

## Goals |

### This policy shows:

- Our commitment to health and safety in this workplace, and reducing the risks to the health and safety of all workers, contractors and visitors
- Our commitment to complying with the requirements of the Work Health and Safety Act and the Work Health and Safety Regulations, especially those for drugs and alcohol
- How we will deal with drugs and alcohol use and/or their effects in the workplace.

This policy applies to everyone at Commercial Roofing & Cladding Ltd.

## Definition |

Drug and alcohol use can affect a person's ability to work safely. It creates a risk to workers and work health and safety.

## Scope |

### This policy applies to:

- All employees at Commercial Roofing & Cladding Ltd

## Responsibilities |

- No one must drink alcohol or use drugs at this workplace, except:
- For legitimate medical reasons: You must notify your supervisor if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your supervisor may assign you other duties while you're taking the medication
- At workplace-based social events: This is dealt with in more detail under Social Events in this policy.

The manager/supervisor at this workplace must, if they have reasonable grounds for believing that you are incapable of safely performing your duties or may be a risk to others due to the effects of drugs or alcohol, arrange for you to be removed safely from the workplace.

Each person must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others at this workplace.

This includes not coming to work if, after drinking or using drugs in your social time, your ability to work safely is still impaired. If you come to work, you must report to your supervisor, who may assign you other duties or arrange for you to be removed safely from the workplace.

## Managing drugs and alcohol |

- Commercial Roofing & Cladding Ltd will identify all workplace factors that may influence someone to turn to drugs or alcohol and use the hazard management process to eliminate drug or alcohol use or control the risks from them.

Commercial Roofing & Cladding Ltd will consult with workers, work health and safety representatives and/or the work health and safety committee on this issue.

## Disciplinary action |

If anyone is found to breach this policy, management will give a formal warning, followed by encouraging them to get treatment, suspension, and finally, dismissal.

## Testing |

- Commercial Roofing & Cladding reserves the right to ask any employee or subcontractor to perform a drug or alcohol test.
- You, as the employee or subcontractor do have the right to refuse these tests, but this may impact on your continuance to work with Commercial Roofing & Cladding Ltd.
- All tests will be performed randomly and under strict supervision and in accordance to the testing specifications.

## Information and support |

Commercial Roofing & Cladding Ltd will provide regular training and information about the effects of drug and alcohol use on personal and work health and safety, and on the components of this policy.

If you or someone you know needs help please let a member of management know and we can provide services to support your needs.

This policy will be reviewed at regular intervals to ensure that it continues to be effective and meet customer expectations.

Last review of this Policy | 20th March 2024