

## 1. Purpose

This policy aims to ensure a safe, healthy and productive environment for staff, clients and students by managing drug and alcohol use. APL Group considers that the use of alcohol and other drugs is essentially a health issue for the individual/s concerned. Where such use affects performance and behaviour, APL Group is committed to appropriately managing the situation. Behaviour that affects the health and safety of other staff, clients and students is a serious matter that needs prompt action. This policy provides guidance and ensures access to information on alcohol and drug use.

## 2. Scope

This policy applies to all APL Group staff, contractors, trainers, training partners and enrolled students participating in APL Group training, collectively referred to in this Policy as 'Workplace Participants', whether on APL Group premises or elsewhere, during work or training hours.

## 3. Responsibilities

- 3.1 APL Group acknowledges its responsibilities under Work Health and Safety legislation to, as far as is reasonably practicable, ensure the safety and health of all people associated with its operations.
- 3.2 A key aspect of meeting those obligations is the implementation of a sound and practical Drug and Alcohol policy.
- 3.3 The Compliance Manager is responsible for reviewing this policy at least annually and also following any incident involving drugs or alcohol.
- 3.4 Managers and administration staff are responsible for:
  - a) ensuring staff and students within their area of responsibility are familiar with this policy;
  - b) identifying and addressing safety issues or impaired performance of other staff and reporting to the relevant manager;
  - c) referring Workplace Participants with a drug or alcohol-related problem to appropriate professional counselling services.
- 3.5 Trainers and assessors are responsible for:
  - a) identifying and addressing safety issues or impaired performance of students affected by drug or alcohol use;
  - b) ensuring acceptable behaviour of students who may be affected by drug or alcohol use;
  - c) providing appropriate first aid response to any drug or alcohol health emergency;
  - d) advising the relevant manager or administration staff member of a student's need for professional counselling services.
- 3.6 Enrolled students are responsible for:
  - a) ensuring the safety of themselves and others at all times;
  - b) refraining from drug or alcohol use that could have an adverse effect on performance or safety;
  - c) informing their trainer/assessor of any problems relating to drug or alcohol use.

## 4. Policy Statements

- 4.1 It is prohibited for an employee to present for work or perform any work or assessment activity whilst the employee has a blood alcohol content of:
- 0.02 or greater if in a Safety Critical Environment; or
  - 0.05 or greater in other environments.
- 4.2 It is prohibited for an employee to present for work or perform any work whilst the employee has in his or her system the presence of the following substances at or above the Australian Standards Cut-Off Levels prescribed below:

Code	Test Drug	Cut-Off Level
AMP	Amphetamine	300 µg/L
BZO	Benzodiazepines	200 µg/L
COC	Cocaine Metabolites	300 µg/L
MET	Methamphetamine	300 µg/L
OPI	Opiates	300 µg/L
THC	Cannabis Metabolites	50 µg/L

- 4.3 APL Group may require employees to undergo testing for the presence of drugs or alcohol if there are reasonable grounds to suspect that an employee is under the influence of drugs or alcohol in breach of this Policy.
- 4.4 Despite the above, on some work-related occasions, responsible consumption of alcohol will be authorised by Management, for example, at a staff function, Christmas party or client function.
- 4.5 Workplace Participants must observe all local, state and federal laws in relation to manufacture, possession, use, distribution, sale, purchase, transfer of and consumption of alcohol or other drugs.
- 4.6 APL Group Management will provide guidance to staff on how to manage a Workplace Participant who is affected by drugs or alcohol.
- 4.7 APL Group Management will provide training to staff on signs and symptoms of drug or alcohol abuse as well as medical conditions that may be possible causes of changed behaviour or impaired performance.
- 4.8 APL Group staff should assess each case individually, taking into account the person involved, the type of work and the risk created by alcohol or drug use.
- 4.9 Workplace Participants using prescribed medications should ask their doctor whether such medications will impair their ability to perform the required tasks, and advise the relevant manager or trainer/assessor as appropriate to determine if tasks can be suitably modified.
- 4.10 If a Workplace Participant is taking prescription or pharmacy drugs and suspects or ought to suspect that their ability to safely drive a vehicle or operate machinery is affected, the Workplace Participant must not drive an APL Group vehicle, or any vehicle, or operate machinery and must notify their manager or supervisor immediately.

## 5. Procedures for responding to suspected drug/alcohol-affected students

If a student appears drunk or drug-affected and their ability to engage productively in the training program has been compromised:

- a) The trainer/assessor should first ensure the safety of the student, other students and staff.
- b) The trainer/assessor should not accuse the student of drug taking, but should consider all possible causes of behavioural change and impaired capacity to function effectively.
- c) The trainer/assessor should approach the student calmly and quietly and talk with the student to assess their condition.
- d) If the student is assessed as incapable of working effectively and safely, the trainer/assessor may:
  - i. Disallow participation in class activities;
  - ii. Quietly and respectfully remove the student from the room;
  - iii. Escort the student to a designated first aid room if available;
  - iv. Discourage the student from driving and allow them to arrange alternative transport. Staff cannot physically prevent someone from driving, however police can be notified where there is a reasonable belief that the student is a danger to themselves or others;
  - v. Contact the emergency contact shown in the student's enrolment record and tell the emergency contact that the student is unwell without mention of drug or alcohol use;
  - vi. If the student's condition appears to be worsening, follow the procedures for responding to drug/alcohol-related medical emergencies.

## 6. Procedures for responding to drug/alcohol-related medical emergencies

If a Workplace Participant becomes seriously ill from drug or alcohol use, the manager, supervisor or trainer (as relevant) must:

- a) immediately call 000 and request an ambulance
- b) ensure the safety of themselves and others
- c) seek any other assistance available
- d) apply first aid principles and procedures according to the history, signs and symptoms indicated
- e) stay with the Workplace Participant and monitor their vital signs until the ambulance arrives
- f) provide ambulance officers with all details of the incident
- g) contact the next of kin shown under the emergency contact information in the staff file or student enrolment record and tell the emergency contact that the Workplace Participant is unwell without mention of drug or alcohol use.

## 7. Procedures for dealing with suspected illicit drug use

Incidents involving illicit drugs are the responsibility of the police.

- a) If an APL Group staff member suspects that illicit drugs are on APL Group premises or present in APL Group training programs, they must seek advice from police prior to taking any action.
- b) APL Group staff must not engage in their own investigations or do anything that could compromise police proceedings.
- c) APL Group staff should ensure that any situation involving illicit drugs is handled in a manner that is least disruptive to APL Group operations.
- d) It is a matter for the police to decide whether a Workplace Participant should be charged with an offence or referred to the appropriate health services.

## 8. Breach of this Policy

If an APL Group employee is found to have breached this Policy, the employee will be subject to disciplinary action which may result in termination.

Agents, contractors (including temporary contractors) and training partners of APL Group who are found to have breached this Policy may have their contracts with APL Group terminated, or not renewed.

Enrolled students found to have breached this Policy may have their enrolment cancelled.