



Purpose

Pilbara Heavy Haulage Girls Inc. is committed to providing a safe, healthy, secure environment for our students, employees, mentors, sub-contractors, road users and all those affected by and involved in its operations and activities. The quality of Pilbara Heavy Haulage Girls Inc. work will not be compromised by the presence of individuals under the influence of alcohol, illicit drugs or over the prescribed dose of prescription medication in the workplace.

This policy is designed to eliminate risks inherent in the use or abuse of drugs, alcohol or other substances including workplace accidents to all those affected by and involved in its operations and activities.

Pilbara Heavy Haulage Girls Inc. recognises the inherent risks associated with drug use, alcohol abuse and abuse or misuse of other substances. This policy is designed to eliminate these risks from workplaces and their surrounding environments.

The policy applies to all direct employees, students, sub-contractors, mentors, visitors to company premises or workplaces and all those affected by and involved in its operations and activities.

Basic Requirements

The essential requirements of the policy are that:

1. Employees, students, mentors and sub-contractors must always be in a fit state to carry out their duties when at work. They must not possess, consume or be under the influence of alcohol or other impairing substances.
2. Pilbara Heavy Haulage Girls Inc. has a 'zero tolerance' to drugs and alcohol. Employees, students, mentors and sub-contractors are not permitted to work while under the influence of drugs or alcohol.
3. Anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs, legal or illegal, will immediately be removed from the workplace.
4. Pilbara Heavy Haulage Girls Inc. will carry out screening for alcohol and drugs. Testing may be carried out on reasonable suspicion or following an accident or incident. Pilbara Heavy Haulage Girls Inc. also reserve the right to conduct random testing where it is considered appropriate.
5. Employees, students, mentors and sub-contractors have a responsibility to take prescription and pharmacy drugs in accordance with the instructions of their medical practitioner and normal directions relating to use of the drugs.
6. Where prescription medication could potentially affect the ability of employees, students, mentors and sub-contractors to perform their normal work duties safely, individuals must notify their immediate supervisor so that corrective control strategies can be implemented. Failure to advise may constitute misconduct.
7. In the event drugs or alcohol are found on company premises (including trucks) actions will include an investigation to determine who is responsible for the drugs or alcohol. Those involved will undergo a drug or alcohol test.

Alcohol and Drug Testing and Disciplinary Process

Pilbara Heavy Haulage Girls Inc will carry out screening for alcohol and drugs. Testing will be carried out on reasonable suspicion or following an accident or incident. The organisation also reserves the right to carry out random testing where it is considered appropriate.

The disciplinary process will be invoked and will lead to summary dismissal, in the case of any Student, mentor or sub-contractor who:

1. is removed from any workplace due to impairment due to substance abuse, drugs/alcohol consumption
2. tests positive for illegal drugs
3. is found to have a blood alcohol level of 0.00 or more, or the equivalent in urine or breath samples.
4. refuses to undertake a screening test for alcohol or drugs, or
5. Is found supplying illegal drugs in any Pilbara Heavy Haulage Girls affiliated workplace.

Students, sub-contractors, employees and mentors placed at partner organisation work sites that implement regular or random drug and alcohol testing are required to participate in the partner organisation's testing program. This may include site induction drug testing programs.

Persons found to be exhibiting the effects of drugs or alcohol will be required to have an appropriate test conducted. If a positive drug or alcohol reading is recorded at any time, students, sub-contractors and mentors will be expelled from the program immediately. Employees will be subject to disciplinary action, possibly including suspension and/or termination. Those refusing to participate in testing will be required to cease work immediately and leave the workplace.

As part of our commitment to maintaining safe work practices, Pilbara Heavy Haulage Girls Inc is unable to allow employees to resume work until such time as they undertake testing and a negative result is obtained. Employees sent home or to a medical examination must report to Pilbara Heavy Haulage Girls Inc Management the following working day or when they are no longer under the influence of drugs or alcohol to discuss the incident. Employees who return a positive result or refuse testing will not be paid for this time off work until a negative drug test is returned.

Drug and Alcohol Management Strategies

Pilbara Heavy Haulage Girls Inc will ensure that where there is a risk to health and safety from drug or alcohol misuse, effective control strategies will be implemented for employees. Such control strategies will focus on job performance and safety and will be implemented in conjunction with appropriate counselling.

Pilbara Heavy Haulage Girls Inc Drug and Alcohol Policy will be explained to all new employees, students, mentors and sub-contractors at induction. Employees, students, mentors and sub-contractors are encouraged to report drug and alcohol problems that could present safety risks. Suitable training will be provided, if needed, so that workers will know how to deal with drug and alcohol misuse appropriately.

Management Commitment

Managers and supervisors are responsible, within the scope of their authority, for ensuring that:

1. The objectives of this policy are integrated into work practices.
2. Effective action is taken to prevent accidents, incidents or injuries which could result from drug/alcohol misuse
3. Risks arising from drug or alcohol misuse are identified, assessed and controlled.

Confidentiality

When addressing issues relating to alcohol and drug misuse, all parties should be sensitive to the individual's right to confidentiality, privacy and dignity. However, employees, students, mentors and sub-contractors need to be aware that partner organisations will be informed about issues that may affect safety in their workplace. This policy will be notified to sub-contractors and it will be a condition of their contract with the Pilbara Heavy Haulage Girls that this policy applies to anyone they send to work in Pilbara Heavy Haulage Girls work environments. In the event of any of their employees being found in breach of any of the requirements of this policy they will be permanently excluded from all Pilbara Heavy Haulage Girls workplaces.