

Drug and Alcohol Policy

Record of Policy Development

Version	Date approved	Date of last review	Date for next review
1.0	May 2026	April 2026	February 2030

Responsibilities and Delegations

This policy applies to:	Directors, Staff Volunteers, Students, and any individuals acting for and on behalf of CCWA
Policy Approval	Policy Committee

Policy Context – this policy relates to:

Standards	- National Standards for Disability Services (Standard 6) - NDIS Practice Standards and Quality Indicators
Contractual obligations	- NDIS - Department of Communities - Department of Health – DSOA
Forms, record keeping, other documents	- Employment Contract CCWA Staff Handbook

Policy

CCWA will ensure, to the best of our ability, that we maintain a healthy and safe workplace free from the effects of inappropriate drug, tobacco (including vaping), and alcohol use.

The Cancer Council advises there is no safe level of exposure to second-hand smoke. Since CCWA actively participates in the community by helping those in need, the zero tolerance policy makes sense considering the danger it poses to other staff members, clients, and the community we serve.

CCWA acknowledges the individual choice of customers to use alcohol and tobacco but retains the right to prioritise the safety of our employees where this practice places them at risk. CCWA does not tolerate employee exposure to the customers, their families or other associates illicit drug use.

CCWA has a zero-tolerance policy on illicit drugs and alcohol. No employee, or person acting on behalf of CCWA, is permitted to work while under the influence of illicit drugs or alcohol. No employee member or customer is to be subjected to smoking in confined spaces, including vaping. While smoking is allowed during assistance, it must be outside and not within four meters of a client or staff member.

Scope

This policy applies to all CCWA staff, temporary workers, contractors, volunteers, customers (including family and associates) and visitors. It applies to all CCWA work sites and premises and all CCWA-sponsored functions, gatherings and events at any location where a CCWA employee is representing the company. The policy also applies on occasions where employees are not at work but are actively 'on call'.

Procedures

- Whilst employees are working or representing CCWA, they must not:
 - Be under the influence of illicit drugs or alcohol, including during lunch or interval breaks.
 - Drive to or from the workplace under the influence of drugs or alcohol
 - Smoke or vape whilst in a vehicle with customers or other passengers
 - Use, possess, sell, purchase, transfer, distribute, solicit or manufacture illegal substances in the workplace.
 - Consume alcohol at work, or during work hours, other than at specific times and events authorised by the CEO or their delegate.
- Employees who are scheduled for 'On Call' must be work-ready and be in a fit and proper state to attend work where required.
- Employees with drug and alcohol dependence that can negatively impact their employment obligations are encouraged to seek professional advice and support. Employees can access confidential supports via TELUS, our Employee Assistance Program (EAP) provider.

Consumption of Alcohol

- Alcohol is not to be consumed during work by employees, contractors, volunteers or others acting on behalf of CCWA. There may be an exception where alcohol is served at special events. On these occasions, approval may be granted by the Chief Operations Office (COO) or their express delegate.
- Where the consumption of alcohol is approved, the following 'Responsible Serving Guidelines' must be followed:
 - The COO must consider whether the provision of alcohol is appropriate and that people consuming alcohol understand their obligations for their personal safety, the safety of others and laws regarding operating a motor vehicle.
 - The COO (or their delegate) must be present during the event to ensure compliance with this policy to reduce the likelihood of excessive drinking and associated risks. The staff must demonstrate responsible consumption of alcohol.
 - The time during which alcohol is served will be limited, and reasonable finish times set for functions to reduce the risk of excessive drinking.
 - No person under eighteen (18) years of age is to be served or allowed to consume alcohol.
 - A variety of non-alcoholic drinks and food must be provided.

Each person is accountable for ensuring that professional standards of behaviour are upheld and alcohol use is kept within reasonable bounds.

Illegal Drugs

- The use, possession, sale, purchase, transfer, distribution, solicitation, or manufacture of illegal substances in the workplace will result in instant dismissal and will be reported to the police. It includes the illegal distribution of prescription drugs.
- Employees and others acting on behalf of CCWA are not permitted to transport or assist customers to solicit, obtain or consume illegal drugs.
- Drug-related convictions may be regarded as serious misconduct and could result in termination of employment.
- If an employee is convicted of a drug-related offence during employment with CCWA, the circumstances that lead to the conviction will be discussed with the employee and the COO to make a fair and reasonable determination regarding ongoing employment.
- Offences under the Misuse of Drugs Act 1981 could negatively impact an employee's NDIS Worker Screener and may result in disciplinary action and possible dismissal.

Prescription Drugs

- Possession and responsible use of prescription drugs for the treatment and control of medical conditions are not a breach of this policy, unless they are misused with adverse effects.
- For safety purposes, individuals who use prescribed drugs that may affect their work performance or ability to perform their duties are required to discuss it with their supervisor. A letter from their medical practitioner may be required to ensure that associated safety issues are identified and addressed.

Intoxication, Consumption, or After Effects of Alcohol and/or Other Drugs

- Employees and others acting on behalf of CCWA have a duty of care to ensure they are fit to perform the inherent requirements of their role. Being under the influence of drugs and/or alcohol could prevent individuals from fulfilling this duty.
- If a supervisor has reasonable suspicion a person acting on behalf of CCWA is adversely affected by drugs or alcohol and is deemed not fit to work, they are to follow the following steps:
 - Document observations regarding behaviour and demeanour, including witnessed statements, if any.
 - Discuss and document this suspicion with the individual and seek their explanation.
 - If the individual does not have a legitimate explanation for their behaviour, the supervisor has reasonable cause to request that the individual present for an alcohol or other drug test.

- CCWA recognises that drug abuse and alcohol dependency are conditions that can be successfully treated. For individuals experiencing problems with alcohol or other drugs, supportive and reasonable types of assistance may be offered.
- Any employee suspected to be adversely affected by alcohol, or any other drug is not permitted to work until they are deemed fit to safely perform their duties.

Reasonable cause to request testing.

- CCWA will assess each situation as an individual case when assessing reasonable cause for a drug and/or alcohol test. The following will be considered:
 - Health concerns
 - Workplace health and safety
 - Safeguarding of customers
 - Productivity in the workplace and incidents occurring
 - Maintaining employee integrity
 - Absenteeism
 - Behaviours and actions misaligned to the CCWA Code of Conduct and Values
 - Safety of the community when using CCWA vehicles or using one's own vehicle in line with role requirements and customer transportation
- If an individual is requested to undertake a drug or alcohol test, the supervisor will clearly outline the following:
 - When the test should occur
 - The type of test to be requested
 - How the test will be used
 - The consequences of failure to attend for testing a positive test result
- If the test is positive, it will be discussed with the individual in a formal setting. The outcome will be documented, and where required, a plan will be developed that provides expectations, support measures, and retesting.
- Positive test results may lead to disciplinary action and possible dismissal.

Searches of CCWA Property

- CCWA may conduct unannounced searches of its property and facilities that are assigned to employees at any time to help ensure compliance with this policy, including offices, desks, work areas, and vehicles. The COO will authorise any such search and authorise a delegate to be present to supervise and witness the search.
- Where practicable, the employee will be present while the search is conducted.
- No employee may interfere or object to such a search of CCWA property based on expectations of privacy or any other reason.

Breaches of this Policy

- Breaches of this policy will be investigated in accordance with the steps outlined in the Management of Employees Performance and Misconduct policy. A penalty for a proven breach of this policy may lead to disciplinary action and possible dismissal.
- Employees dismissed for a breach of this policy are not eligible for re-hire by CCWA at any time in the future.

Customer Use of Alcohol and other Drugs

- Customers have the right to consume alcohol prior to or during CCWA supports. Where the consumption of alcohol results in antisocial behaviours that put CCWA employees (or others acting on behalf of CCWA) at risk, we reserve the right to withdraw the services with immediate effect.
- Where the withdrawal of services may put the customer at risk, CCWA will advise a family member, guardian or emergency contact to address safeguard concerns.
- Customers are not to ask employees, or others acting on behalf of CCWA, to assist with obtaining or using illegal drugs.

Confidentiality

- In applying this policy, confidentiality and privacy will be protected wherever reasonably practical in line with the Confidential Information and Privacy policy and the employment contract. Information of a personal nature coming to light because of the administration of this policy will only be shared with persons who have a legitimate need to receive it.