

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

Profluid Pty Ltd is committed to a safe, healthy, and productive workplace, and is focused on eliminating risks associated with the adverse effects of alcohol and drug use. In accordance with this commitment employees should not be impaired by Alcohol and/or Other Drugs when at work. All Employees should be in a fit condition to perform their duties without compromising the safety of themselves, their colleagues, and members of the community.

POLICY OBJECTIVES:

- Ensure Employees are fit for work and carry out their duties in a safe manner unimpaired by drugs or alcohol.
- Assist Employees at all levels in understanding how the use (and/or abuse) of these substances can impact health, safety and work performance of individuals and their colleagues.

POLICY PRINCIPLES:

- Employees must not be under the influence of alcohol and/or illegal drugs when at work.
- Employees must not possess, distribute, sell, or consume illegal drugs in the workplace or on premises, including lunchrooms and car parks.
- Employees must not consume alcohol while at work or on premises, including lunchrooms and car parks.
- Employees using prescription drugs for medical treatment must consult with their supervisor/manager.
- Employees who suspect a colleague is unfit for work because of alcohol or drug use should immediately raise these concerns with their manager, so that assistance can be provided.
- When an employee is suspected by a supervisor/manager to be unfit for work/impaired because of alcohol or drug use or had an incident in the workplace they should be tested in accordance with this Policy.
- Workshop personnel performing high risk activities may be tested regularly in accordance with this Policy.

TESTING PROCEDURES:

- Testing may be undertaken for the following reasons: workshop staff pre-employment, workshop staff health monitoring, reasonable suspicion, and incidents.
- Employee subject to alcohol/drug testing will be asked to go to a designed testing facility and directed to provide urine specimens and/or to conduct breath/blood/ saliva test for alcohol detection.
- Collected specimens will be sent to a federally certified laboratory and tested for evidence of AMPHETAMINE TYPE SUBSTANCES, BENZODIAZEPINE CLASS, CANNABINOIDS, COCAINE/METABOLITE, METHADONE METABOLITE (EDDP) and OPIATE CLASS.

CONSEQUENCES:

- Applicants who refuse to cooperate in an alcohol and drug test will not be hired.

- Employees who refuse to cooperate in required tests will be terminated.
- Employees who violate this policy by consuming/selling/being in possession or under the influence of alcohol or drugs while in the workplace will be terminated.
- Employees who have tested positive to drugs and alcohol will be subjected to disciplinary action, up to and including termination, depending on their job position and the type/quantity of drug/alcohol detected. In the case that termination is not appropriate, the Director will provide them with a formal written warning, which will state further disciplinary measures if the policy is breached again.

CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

This Policy applies to all Profluid Pty Ltd Employees (including interns and apprentices), contractors, agency staff, and students on work -placement. This policy is not limited to the workplace or work hours and extends to work-related functions and events.

Our Policy will be made available to any interested party via our website at: <https://profluid.com.au/>

APPROVED: 26 June 2023

REVISION No.: 0

REVIEWED: 16 November 2023

Jerome Monteiro
Managing Director

