



Tobacco, Alcohol and other Drugs Policy

Policy Number:	BO-021		
Date Approved:		Approved By:	Board of Governance
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Version 1			

1. Aim

Breakaway is committed to ensuring that people attending a Breakaway service are not subjected to the dangers associated with tobacco, alcohol and other drugs.

Breakaway is committed to minimising the risk from the use of alcohol and other drugs to the work health and safety of employees and other persons whilst engaged in Breakaway activities.

Staff members and volunteers will not be affected by alcohol or other drugs in undertaking their duties either as paid Staff or volunteers.

The purpose of this document is to outline the approach and response of Breakaway in relation to the impact of tobacco, alcohol and other drugs on service provision.

The supporting systems and procedures will ensure that there are some guidelines and consistency around how this policy is implemented.

2. Scope

This policy applies to campers, employees, visitors, volunteers and families attending Breakaway programs.

3. Policy

Breakaway has a strict tobacco, alcohol & drugs policy

For the purpose of this policy a drug is defined as any chemical substance that produces physical, mental, emotional, or behavioural change in the user. This excludes prescription medication except where it is impacting negatively on the person or their behaviour with others.

In order to keep campers, staff, families, volunteers and visitors free from the dangers of alcohol, tobacco/other smoke and other drugs including illegal substances, the following rules apply.

3.1 The consumption of tobacco, alcohol and other drugs

The consumption of tobacco is prohibited in all areas except the designated "Butt Stop" which is located at the side of Breakaway lodge.

A limited amount of alcohol can be consumed by Parents only, not volunteers attending the following Breakaway Camps

- SMS Camp
- High Medical Needs family camp

The General Manager may also approve limited consumption of alcohol at isolated functions held for staff/volunteers and for campers at specified Options camps.

Smoking and the consumption of alcohol is prohibited

- While travelling with a camper
- At parent/carer meetings (including at the parent/carer home)

Recreational Drugs are prohibited on site – Breakaway has a Zero tolerance policy.

Employees, volunteers and parent/carers are not permitted to attend a program if they are affected by alcohol or other drugs, including prescription or over the counter medication, if in any way the consumption of these items impairs an individual's capacity to supervise or care for campers. Where this occurs the person will be supported to leave the premises and the GENERAL MANAGER will discuss the incident with them before they return to the service. Staff attending work in these circumstances may face disciplinary action.

Where a parent/carer affected by alcohol or other drugs arrives at a program with a camper, Breakaway will require that the camper remains with Breakaway and the Police will be contacted. This is to ensure the safety of the camper.

3.2 Prescription or over the counter medication

If an employee/volunteer is taking prescription medication or over the counter medication which may impair their ability to drive a vehicle or may otherwise adversely affect performance in the workplace, they must notify their supervisor immediately, as this may jeopardise the safety of themselves and others.

It is recommended that an employee who is taking prescription medication should check with their doctor to establish if the use of the drug will impact on work performance. If so, this advice should be obtained in writing from the doctor and provided to the employee's immediate supervisor. In this situation a risk assessment may be completed and alternative-working arrangements may be explored.

3.3 Response to an employee impacted upon by alcohol or other drugs at work

If an observation is made, or information is given that indicates an employee/volunteer is behaving in a way which is inconsistent with their normal performance or may indicate a breach of this policy, then the employee/volunteer will be asked to explain their behaviour. If there is no satisfactory explanation of change in behaviour then the employee may be asked to go home until the end of the rostered shift on full pay. Where a person has driven to work they will be supported to go home via other means and pick up their vehicle later when it is safe to do so. Where an employee indicates that they will driving their vehicle away from the service, the Police will be contacted.

If Breakaway determines that an employee/volunteer is impaired by alcohol or other drug use, the supervisor may direct that staff member/volunteer to cease work immediately. Supervisors have the delegation to direct staff/volunteer to cease work however they should discuss with their supervisor prior to this action if possible.

Supervisors are responsible for identifying and addressing safety issues or impaired performance resulting from alcohol or other drug use. They must take action if there is a risk to the wellbeing or welfare of the camper, carer people or others. All circumstances should be discussed with their supervisor prior to talking to the employee/volunteer to ensure all support strategies have been considered.

Following their return to work the employee/volunteer will be required to meet with the GENERAL MANAGER.

Where an employee has been encouraged to seek assistance for an alcohol or other drug problem but fails to do so and his or her actions impact on the safety of others, disciplinary procedures may commence.

All employees/volunteers are responsible for reporting incidents likely to pose a safety hazard to their direct supervisor. Employees/volunteers working alongside a colleague whose well-being or job performance they perceive to be adversely affected by alcohol or other drug use are encouraged to support them in seeking appropriate assistance and reporting their concerns to their supervisor.

Any of the following actions constitutes a violation of the Policy and may subject an employee/volunteer to disciplinary action including immediate termination:

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, or workplaces, in owned, leased, or rented vehicles, or on business.
- Working or reporting to work, conducting company business at a workplace or in a company-owned or leased vehicle while under the influence of non-medically prescribed drugs, alcohol or in an impaired condition, other than in accordance with this policy.

3.4 Support for employees

Assistance and support will be offered to an employee where there is a perceived or identified substance abuse or dependency problem. Issues relating to alcohol and other drug use are frequently complex and require careful management of the individual's circumstances.

Support will be offered to employees to seek medical or counselling support as required.

Any employee involved in a work related incident/accident where alcohol or other drugs are believed to be a contributing factor will be referred to an employee assistance counsellor in addition to any other incident investigation activities.

This policy must be read in conjunction with the Procedure/s which supports this policy.

Related Policies

Child Protection Policy
Health, Hygiene and Safe Food Policy
Work Health and Safety Policy

4 References

Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
NSW Disability Service Standard 6

5 Persons Responsible

All staff/volunteers, parent/carers are responsible for:

- Complying with the requirements of this policy

Nominated and Certified Supervisors are responsible for:

- Ensuring the implementation of this policy

- Discussing any related issues with parents/carers where required and referring to the GENERAL MANAGER for support

Managers are responsible for:

- GENERAL MANAGER to address issue with staff where required

Board of Governance are responsible for:

- Approval of this policy

6 Definitions

Breakaway – all Breakaway Incorporated services and programs

Board of Governance – the governing body of Breakaway, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation

Manager – refers to the GENERAL MANAGER

Supervisor – refers to all senior staff who are responsible for supervising one or more staff members

Staff – refers to employees and volunteers of the organisation

Family – refers to the parents/caregivers of the camper that receive support from Breakaway

Visitor – any person who is visiting a Breakaway service who is not a staff member, volunteer, client or family member

Drug - A drug is any chemical substance that produces physical, mental, emotional, or behavioural change in the user. Nicotine is included in this definition.

Illegal Drug - An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any federal, state, or local law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

Document review history

<i>Date</i>	<i>Section</i>	<i>Change</i>