



Integrated Management System Drugs & Alcohol Policy



Codmah Pty. Ltd.
ABN 19 051 474 983

Codmah Pty Ltd is committed to implementing our obligations under the Work Health & Safety Act 2011.

We recognise that the inappropriate use of drugs and alcohol by a worker can lead to major deficiencies in an individual's job performance and is a contributing factor in industrial accidents, driving accidents and road fatalities.

The decision to take drugs and or alcohol is considered to be the sole choice of the individual but where work performance suffers or individuals are endangered, then action will be taken.

The objectives of the Policy are:

- Promote a safe and healthy environment for our employees, subcontractors, clients and the community.
- Prevent the harm and related costs associated with workers being impaired by the effects of drugs and or alcohol at work including absenteeism, low productivity and accidents.
- Offer appropriate forms of assistance to workers to help overcome problems associated with the inappropriate use of drugs and or alcohol.
- Ensure workers operating machinery and company vehicles comply with relevant laws.
- Outline testing techniques and the treatment of breaches including counselling and disciplinary procedures.

Procedure:

- Codmah Pty Ltd is a drug and alcohol free workplace and as such, employees, subcontractors, suppliers, clients and other stakeholders must present for work in a fit state to carry out their duties.
- Workers must not possess, consume, distribute or sell drugs and alcohol in the workplace;
- Workers must not undertake the operation of machinery while under the influence of drugs and or alcohol or whilst taking prescription drugs that are not recommended to be taken whilst driving a vehicle or operating machinery.
- If a workers performance, general behaviour or work methods are impaired, in the opinion of a supervisor, manager, co-worker or client; that supervisor, manager, co-worker or client may act on the suspicion that the worker may be under the influence of drugs and or alcohol. The worker will be removed from the worksite and will be subject to disciplinary procedures which may include termination of employment.
- Codmah will implement incident response drug and alcohol testing if a workers actions result in an accident causing personal injury, property damage or death or a near miss which could have resulted in personal injury, property damage or death.
- Codmah Pty Ltd will implement random and with reasonable suspicion drug and alcohol testing in accordance with AS7460.
- The worker may be subject to drug and alcohol testing by a third party contractor approved to test to AS4760.
- The cost of such testing will be borne by the Company.
- Workers should report their concerns to management if they feel they are developing or already have a problem with drug and or alcohol dependence. The worker may be asked to seek medical advice through a support agency or health professional.
- Support for prevention and access to rehabilitation services will be provided.
- The decision to undertake treatment is the responsibility of the worker.
- Where a concern has been raised regarding a workers performance or behaviour, they shall be counselled by their supervisor, manager and HR Manager.

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- Should a worker refuse a test, they will be required to stay away from work for the remainder of the day. A verbal warning will be issued and recorded on the workers file.
- Should a supervisor, manager, co-worker or client have further cause for concern about a workers performance or behavior and that worker continues to refuse a test, then a written warning outlining further disciplinary action will be issued and recorded on the workers file.
- Should a worker return a positive test result, the worker shall not be required to return to work for the remainder of the day. This will result in non-payment for the remainder of the working day. A written warning will be issued and recorded on the workers file.
- Where a worker refuses to accept assistance where there is a recurrence of drug and or alcohol abuse which affects their performance or the safety of others that worker may be subject to termination of employment.
- Where a worker possesses, consumes or is under the influence of drugs and or alcohol during the course of a working period that worker will be subject to termination of employment;
- Addressing any issues relating to Drug and Alcohol shall remain confidential. The right to dignity and privacy of the worker is acknowledged. There may be occasions where third party organisations may need to be informed about issues that have affected the safety of the workplace.

John Murtagh
Director

Barbara Atkinson
HR/Systems Manager

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