



Impact Plant Hire

Drug and Alcohol Policy

Impact Plant Hire Pty Ltd

79 Olearia St West,

Everton Hills QLD 4053

Aim

The intention of this policy is to eliminate the hazards associated with alcohol and/or drug use in all areas of the workplace.

Scope

This policy applies to all employees and includes employees who are performing their duties away from the Company's premises.

This policy also applies to contractors providing services to Impact Plant Hire Pty Ltd.

Drug and Alcohol Use

No person shall be allowed to:

- consume alcohol in the workplace (or whilst representing Impact Plant Hire Pty Ltd);
- consume drugs in the workplace (or whilst representing Impact Plant Hire Pty Ltd);
- Attend for the performance of work with detectable levels of drugs or alcohol in their system.

Any exception to this rule must be authorised by the Managing Director, such as in the case of special company functions.

An employee who has a detectable level of alcohol or drugs shall be stood down without pay until such time as a decision is taken on an appropriate outcome (see below).

If an employee is taking medication (prescribed or otherwise) they are required to notify their Supervisor prior to the commencement of work so that appropriate measures can be applied to ensure their own safety and the safety of other employees. An employee may be stood down or be required to take paid leave if they cannot safely work due to the use of medications.

Consistent with duty of care obligations, employees are expected to report any concerns that a fellow employee may be affected by drugs and/or alcohol to the Managing Director as soon as possible.

Duties

It is the responsibility of all employees to ensure their own safety and the safety of others. In order to ensure this you must:

- Report to work in a fit condition;
- Notify your supervisor of any actual or potential impairment to your fitness for work;
- Notify your supervisor of any use of medication; and
- Notify your supervisor of any breaches of the policy.

This policy requires you to report:

- Any situation in which fellow employees may be unfit for work;

- The presence or taking of non-prescription, prescription, illicit drugs or alcohol in the workplace during both work and designated breaks and;
- Any other apparent breach of the policy.

Drug and Alcohol Testing

Impact Plant Hire Pty Ltd may require you to undergo non-intrusive drug and alcohol tests (e.g. breath or urine tests) from time to time.

These tests will usually be undertaken as prescribed below.

(i) The tests will be conducted by a trained professional and will satisfy all criteria necessary to ensure safe and accurate testing.

(ii) The situations in which testing may occur are:

- Where the Company undertakes random testing; and/or
- Where you have been involved in a specific incident in which your supervisor and/or manager has reason to believe that your actions contributed to the incident; or
- Where it is reasonably suspected that you have been, or are about to work, with detectable levels of alcohol or drugs in you system.

Disciplinary Action

Given the potentially fatal ramifications of an employee/contractor attending for work with detectable levels of drugs and/or alcohol in their system, any employee/contractor in breach of the provisions of this policy will be subjected to disciplinary action.

Impact Plant Hire Pty Ltd has a zero tolerance for attendance at work with detectable levels of drugs and/or alcohol in a person’s system.

As a consequence Impact Plant Hire Pty Ltd will typically summarily terminate an employee’s employment/contractors engagement for breaching the requirements of this policy.

Declaration

I declare that I have received a copy of the Impact Plant Hire Drug & Alcohol Policy.

I confirm that I have read, fully understand and agree to comply with the Drug & Alcohol Policy.

Signed: _____

Name (print): _____

Position: _____

Date _____