlining clear expectations regarding the use of alcohol and other drugs.to ensure that all employees when working are not under the influence of illegal drugs and alcohol or medication that may affect their ability to work or use good judgment.

DEFINITION

Alcohol: *A colourless volatile flammable liquid especially as the intoxicant in wine beer and spirits.*

Drugs: *Narcotic, hallucinogen or stimulant.*

Medication: *Treatment using drugs which are available legally.*

POLICY STATEMENTS

Real Living Options Association Inc. strictly prohibits:

- The use, possession, distribution, or sale of illicit drugs or non-prescribed controlled substances while on duty
- Being under the influence of drugs or alcohol during work hours or while providing support to Participants
- The misuse of prescription medication that may impair a worker's ability to perform their role safely and effectively
- Alcohol consumption while providing services or while wearing a work uniform

The Service supports a drug and alcohol-free workplace and upholds its duty of care to staff, participants, and the broader community.

PROCEDURES

Service Responsibilities:

- Where a manager suspects or is informed that an employee may be unfit to perform their duties due to drug or alcohol misuse, it is managements responsibility to assess the risk and take appropriate action. This may include:
    - Directing any worker reasonably suspected of being under the influence of drugs or alcohol to immediately cease work
    - Arranging for transport home for any worker suspected of being under the influence of drugs or alcohol
    - Investigating the incident and taking the appropriate action against the employee

- Where the employee is deemed unfit for work due to the misuse of drugs or alcohol, he or she will usually be required to take leave without pay. In addition, disciplinary action may be taken against the employee.

Employee Responsibilities: Employees must never consume alcohol or use drugs in a Participant's home or in their presence.

- Employees are responsible for:
    - Ensuring they are fit for duty at all times
    - Attending work free from the influence of alcohol or illegal drugs, or medication of any kind where doing so could adversely affect their ability to perform their duties safely or efficiently.
    - Questioning their doctor or pharmacist as to any potential effects or side effects when using any prescription or over-the-counter medication, and whether they are still able to perform their job safely (including driving where applicable) and provide a medical clearance certificate where appropriate.
    - Notifying management when using any prescription or over-the-counter medication that may impair their ability to safely and effectively perform their job.
    - Ensuring they do not use, possess or distribute any alcohol, drugs or medication of any kind while at work, nor use the Service's resources to do so at any time.
    - Notifying management if they suspect another worker, contractor or visitor to be adversely affected by alcohol, drugs or medication of any kind.
    - Any Staff member suspected or deemed to be under the influence of drugs or alcohol is in breach of the Code of Conduct and will immediately be stood down pending an investigation.

- Professional conduct and duty of care must be maintained at all times.

- Breaches of this policy will be taken seriously and may result in disciplinary action, including:
    - Formal warning
    - Suspension
    - Termination of employment or contract
    - Notification to the NDIS Commission or other regulatory body if required
- In cases involving illegal substances, police may be notified.

DELEGATIONS

Management Committee

- Liaise with the General Manager where applicable.

General Manager

- Ensure as far as practicable that all employees observe and adhere to the Drug and Alcohol Policy
- Report to the Management Committee on any breaches of this Policy

Support Manager

- Ensure as far as practicable that all employees observe and adhere to the Drug and Alcohol Policy
- Report to the General Manager on any breaches of this Policy

All Employees

- Ensure compliance with this policy and applicable legislation, including WHS and NDIS Code of Conduct obligations.
- Report to management any other employee reasonably suspected of being under the influence of drugs or alcohol while in the workplace.

RELATED DOCUMENTATION

Health and Safety Manual for Employees
Health and Safety Manual for Managers and Supervisors
Real Living Options Association Inc. Code of Conduct
NDIS Code of Conduct

REFERENCES

Work Health and Safety Act 2011
National Disability Insurance Scheme Act 2013
NDIS Practice Standards and Quality Indicators
Disability Service Act 2006
Disability Services Regulation 2006
NDIS Code of Conduct

AMENDMENTS/REVIEWS

07/06/2012, 26/04/2018, 22/04/2021, 06/11/2025