

your guide to alcohol and other drugs

June 2018

CONTRACTOR AND VOLUNTEER RESPONSIBILITIES



Our approach to the management of alcohol and other drugs in the workplace for contractors, volunteers and work experience students.

Alcohol consumption:

Contractors/volunteers/work experience students:

- Must present for work in a fit state to perform their duties not affected by alcohol
- Must not consume alcohol during work hours or on Council work premises/work sites, except where their Council supervisor gives approval
- If alcohol consumption is approved, it must not result in;
 - i. the exhibition of behaviour indicating the influence of alcohol; or
 - ii. a blood alcohol concentration (BAC) of 0.05 or greater, or other levels prescribed by law (such as 0.00 for "P" plate drivers or 0.02 for commercial drivers)
- Council supervisors have the right to refuse the consumption of alcohol by a contractor/volunteer/work experience student, particularly where alcohol may affect the safe performance of duties
- Must ensure they observe a responsible attitude in relation to the consumption of alcohol at any Council related function

Drug consumption

Contractors/volunteers/work experience students:

- Must present for work in a fit state to perform their duties not adversely affected by drugs
- Other than "over the counter" or prescribed drugs that do not affect ability to safely perform duties, any consumption of drugs during work hours (including authorised break times), on Council premises/work sites, and/or at work related functions, is strictly prohibited
- Contractors/volunteers/work experience students, who are taking "over the counter" and/or prescribed drugs for medical reasons which may impact on their ability to safely perform their services, must provide their Council supervisor a medical certificate certifying that they are fit for carrying out their services. The certificate should specifically refer to any vehicle use if such use falls within the contractor/volunteer/work experience student's services obligations

As a contractor/volunteer/work experience student, how will I know if an “over the counter” or prescription medication I’m taking will impact on my ability to perform safety critical tasks?

The treating doctor or pharmacist will be able to discuss with you whether the medication is likely to impact on your ability to perform safety critical tasks. These discussions may include other possible, equally effective medication options.

Does Council’s determination and procedure include alcohol and other drugs screening?

Yes. Council undertake alcohol and other drug screening in the following circumstances;

- on the basis of reasonable suspicion
- on an unannounced/random basis

Will a contractor/volunteer/work experience student be required to participate in alcohol and other drugs screening?

Yes. All “workers”, which includes contractors, volunteers and work experience students, may be required to participate in alcohol and other drugs screening as part of Council’s alcohol and other drugs screening program.

Would a contractor/volunteer/work experience student be required to undergo an alcohol and other drugs screen on the basis of reasonable suspicion?

No. If a contractor/volunteer/work experience student was reasonably suspected of being under the influence of alcohol or other drugs they would be directed to immediately cease performing services. Prior to being able to recommence service Council may require the contractor/volunteer/work experience student to participate in an alcohol and other drug screen at their own expense.

Prior to a contractor/volunteer/work experience student being directed to cease services a Council supervisor would undertake a “reasonable suspicion assessment”. Council Supervisors/Managers are trained to identify the signs and symptoms of alcohol and/or other drugs use and would undertake this assessment to determine if reasonable suspicion exists.



A “reasonable suspicion assessment” would typically include the observation, investigation and interview of a contractor/volunteer/work experience student demonstrating “reasonable suspicion criteria”.

Following necessary measures to ensure safety at the work site, where reasonable suspicion exists, the matter will be referred to the most appropriate person/s for further investigation.

Following investigation, the Council reserves the right to terminate any contract for services.

Would a contractor/volunteer/work experience student be required to undergo an alcohol and other drugs screen on a random/announced basis?

Yes. Council’s determination and procedures include unannounced/random screening of all Council workers. If a contractor/volunteer/work experience student is “working” within a “work group” selected for unannounced screening they will be required to participate.

Council’s unannounced/random screening program selects “work groups” for screening rather than an individual worker.

A work group will be randomly selected by Council’s externally, accredited screening agency. On arrival at the site by the screening agency all “workers” present at that time would be required to participate in screening. For example; if an outdoor crew was selected for screening and a contract plant operator and a volunteer were on the site when the screening agency arrived, they too would be subject to screening.

For further information or a copy of Council’s complete Determination and Procedure for the Management of Alcohol and Other Drugs in the Workplace please contact Safety and Wellness Services on 9847 4853.