

# Alcohol and other drugs policy (template)

This policy outlines how we will manage the risk to workers' health and safety from the use of alcohol and other drugs in the workplace. It applies to everyone at [\[insert your business name\]](#).

## Overview

Alcohol and other drug use can impact a person's ability to work safely. This creates risks for the individual, their co-workers, and overall workplace health and safety.

This policy is also termed 'fitness for work' which includes mental, physical and emotional wellbeing. It's not just about ensuring workers are free from drugs or alcohol before returning to work, it's about supporting safe, healthy and effective work performance.

## Responsibilities

### Alcohol and drug use at work

No one must drink alcohol at this workplace, except:

- **for legitimate medical reasons:** If you are prescribed medications that may affect your ability to work safely, you must notify your supervisor. Your supervisor may assign alternative duties while you are taking the medication.
- **at workplace-based social events:** Alcohol consumption as these events is addressed in detail under the *Social Events* section of this policy.

Each person is responsible for ensuring they are not, through the consumption of drugs or alcohol, in a condition that endangers their own safety or that of others. This includes not attending work if your ability to work safely is impaired after drinking or using drugs socially.

If you attend work while impaired, you must report to your supervisor. The supervisor may assign alternative duties or arrange for you to be transported safely from the workplace. Transport will be by taxi or rideshare (e.g., Uber) at the worker's expense.

## Managing alcohol and other drugs

[\[Insert your business name\]](#) will:

- identify workplace risks that could lead someone to misuse alcohol or drugs.

- Eliminate these risks where reasonably practicable. If elimination is not possible, measures will be implemented to control them.

[\[Insert your business name\]](#) is committed to identifying and managing workplace factors that may contribute to alcohol or drug misuse. We will consult with workers and health and safety representatives to eliminate or control these risks where reasonably practicable

To implement this policy, the following actions will be taken:

- work performance will be monitored
- incidents and concerns will be reported
- reports will be investigated and documented
- employees who may be impaired will be approached
- corrective measures will be applied if required
- affected employee will be referred to counselling or rehabilitation
- records will be maintained, and
- the policy will be evaluated regularly)

## Disciplinary action

If a person breaches this policy, management will take appropriate action in line with the organisations disciplinary procedure. Action may include: [\[outline the actions you will take; for example,](#)

- [issuing a formal warning,](#)
- [Encouraging the person to seek treatment or support](#)
- [Temporary suspension from duties.](#)
- [Termination of employment in serious or repeated cases.](#)

All actions will be applied fairly, consistently, and in accordance with relevant workplace laws and organisational procedures.

## Testing

[\[If you want to introduce an Alcohol and Other Drugs Policy that includes the possibility of drug testing, then consultation must take place. Testing is a specialised process supported by](#)

Australian Standards and requires professional advice.

Include here in your policy:

- the practicalities of testing: who will do it, when and how it will be done, and what type of procedure will be used
- the procedures for the action you will take for a positive test result
- an acknowledgement that people have the legal right to refuse to be tested, unless specified in legislation or in their contract or employment agreement]

### Social events

[If the business decides to allow responsible social events, then it must include details about it in this policy. For example, serving non-alcoholic drinks, providing transport and any other measures you may take].

### Information and support

[Insert your business name] will provide regular training and information to managers, supervisors and workers about the effects of alcohol and other drug use on personal and work health and safety.

[Include any support, whether internal or external, that you can provide workers, especially those who admit they have a drug or alcohol problem].

### Policy authorised by

Name

Signature

Date signed

Review date