



**CORPORATE STANDARD
STANDARD PROCEDURE FOR ALCOHOL AND DRUGS AT WORK**

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1.0 PRELIMINARY

1.1 Title

This Standard Procedure is titled "Alcohol and Drugs at Work".

1.2 Objectives

The objective of this Standard is to promote workplace safety, which supports sobriety by:

- (a) Outlining responsibilities of:
 - managers, team leaders and employees with respect to alcohol and drugs at work and some other circumstances; and
 - other persons on Delta Electricity premises
- (b) Outlining procedures in regard to alcohol and drugs at work, including:
 - being Unfit for Duty; and
 - persons found in possession and/or consuming alcohol and drugs
- (c) Setting out procedures to be followed when an employee's work performance is affected by alcohol or drugs, including prescribed medication
- (d) Setting out procedures to be followed in assisting employees with alcohol or drug dependency.

1.3 Scope

This Standard applies to all Delta Electricity employees and other persons At Work and is specific to alcohol and drug related health and safety issues and associated work performance.

1.4 Definitions

Unfit for Duty – means when, in the opinion of a manager and/or team leader, or a person authorised by Delta Electricity, a person is impaired in their ability to carry out their duties At Work as a result of alcohol or drugs.

At Work – means on Delta Electricity premises and at any other location where work may be carried out on behalf of Delta Electricity.

2.0 POLICY STATEMENT

Delta Electricity's policy on alcohol and drugs at work is set out in policy DEP SA 006 - Alcohol and Drugs.

3.0 RESPONSIBILITIES

3.1 Manager Responsibilities

Each Delta Electricity manager must ensure that team leaders have a knowledge of:

- Delta Electricity's Employee Assistance Program and the steps to be taken to assist employees when alcohol or drug dependency is identified
 - Delta Electricity's discipline procedures.
- All employees are to be made aware of and provided with education and information

about both the Alcohol and Drugs Policy (DEP SA 006) and the procedures outlined in this Standard.

3.2 Team Leader Responsibilities

Monitoring employee work performance is an important function that team leaders undertake. If the team leader is of the opinion that an employee's deteriorating work performance is due to alcohol or drug use, the team leader can take a number of steps, including the offer of confidential assistance under the Employee Assistance Program. Supporting the rehabilitation of affected employees is the primary aim, including adjustment to work roles where practicable.

Team leaders are not expected to diagnose the nature of an employee's problem. They should encourage employees to seek assistance for problems which may be related to alcohol or drug use.

In monitoring work performance the role of the team leader is to:

- (a) Identify, monitor and document declining work performance
- (b) Consider whether disciplinary action should be commenced
- (c) Discuss declining work performance with the employee
- (d) Offer confidential assistance and/or counselling, if appropriate
- (e) Set review dates and follow-up
- (f) If work performance remains unsatisfactory;
 - discuss performance again with employee
 - outline consequences of continued unsatisfactory work performance
 - offer confidential assistance and/or counselling option again.

Indicators of an employee's declining work performance, which may or may not be associated with alcohol or drug misuse/abuse, include:

- habitual lateness
- extended lunch breaks
- frequent absences
- neglect of personal grooming
- interpersonal problems
- aggressive behaviour, either physical or verbal
- forgetfulness
- "near miss" accidents
- unaccountable mood swings or depression

The Team Leader is responsible for monitoring and reporting any alcohol or illegal drugs consumption whilst their team members are at work, subject to the exceptions provision in this Standard Procedure.

Respect for an employee's request for and right to confidentiality is to be maintained at all times.

3.3 Employee Responsibilities

Employees shall not possess, use or consume alcohol or illegal drugs at work.

Employees shall not be Unfit for Duty at Work as this may affect their own or others safety.

Professional, responsible behaviour and good judgement is expected when persons attend Delta Electricity functions or functions sponsored by other organisations, where alcohol may be available. This includes functions outside work hours, such as Christmas parties.

Employees shall not allow their work performance to suffer as a result of consumption of alcohol or drugs. They are responsible for taking action to resolve their own alcohol or drug related problems.

Employees must report to their Team Leader all use of prescribed drugs which may impair their ability to carry out their duties At Work or which may present a safety risk to either themselves or others. Whilst the nature of the prescribed drug need not be disclosed to the Team Leader, the details can be discussed confidentially with the Occupational Health Officer.

All employees are obliged to report to their Team Leader any co-worker who appears affected by alcohol or drugs or otherwise Unfit for Duty.

Recognising that any level of alcohol consumption can have an impact on performance and safety levels, an employee shall not consume alcohol (without the approval of their Executive Manager) or illegal drugs At Work.

3.4 Responsibilities of other Persons on Delta Electricity Premises

Contractors and their employees, sub-contractors, visitors or other persons permitted to enter Delta Electricity premises shall not be impaired by alcohol or drugs in their ability to carry out their tasks or duties in a safe and proper manner. They shall comply as appropriate with the culture of sobriety At Work, and with the principles of Delta's Policy on Alcohol and Drugs. Specifically, they shall not:

- possess or consume alcohol without the approval of the manager in control of the premises; or
- store, possess, administer or consume illegal drugs whilst on the premises or between a person's daily starting and finishing times.

4.0 PROCEDURES

4.1 Unfit for Duty

If a person is Unfit for Duty due to alcohol or drugs, the following procedure shall be observed. When approaching an employee, who is believed to be affected by alcohol or drugs, it is more effective and less confronting to talk in terms of their approach to safety, the symptoms being displayed and general work performance, rather than their alcohol or drug use. It is recognised that fatigue or exhaustion can produce symptoms similar to alcohol and drug use. Hence, care should be exercised in the initial approach.

If found by another employee, the unfit person's team leader is to be brought to the scene. If an unsafe situation exists, the unfit person should be moved from the situation immediately.

Where possible the team leader should seek a witness to observe the person's behaviour or fitness for duty. Where available and practicable, assistance can be sought of the Occupational Health Officer, occupational health and safety representative or union delegate.

The team leader shall advise the person that in the opinion of the team leader, they are considered Unfit for Duty and, if appropriate, that their safety and that of other persons, or the safe operation of plant or equipment, may be at risk.

The team leader shall move the person away from their work location to an occupational health centre or rest area, if one is available. If the person is reluctant to leave their work location, the person's manager shall be contacted and involved in the situation. If requested by the employee at this stage, the employee's delegate or union representative will also be involved, if available.

The person is not to be left alone at any time.

Where possible, the person is to be assessed by a medical practitioner, occupational health nurse or first aid attendant who shall document all signs and symptoms of the person's behaviour and/or condition.

The team leader should arrange transport of the person to their home (or to a medical practitioner). While waiting for transportation the person shall be accompanied in an area where their safety and that of other persons, or the safe operation of plant or equipment, is not at risk.

Should a person refuse to leave the premises, the police may be called to remove them.

Immediately following the incident, the team leader is to prepare a full report in consultation with others involved, with all information including dates, times, witnesses, person's behaviour and condition, quoting comments made by the person, etc. The team leader shall forward the report to their manager. The manager will arrange for the employee to be interviewed on their return to work. (The employee may have his union delegate or other person present to witness the interview).

If appropriate, the person shall be offered confidential assistance as part of the Employee Assistance Program.

In considering whether an employee is Unfit for Duty, Team Leaders and employees should be aware of the symptoms created by alcohol and drugs. Attachment 1 is an extract from the Workcover publication "Drugs, alcohol and the workplace" which details these factors and symptoms.

4.2 Found Consuming or in Possession

If an employee is found consuming or being in possession of alcohol or illegal drugs At Work, the following points are guidance as to the actions to be taken:

- Where possible, a witness to the incident should be present
- The employee's team leader and manager shall be advised immediately
- The team leader shall question the employee consuming or in possession immediately as to the circumstances. This should include confirmation of the nature of the substance
- The team leader shall ensure that material relating to any possible disciplinary action is not removed, hidden or destroyed
- A full report is to be prepared as soon as possible by the team leader
- The manager will undertake an investigation in accordance with the Discipline procedure, which will ordinarily lead to dismissal
- If an employee is found administering or in possession of illegal drugs, or is dealing therein, the matter will be referred to the police.

4.3 Employee Assistance

Employees who seek assistance for an alcohol or drug dependency will be supported in accordance with Delta Electricity's confidential Employee Assistance Program.

Whilst a team leader is not expected to diagnose the nature of an employee's problem, they must be alert to signs that an employee may have a problem, such as failing attendance or punctuality, deterioration in work performance, changes in behaviour and character, etc. Team leaders should in these circumstances offer the confidential assistance of the Employee Assistance Program.

Whilst an employee is undergoing counselling and rehabilitation under the Employee Assistance Program, changes in work arrangements, where practicable, may be necessary, including the following:

- Work in a less stressful role
- Temporary transfer to different work at a similar or lower grade
- Temporary removal from a customer contact role if appropriate
- Flexible work arrangements as appropriate, to enable the employee to return to full time work gradually
- Use of leave entitlements to allow time for rehabilitation
- Where appropriate, counselling of co-workers regarding changed work arrangements.

4.4 Discipline

Where an incident has occurred involving an employee associated with alcohol and/or an illegal drug in breach of this Procedure or Delta Electricity's Alcohol and Drugs Policy, procedures will be implemented in accordance with Delta Electricity

Standard Procedure DES PE 001-13 – Discipline.

Whilst an employee who is Unfit for Duty will be managed in accordance with 4.1 above, a single or repeat occurrence can result in disciplinary action.

Similarly, if after a reasonable period of rehabilitation, the work performance or conduct of the employee fails to improve to an acceptable standard and the treating organisation indicates that the employee is not accepting their responsibility to the program, Delta's support for the program will be reviewed and consideration given to disciplinary procedures. This will be initiated only as a last resort.

4.5 Exception

Employees at work or other persons on Delta Electricity premises may consume alcohol between a person's daily starting and finishing time only if it has been approved by the relevant Executive Manager in advance.