

PRINT RADIO TASMANIA POLICY ON ALCOHOL AND DRUG USE

Alcohol and drug use is an important occupational health and safety issue. Print Radio Tasmania (PRT) is committed to providing a safe and healthy working environment for its employees, volunteers, contractors, clients and visitors.

PRT is concerned about factors that adversely affect the ability of employees/volunteers to perform tasks safely and productively.

We recognise that alcohol and drug use can:

- Impact workplace safety;
- Negatively affect job performance and productivity;
- Cause injuries on the job;
- Increase absenteeism; and
- Negatively affect the morale within the organisation.

This policy provides the foundation for a supportive environment that addresses factors that may contribute to alcohol or drug use. It also provides for information, education and support for employees/volunteers and performance management when appropriate, information on the Use and management of at PRT Functions.

Purpose

This policy seeks to reduce the risks posed by the use of alcohol or drugs (including prescription drugs and over-the-counter medications) in the workplace. It aims to ensure that PRT employees/volunteers are able to carry out their duties in a safe and responsible manner.

The policy describes guidance for the management team to reduce the health risks and other consequences of alcohol and drug use amongst PRT employees and volunteers.

Objectives

The objectives of the policy are to:

- Define the responsibilities of PRT in managing the occupational health and safety and productivity risks of alcohol and drug use;
- Provide guidance for the management team of employees/volunteers whose work safety and/or performance may be adversely affected by alcohol or drug use; and
- Provide guidance on where staff/volunteers may seek assistance in rehabilitation services.

Scope

The policy applies to all PRT staff and volunteers including temporary staff and contractors.

Principles

Employees/ volunteers must not possess distribute, sell, or consume illegal drugs in the workplace. The possession, distribution, selling or consumption of illegal drugs on PRT premises including lunchrooms and car parks may result in dismissal and referral to the Police.

Employees/volunteers must not consume alcohol while at work or on PRT premises including lunchrooms and car parks, except when authorised to do so by the President.

Employees/volunteers must not be adversely affected, in their ability to perform their duties safely and competently, by alcohol or drugs. Employees/volunteers observed being affected by alcohol or drugs may face disciplinary action, including dismissal.

Employees using prescription drugs or over the counter medications for medical reasons is not affected by this policy.

Employer Responsibility

PRT management is responsible for the overall implementation of the policy and addressing factors that might contribute to alcohol and drug use including:

- Ensuring the safety and wellbeing of its staff and volunteers;
- Ensuring appropriate support and assistance is available to employees and volunteers with alcohol and/or drug problems;
- Ensuring PRT sponsored events involving alcohol are conducted responsibly; and,
- Monitoring the effectiveness of the policy and gaining feedback from employees and volunteers to improve and amend where necessary.



Elizabeth Macdonald
President of behalf of the Management Committee
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