

ALCOHOL & DRUGS

COMMITTEE:	Strategic Leadership Team	PASSED:	23 July 2015
TOPIC:	Occupational Health and Safety	AMENDED:	
		REVIEW PERIOD:	As required.

MANAGEMENT GUIDELINES

The Library is required to provide a workplace that promotes a safe and productive work environment for all employees. For health and safety reasons, the consumption of alcohol and/or non-prescribed mood-altering substances is prohibited in the workplace.

No employee will be allowed to remain at work where upon reasonable grounds it is believed that the person has consumed alcohol, prohibited drugs or any other mood-altering substance. The Library shall arrange transportation away from the worksite for the affected employee.

The Library shall inform workers and supervisors about the ‘Alcohol and Drugs’ policy and their respective responsibilities.

Prohibitive Substances

Prohibited mood-altering substances are broadly categorised as:

- Non-medical use of Stimulants or Depressants
- Non-medical use of Cannabis and related drugs
- Non-medical use of Narcotics
- Hallucinogens
- Non-medical use of Sedatives/Hypnotics
- This is not an inclusive list

Disciplinary Action

Violation of this policy will attract disciplinary action appropriate to the circumstances, up to and including termination. Additionally, for those employees required to operate a motorized vehicle in the course of Library employment, the possession and/or use of alcohol or prohibited substances, or willful improper use of pharmaceuticals while on duty (including rest and lunch breaks) and/or on Library’s premises, including motorized vehicles/equipment, may result in termination.