

## 3.16 Drugs & Alcohol in the Workplace

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POLICY TITLE: DRUGS & ALCOHOL IN THE WORKPLACE

FILE REF: SC67

REVIEW DATE: MARCH 2026

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### OBJECTIVE

The objective of this Policy is to deal with Alcohol and other Drugs and their effect on workers' fitness for work whilst performing duties at Lockhart Shire Council (the "Council") and to ensure that Council has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through training, education and where required, rehabilitation.

It is the goal of Council to:

- a) Eliminate the risks associated with the misuse of alcohol and other drugs, thereby providing a safer working environment.
- b) To reduce the risks of alcohol and other drugs impairment in the workplace; and
- c) To promote a supportive culture that encourages a co-operative approach between management and workers and builds on the shared interest in workplace health and safety.

### DRUGS IN THE WORKPLACE

The use of unprescribed (illicit) drugs by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance. Council's workplace includes council premises, parks, reserves, vehicles, plant or any council building or physical asset.

Council endorses the use of random drug testing in the workplace as a mechanism for reducing the risk of alcohol and drug impairment and ensuring a safe working environment.

### ALCOHOL IN THE WORKPLACE

The use of alcohol by employees is prohibited and will not be tolerated by Council in the workplace and/or in circumstances where it affects an employee's fitness for duty or work performance. Council's workplace includes council premises, parks, reserves, vehicles, plant or any council building or physical asset. In instances where the Council Chambers is being used for post council meeting dinners, community meetings, civic or social functions this Policy shall not apply.

### PRESCRIBED DRUGS OR MEDICATIONS

An employee/contractor must advise their Supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. It is important that the employee find out from their doctor or pharmacist what effects the prescribed drug will have on their work performance.

### SUPERVISOR RESPONSIBILITIES

It is the responsibility of all Supervisors to ensure that no employee/contractor commences or continues work if they appear to be affected by alcohol, drugs, medication or other substances that may affect their fitness for duty or work performance.

### EMPLOYEE RESPONSIBILITIES

Employees/contractors must ensure that they do not attend work in a condition that renders them unfit for their normal duties.

### ALCOHOL AND OTHER DRUGS PROCEDURE

An Alcohol and Drugs Procedure has been developed which outlines how the objectives of the Policy will be met including details of the Council's random drug testing program.

### RELATED DOCUMENTS

This policy should be read in conjunction with:

- a) Work Health & Safety Act 2011
- b) Work Health and Safety Regulation 2017

### **3.16 Drugs & Alcohol in the Workplace (cont'd)**

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c) Alcohol and Other Drugs Procedure PR016

Adopted by Council – 20 March 2023  
Refer Minute No. 47/23

Adopted by Council – 16 March 2020  
Refer Minute No. 49/20

Amendments adopted by Council – 17 June 2014  
Refer Minute No. 157/14

Adopted by Council 17 August 2009  
Refer minute 283/09

Amendments adopted by Council – 20 June 2005  
Refer Minute No. 24669

Adopted by Council – 16 March 2003  
Refer Minute No. 23507