



Drug and Alcohol Policy

Version 4.0

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1. Introduction

CSE Australia promotes a philosophy that safety on the job is everyone’s responsibility. All persons in the workplace should take care every day to ensure that conditions within the workplace do not increase the risk of injury to our workmates or ourselves. In this respect, it is believed that safety on the job may be jeopardised if any persons are under the effects of drugs or alcohol whilst in the workplace.

2. Policy

The company’s policy is that no-one shall report for, or be at work, if their capacity to work is in any way impaired because they are taking any prescription drugs, non-prescription drugs and/or alcohol.

3. Standing Down Procedure

Any employee of or independent contractor to CSE Australia will be stood down from all duties upon suspicion of drug or alcohol use. This suspicion will be investigated in accordance with Sections 7 (*Policy Implementation*) and 8 (*Procedure*) of this policy.

4. Scope

This policy applies to all employees of the CSE Australia group of companies, and all independent contractors to the CSE Australia group. This policy excludes the appropriate use of legally prescribed or legally supplied medications; however, it is the responsibility of those using them to be aware of the side-effects and to advise their employer when those effects have the potential to impair the safety of the user or others.

5. Definitions

Terms	Definition
Use and Abuse of Alcohol	Refers to the consumption of alcohol insofar as, in the opinion of an employee’s supervisor. The use and abuse of alcohol interferes with an employee’s safe and efficient performance of his/her duties, attendance or behavior, putting themselves and others at risk.
Use and Abuse of Drugs	Refers to the use of illegal drugs (such as marijuana, amphetamines, cocaine, opiates and other narcotics); the use of drugs coming within the categories of benzodiazepines, barbiturates or methadone; the use of any prescription or non-prescription drug, if, in the opinion of the employee’s supervisor and in the opinion of the medical guidelines outlined in the drug side-effects, it interferes with the safe and efficient performance of his/her duties, attendance or behavior.

6. Rules and Penalties

The following rules apply to the use and abuse of drugs, alcohol, and related matters:

- The possession, supply or use of illegal drugs on site is prohibited
- The possession, supply or use on site of prescription drugs, for which the employee does not have a prescription, is prohibited
- The possession, supply or use of potential drugs of abuse on site is prohibited, except with the knowledge and permission of the relevant Business Manager, CSE Australia Head of People and Culture, and HSEQ Team. It is the employee's responsibility to provide this information to their manager. This information will be maintained as private and confidential
- No employee shall work while substance levels within the employees' body are in excess of legal limits
- No employee shall drive to or from the workplace while substance levels within the employees' body are in excess of legal limits
- No employee shall refuse to submit to any testing or search
- No employee shall work when, in the opinion of their supervisor or manager, they are under the influence of any alcohol, drug(s), including prescription drugs or any combination thereof. This also applies to employees 'on-call' such as management, maintenance and emergency response personnel
- Personnel who are 'on-call' are prohibited from consuming alcohol during such periods

Any employee who contravenes any of these regulations will be subject to the disciplinary action.

Please Note: A wide range of prescription and non-prescription drugs have the potential to impair performance. Take care when new treatment is introduced. Possible performance impairment and/or potential interaction of drugs and/or alcohol combinations should be discussed with the prescribing doctor.

7. Policy Implementation

1. Applicants
Pre-employment medical testing of prospective employees may include compulsory urine or breathalyser testing for illegal drugs or unauthorised prescription drugs.
2. Employees/Contractors
Employees/contractors may be subject to random and/or blanket compulsory urine or breathalyser drug or alcohol testing.
3. Suspected Impairment
When there is reasonable evidence, supported by a supervisor and/or manager, that an employee has reported to work under the influence of alcohol or drugs, or that an employee's work is being affected by alcohol or drugs, they may be subject to testing.

4. Post Incident
When agreed by a Supervisor and/or manager, any employee involved in a work-related incident in apparent violation of a safety rule or standard, may be subject to compulsory urine or breathalyser testing whether or not injury or property damage occurred.
5. Self-Regulation of Alcohol Consumption
Personnel are encouraged to take a responsible approach to their alcohol consumption through self-control and self-regulation.
6. Inspections
As it is prohibited to bring illegal drugs onto site, random non-discriminatory searches may be carried out in any work areas, and of company owned or operated equipment.
7. Privacy
The results of any screening will be conducted in a confidential manner.

8. Procedure

Anyone required to undergo a drug and alcohol test will be directed to a company approved screening facility. Their supervisor and/or manager may accompany the person.

8.1. Test Results

Any employee who tests positive for drugs of potential abuse has the opportunity to receive a written copy of, and discuss the test results.

9. Variations

The company may from time-to-time notify employees of variations or amendments to its policy, and these regulations will have the same force and effect as if included in them.

10. Professional Counselling and Education

Given the potential safety outcomes associated with the effects of drug or alcohol impairment in the workplace, employees with an alcohol or substance abuse problem are encouraged to consult professional assistance and self-report to their employer. This also extends to employees taking prescribed medication that has the potential to affect fitness for work.

In such cases CSE Australia will provide support through our *Life Matters Hub* (our confidential EAP) to the employee with a view to giving the affected employee the opportunity to obtain professional treatment and support.

11. Site

When an employee or contractor is deployed at a site of a CSE Australia customer (or its representative), the deployed person must adhere to the terms and conditions of the drug and alcohol/fitness for work policy of that site. This includes any reasonable request to submit to drug and alcohol testing activities prior to entry to site and/or when on-site.

12. Social Functions

This policy applies to all social functions attended by employees on behalf of CSE Australia, or organised by CSE Australia that employees attend.

When an employee attends a social function, and is required to return to CSE premises after the function, or act on CSE’s behalf during or after the function it is expected that:

- The employee will never operate a piece of plant or machinery after consuming drugs of abuse
- The employee will act in appropriate and responsible manner at all times, in accordance with the CSE *Code of Conduct Policy* and *Workplace Bullying and Harassment Policy*
- The employee understands that the principles of this policy apply, and they may be subject to random or just cause testing

13. Associated Documents

Document No.	Document Name	Location
CSEGA-HR-CP-0-057	Counselling and Disciplinary Policy	SharePoint – HR -Policies and Procedures
CSEGA-HSE-QP-0-085	Fitness for Work Policy	SharePoint – HSEQ – Procedures
AS/NZS 4308:2008	Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine	SharePoint – HSEQ – SAI Global Website
Life Matters Hub (EAP)		https://www.eapcounselling.com.au/employees-login/ Username: CSE Password: Acacia