



DRUG & ALCOHOL POLICY

We at FlexiStaff are committed to:

- a) Providing a safe, healthy, drug and alcohol free workplace; (including the unauthorised use of prescription drugs)
- b) Providing a workplace culture that recognises that alcohol and drugs can have a negative influence on the health, work and social relationships of employees and candidates;
- c) Reducing risks to the health and safety of all employees, candidates and visitors; and
- d) Complying with current legislative requirements, codes, Australian standards and guidelines.

Our obligations under workplace legislation require that we identify potential and actual harms to our employees and candidates in the workplace and take action to systematically eliminate the risks associated with those harms.

Both drugs and alcohol become an occupational risk when they reduce a person's ability to work safely by affecting a person's nervous system, coordination, motor control, concentration and alertness and impede a person's ability to exercise proper judgment. An employee or candidate who is impaired by drugs or alcohol increases the risk of injury and illness to themselves and to others.

Creating a workplace that prohibits the use of drugs and alcohol within the workplace, and ensures responsible use of alcohol outside of the workplace helps us to maintain a safe and healthy workplace.

Other Relevant Legislation

In addition to the laws which relate to workplace safety, you should be aware of certain legislation in Western Australia which relates to drugs and alcohol:

- *Road Traffic Act 1974 (WA)*; This Act creates certain offences which relate to driving a motor vehicle (including mobile equipment) while under the influence of illicit drugs and alcohol;
- *Workers' Compensation and Injury Management Act 1981 (WA)*; This Act may bar compensation for you if drugs or alcohol are directly involved with you in a workplace accident.
- *The Misuse of Drugs Act 1981 (WA)*; This Act creates offences which relate to the possession of drugs and drug paraphernalia.

Guidelines

The following policy applies to you and to everyone at FlexiStaff and the compliance with this policy forms an essential condition of your employment with us:

- a) You must not consume alcohol or be under the influence of alcohol during working hours while in our workplace except where responsible consumption is authorised at workplace social functions;
- b) You must not consume, sell, purchase, possess, distribute, manufacture or be under the influence of drugs during working hours or in our workplace;

flexistaff.com.au

BELMONT - ROCKINGHAM - CBD

Flexi Staff Group Pty Ltd ABN 25 658 704 066 ACN 658 704 066

DRUG & ALCOHOL POLICY

- c) Under the Act and the Regulation's you must:
- i. ensure that Your own safety and that of others is not impacted by Your use of illicit drugs, unauthorised prescription drugs and / or alcohol;
 - ii. present and remain, while at work, fit for work at all times; and
 - iii. in circumstances where you believe you may pose a risk in the workplace which you are unable to control (for example, not being able to work safely due to alcohol, illicit drug or even prescription drug consumption), you must immediately report to us.

Implementation

If we have reasonable suspicion to believe that you are incapable of safely performing your duties or that you may be a risk to others due to the effects of drugs or alcohol, you will be directed to cease work immediately, and be removed safely from the workplace.

If we have reasonable suspicion to believe that you are under the influence of drugs or alcohol during work hours, we reserve the right to require you to participate in a drug and alcohol test. This will be carried out by;

Complying with AS/NZS 4308:2008 "Procedures for specimen collection and the detection and quantitation of drugs in urine" and AS/NZS 3547:1997 "Breath Alcohol Testing".

We reserve the right to require that You participate in random drug and alcohol testing while in the course of, or prior to, undertaking work with FlexiStaff and its clients

We reserve the right to share information regarding your Drug and Alcohol testing results with our clients

We consider that refusal by you to submit to any such testing is a refusal to obey a lawful and reasonable direction by us to you and may constitute grounds for disciplinary action, including grounds for dismissal of your employment.

Information and support

We 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.



Company Director

10th August 2023

Date