



Drug and Alcohol Policy



Unit 2 / 9 Donaldson Street,
Wyang, NSW 2259

Phone: 1300 979 114

www.grandstandevents.com.au

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1. PURPOSE

The aim of this procedure is to outline the Company's policy on the use and/or abuse of drugs and alcohol in the workplace.

2. SCOPE

This policy applies to all permanent employees of Grand Stand Events Pty Limited including those employed on a casual, part-time or fixed term basis. Prohibition of the use of drugs and alcohol while at work also applies to contractors employed by Grand Stand Events.

The procedure applies to the use of all drugs and includes prescription or other legal drugs which have the potential to impact upon a person's ability to safely work.

3. DEFINITIONS

For the purpose of this procedure, drug and alcohol abuse are defined as a condition where consumption of these substances by an individual has an adverse effect on their health, safety and work performance.

4. AIM

Grand Stand Events has a vision of zero harm to our people resulting from our operations. Health and Safety above all else is a foundation value of our company which we are committed to achieving through the elimination of personal damage.

Grand Stand Events as an employer have a duty to ensure that employees are not subject to unnecessary hazards. Part of this "duty to take reasonable care" relates to taking practical steps to ensure employees and contractors are both competent and in a fit state to work safely to minimize risks to themselves and their workmates. Grand Stand Events is committed to ensuring that a safe, healthy and productive workplace is provided for all employees and contractors.

Each and every worker has a duty of care to take reasonable steps to ensure their own safety and that of their workmates is not compromised. All employees and contractors are legally obligated to be in a fit state for work and to work safely. The excessive use of alcohol or the use of drugs, which results in a person not being able to perform their job safely, is a breach of this duty of care.



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While Grand Stand Events does not wish to intrude into the private lives of employees, if drugs or alcohol have a direct impact on an individual's work performance or on safety standards, it is Grand Stand Events' responsibility to employees, clients and other people in our workplaces to intervene.

This Policy communicates the actions to be taken by Grand Stand Events to ensure that any person working with us, or impacted by our works, does not have their health and safety compromised by another person working under the influence of drugs and/or alcohol at our workplaces.

This Policy is applicable to all company workplaces and worksites, including motor vehicles.

5. STRATEGIES

To assist in achieving our vision of zero harm, Grand Stand Events will promote this policy to employees and contractors and advocate drug and alcohol free workplaces during work hours at all our operations. We will use the following strategies to achieve our objectives:

- Increase awareness of the harmful effects of drugs and alcohol in the workplace, on the individual and to others by the inclusion of this issue into induction programs;
- Make available information about the availability of referral and treatment services to overcome drug and alcohol abuse;
- Where appropriate, provide assistance to help reduce addiction or dependency on drugs and alcohol.

6. MANDATORY RULES

Non-compliance with the drug and alcohol policy will be viewed as a serious matter and treated in the same way as any breach of company policy.

Any individual who is adversely affected by alcohol and another drug will not be allowed to work until they are fit to do so. If an individual affected by alcohol or other drugs are sent home to recover, they will not be paid for the lost time. Disciplinary action may be taken on return to work.

Where an employee is on prescribed medication which may impair their judgement or performance, they must notify their supervisor and may be required to take sick leave.

The Supervisor/Manager will:

- a) Act on suspicion of an individual being affected by drugs or alcohol (suspicion may be a result of observing impaired coordination, judgement, intellectual capacity or slurred speech, headache, nausea, vomiting, loss of inhibitions or smell of alcohol).



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and/or

- b) Act in response to any accident resulting in damage to property or injury to people that is expected to incur an insurance claim, or a near miss that could have resulted in a death, permanent impairment, personal, plant or property damage.

The Supervisor/Manager will instruct any such person to immediately leave the workplace. That person must comply with the direction given by the company. If necessary, the Supervisor/Manager shall assist with arrangements to ensure the individual arrives home safely.

The affected individual is not to be permitted back into the workplace until they are deemed to be free of any influence of drugs or alcohol.

Employees and contractors are required to abide by the site rules in workplaces not controlled by Grand Stand Events.

No intoxicating liquor or drugs shall be brought into a Grand Stand Events workplace.

6.1 Responsible Service of Alcohol

The General Manager shall have the discretion to permit limited alcohol consumption for events, functions and the like.

7. TESTING FOR DRUGS AND ALCOHOL

Grand Stand Events does not currently operate a blanket testing program for drugs and alcohol.

Grand Stand Events is aware that some of our clients operate strict, zero-tolerance levels for worksites and projects under their control. In those situations, as a service provider, Grand Stand Events is usually required to agree that zero tolerance policy will apply to all of our employees and contractors working for that client.

In those situations, Grand Stand Events requires its employees and contractors to submit to any testing requirements of the client. Any employee, or contractor, who declines to participate, or who fails any such test will not be allowed onto any Grand Stand Events worksite until their fitness for duty is confirmed and any subsequent disciplinary/regulatory matters have been dealt with.



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8. RESPONSIBILITIES

8.1 Management

Managers and Supervisors are responsible for the effective implementation of this policy in their workplaces. Specifically they will;

- Lead by example in the implementation of the policy through demonstrated behaviour.
- Reiterate the induction briefing.
- Ensure the policy is applied fairly and consistently across their work group(s).
- Respect the confidentiality of all employee personal issues.
- Ensure that all sub-contractors are aware of the policy and any particular variations regarding its implementation and enforcement on the work being performed (eg: client zero tolerance requirement).
- Investigate and document incidents and/or employee concerns.
- Ensure timely, appropriate and effective provision of assistance.
- Impose a disciplinary measure.
- Review the policy in consultation with employees.

8.2 Employee/Contractor

Drugs, alcohol and other substance abuse in the workplace is, as with any health and safety risk, everyone's responsibility.

All employees and contractors have a duty of care not to expose themselves or work colleagues to unnecessary risks.

Employees/Contractors are required to:

- Present themselves for work in a condition free from the effects of drugs and/or alcohol.
- Notify their manager/supervisor of any incidents and/or concerns relating to the condition of any personnel in their workplace.
- Comply with this policy, including agreeing to leave the workplace if so directed by their supervisor/manager.

9. AVAILABLE ASSISTANCE

Grand Stand Events will provide access to an Employee Assistance Program as required.

Any employee seeking help in matters to do with drugs and/or alcohol will be offered professional and confidential assistance through the Employee Assistance Program. To access the program please speak with your manager.



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Employees seeking such help will be provided with appropriate assistance, support and access to relevant programs. The level of assistance provided by Grand Stand Events will be assessed on an individual basis through consultation between the employee, the provider and the Managing Director. The company will ensure that absolute confidentiality is maintained.

Where it is deemed appropriate, contractors may also be referred for assistance via the Employee Assistance Program.

10. APPROVAL

These guidelines were approved

by:

Name:

Signature:

Date: