



Australian Skills Centre Pty Ltd t/as Austech Business Institute  
ACN: 132 817 997 | ABN 95 132 817 997  
RTO Provider Code: 91744 | CRICOS Provider Code: 03249F  
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## Drug And Alcohol Policy

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### 1. Introduction and Policy Purpose

Austech Business Institute is committed to ensuring a safe, healthy and productive workforce for all employees, contractors and students , contractors and visitors.

It is implied that all employees, contractors and students , contractors and students of Austech Business Institute share this commitment and contribute to the safety, health and productivity of their workplaces, to present themselves at work in a fit and healthy state and to avoid adversely affecting the health and safety of other employees, contractors and students , contractors, clients and visitors.

The purposes of this policy are:

- to inform employees, contractors and students of their responsibilities and obligations under this policy
- to inform all employees, contractors and students of what is inappropriate use of alcohol or other drugs
- to inform employees, contractors and students of the procedure to be followed in the event of a suspected breach of this policy
- to inform employees, contractors and students of the consequences of breach of the Austech Business Institute’s Drug and Alcohol Policy

### 2. Inappropriate Use of Alcohol or Other Drugs



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Inappropriate use of alcohol or other drugs includes the following activities:

- The possession, use, supply or sale of illegal drugs on company premises or within working hours. Examples of illegal drugs include marijuana, heroin, amphetamines (speed), cocaine, ecstasy and other narcotics. This is not an exhaustive list.
- The use of any drugs or restricted substances resulting in any impairment in an employee's work performance or safety.
- The unauthorised possession, sale, supply and consumption of alcohol on company premises, in company vehicles or within working hours
- Intoxication and 'hangovers' caused by the consumption of alcohol or other drugs resulting in impaired work performance
- The smoking of tobacco products on company premises other than in designated smoking areas.

### 3. Knowledge and Responsibility

- All employees, contractors and students are responsible for knowing the effects of any alcohol or other drugs (including over the counter and prescription drugs) they consume.
- Individuals who consider they are not fit for work should consider taking sick leave.
- Where an employee considers they may be unfit for work, however they do not take sick leave, the employee must fully discuss their condition with their Admin Manager prior to commencing work. The Admin Manager will then take a suitable decision.
- All individuals who are taking prescription drugs or any other medication which may in any way affect their performance or work conduct must inform the ABI designated staff, that they are taking these drugs, and their possible effects, prior to commencing work.
- Employees, contractors and students are responsible to obtain full information about any possible adverse effects on conduct or performance that may be caused by the pharmaceuticals or medications they are taking. Such information should be obtained from their doctor, medical specialist or pharmacist.
- Failure to advise Admin Manager that they are taking medication which may affect their performance and/or work conduct will be regarded as a serious offense and may result in disciplinary action; including termination and/or suspension

### 4. Physical Signs of Drugs or Alcohol

The following are accepted indicators of influence by alcohol and or drugs:

- Breath smells of alcohol



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- Unsteady on feet
- Bloodshot eyes
- Slurred speech
- Incoherent
- Dilated pupils
- Confused demeanour
- Slow deliberate speech or movement
- Careless/recklessly operating equipment
- Being aggressive or abusive
- Irrational behaviour

**Note:** This is not an exhaustive list.

## 5. Procedure Where Incident Reported

In the event of an incident or concern which could compromise or jeopardise the safety of any employee, contractor, client or visitor the person who has the concern or observes the incident should report it to the Admin Manager. The Admin Manager will:

- record the name of the reporting employee, the name of the affected employee and the reporting employee's reasons and/or observations concerning the affected employee/s
- will (where possible) observe the employee suspected of being affected by alcohol and/or drugs. The Manager or will record his/her observations regarding the suspected employee's demeanour and/or work performance.

Where the ABI designated staff determines that there is a reasonable likelihood that the suspected employee is affected by alcohol and or drugs and/or there is a concern which could compromise or jeopardise the safety of any employee, contractor, client or visitor; the ABI designated staff will ask the employee to attend his/her office. The ABI designated staff will ensure a witness is present.

The ABI designated staff will question the employee as to all matters relevant to the consumption of alcohol and/or drugs and any related matters. If the ABI designated staff determines the individual is under the influence of alcohol and/or drugs, the ABI designated staff will take necessary steps including suspension, termination and/or reporting to police.. The ABI designated staff will arrange for the individual to be taken home.

If the ABI designated staff determines the person is affected by prescription medication and is satisfied that the individual has taken the medication for a legitimate reason, the ABI designated staff will arrange for the employee to be taken home, however the employee will not be suspended. Sick leave accruals, where available, will be utilized for the hours the person is unable to work (staff only).

If at any time an individual disputes his/her condition in a threatening or violent manner or refuses to leave the company premises upon request, the person will be informed that permission to remain on site has



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been withdrawn and that the Police will be called if the person does not leave. If required ,the police will be contacted to remove the individual.

## 6. Consequence of Breach of Drug and Alcohol Policy

The person found to have breached this policy via inappropriate use of alcohol or other drugs will be subject to disciplinary action. The following disciplinary action may occur:

- Suspension and/or
- Verbal warning
- Written warning
- Termination
- Notifying DET and Immigration

## 7. Further Information

Further information regarding this policy can be obtained by contacting ABI designated staff.