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**Drug and Alcohol Policy**

Supported through the SafetyCheck Application

**Purpose**

At [Insert Company Name], we are committed to providing a safe, healthy, and productive work environment for all workers. The use of alcohol and drugs can impair judgment, coordination, and reaction times, significantly increasing the risk of incidents, accidents, and damage to property.

This policy aims to:

* Minimise safety risks related to alcohol and drug use on all worksites.
* Ensure compliance with the **Health and Safety at Work Act 2015**.
* Establish clear expectations around drug and alcohol use in the workplace.

As part of this approach, this policy is uploaded to SafetyCheck, and workers are expected to access, understand, and follow its requirements. Any relevant alerts or updates will be shared through the app or toolbox briefings

**Scope**

This policy applies to:

* All workers, contractors, and visitors on any worksite managed by [Insert Company Name].
* Any person operating plant, using tools, or driving vehicles on behalf of the company.
* All company-related events or functions where alcohol may be present.

**Policy Statement**

[Insert Company Name] maintains a **zero-tolerance approach** to:

* The use, possession, sale, or distribution of illegal drugs at any workplace or work-related event.
* Any worker being under the influence of alcohol, drugs, or impairing medication while performing work duties.
* The misuse of prescription or over-the-counter medication that may compromise safety.

**Exceptions**:

* Alcohol may be consumed at **authorised company events**, provided it is done responsibly and in moderation.
* Workers are required to **disclose any medication** that may impair their ability to work safely and follow any modified work arrangements provided.

**Responsibilities**

**Workers must:**

* Arrive **fit for work**, free from the effects of drugs or alcohol.
* Not use, possess, distribute, or consume drugs or alcohol while at work.
* Inform their supervisor or manager if taking any medication that may cause impairment.
* Report any concerns if they believe a colleague may be under the influence.
* Comply with any **drug and alcohol testing** requirements under this policy.

**Managers and Supervisors must:**

* Ensure all workers are made aware of this policy.
* Take prompt action if a worker is suspected to be impaired.
* Arrange for testing where appropriate and ensure toolbox discussions reinforce policy expectations.
* Provide guidance and support to workers who self-disclose issues with substance use.

**Drug and Alcohol Testing**

[Insert Company Name] may require drug and alcohol testing in the following situations:

1. **Pre-Employment Testing**
   * New workers may be required to undergo drug and alcohol testing prior to starting work.
2. **Post-Incident Testing**
   * Testing may be required following a workplace incident or accident.
3. **Reasonable Cause Testing**
   * Workers may be tested if there is a justifiable concern based on:
     + Unsafe or erratic behaviour.
     + Observable signs of impairment (e.g., slurred speech, poor coordination).
     + A credible report or complaint.
4. **Random Testing**
   * Random drug and alcohol testing may be carried out, particularly in high-risk roles or environments.
5. **Post-Rehabilitation Testing**
   * Workers returning to work after treatment for substance use may be required to undergo regular follow-up testing.

**Breaches & Consequences**

If a worker fails a drug or alcohol test or is found under the influence at work, [Insert Company Name] may take the following actions:

* Immediate **removal from the worksite** to ensure safety.
* A formal investigation into the breach.
* Disciplinary action, including warnings, suspension, or termination.
* Referral to appropriate support services if applicable.

**Contractors or visitors** who breach this policy will be denied site access, and the incident may be reported to their employer.

**Support & Rehabilitation**

[Insert Company Name] recognises substance misuse as a health issue. Workers who **self-disclose** a drug or alcohol problem **before an incident occurs** may be supported through:

* Access to confidential support services or referrals (e.g., EAP, rehab providers).
* A structured return-to-work plan, including follow-up testing if required.
* Temporary modified duties, depending on the situation and advice received.

**Policy Review**

This policy will be reviewed **annually** to ensure it remains current and effective.  
Reviews will consider:

* Feedback received through SafetyCheck or discussions.
* Any changes in legislation, guidance from WorkSafe NZ, or internal safety performance.

**Company Details**

Company Name: [Insert Company/Trading Name]

Officers/Directors: [Insert Name(s)]

Date: [Insert Date]

Signed: [Signature(s)]

Next Review Date: [Insert Date]