

Theatre North Inc.

Version: 1.1

Approved by: Theatre North Inc. Management Committee

Approval date: 14 December 2015

Updated: 18 April 2017



Signed:

DRUGS AND ALCOHOL POLICY AND PROCEDURE

OBJECTIVES

The objectives of this policy are to ensure that all members of Theatre North’s workplace community understand the health and safety impact of drugs and alcohol in the workplace and are active participants in managing the effects of drugs and alcohol.

The objective of the associated procedure is to document Theatre North’s approach to managing situations where a worker is or appears to be affected by drugs or alcohol in the workplace.

SCOPE

- This policy and procedure apply to all Theatre North Inc. workers, which include employees, contractors, hirers and volunteers. It is recognised that while all provisions apply to paid employees, not all apply in all circumstances to other categories of worker, particularly unpaid volunteers.
- The policy and procedure in this document do not apply to tobacco products.

DEFINITIONS

Accountable Person: An accountable person may be any person who has responsibility or an obligation for the health and safety of any other person or persons in the workplace.

Employee: A paid employee of Theatre North or employee of the City of Launceston, supplied to Theatre North by the City of Launceston.

Theatre North: Theatre North Inc, trading as Theatre North at the Princess.

Volunteer: Any person who agrees to represent or provide assistance or support to Theatre North in any way but who is not paid or employed by Theatre North for that role and includes the Members of the Committee of Management and Subcommittees and Working Groups that operate under the Committee of Management from time to time.

Worker: Workers include all employees, contractors, hirers and volunteers. Where the term “employee” is used, it refers specifically to a paid employee of Theatre North Inc.

POLICY

1. Responsibilities Regarding Drug and Alcohol Use

- 1.1.** Except with the permission of the General Manager or for legitimate medical reasons, a worker must not consume drugs or alcohol in the workplace. [WHS Regulation 26 (1)]
- 1.2.** A worker must notify his or her supervisor if the worker’s taking of, or failure to take, medication is likely to affect the safety of the worker or any other person in the workplace. [WHS Regulation 26 (2)]
- 1.3.** When using a medication, a worker must obtain information from a qualified medical practitioner or pharmacist that enables them to determine if they are fit for work or if any work restrictions are required.
- 1.4.** An accountable person who has reasonable grounds for believing that a person is incapable of safely performing his or her duties or may constitute a risk to another worker, due to the effects of alcohol, drugs or illness, must arrange for that person’s removal from the workplace. [WHS Regulation 26 (3)]
- 1.5.** A worker must ensure that he or she is not, because of the consumption of alcohol or another drug, in such a state to endanger his or her own safety in the workplace and/or the safety of any other person in the workplace. [WHS Act (s19)]
- 1.6.** A worker must not be under the influence of any illicit drug whilst in the workplace or conducting workplace operations.
- 1.7.** A worker must not attend work in a condition that renders them unfit to perform their duties safely and effectively.
- 1.8.** A manager or supervisor must act in accordance with this policy at all times and, when circumstances require, implement the associated procedure for workers for whom they are responsible.

2. Workplace Drug and Alcohol Management

2.1. Motor vehicles

- 2.1.1.** Drivers of motor vehicles must be under 0.05% Blood Alcohol Concentration. [Road Safety (Alcohol and Drugs) Act 1970]
- 2.1.2.** Operators of trucks and machinery over 4.5 tonnes GVM must not exceed 0.00% Blood Alcohol Concentration. [Road Safety (Alcohol and Drugs) Act 1970]
- 2.1.3.** Whilst conducting duties on behalf of the organisation, a worker must not drive motor vehicles or operate machinery if over the specified legal limit of alcohol.

2.2. High-Risk Activities

- 2.2.1.** Workers performing any high-risk activity must not exceed 0.00% Blood Alcohol Concentration.
- 2.2.2.** High-risk activities include, but are not limited to, all technical functions in the theatre and any other activity deemed as moderate or high risk by a risk assessment.

2.3. Front of House Workers

- 2.3.1.** Workers performing Front of House duties must not exceed 0.00% Blood Alcohol Concentration.

3. Social Functions

- 3.1.** Service of alcohol at any social function on Theatre North premises or sponsored by Theatre North must be approved in advance by the General Manager.
- 3.2.** Employees and volunteers may only consume alcohol at a social function under the following conditions:
 - 3.2.1.** At social functions they must keep alcohol consumption to a minimum and not consume alcohol to a level that would pose a risk to themselves or those around them;
 - 3.2.2.** If they will be returning to work following the function, they must not consume alcohol to a level that renders them unfit to perform their duties safely and effectively;
 - 3.2.3.** If any worker is to perform high-risk activities (refer to clause 2.2), they must not consume any alcohol at social functions;
 - 3.2.4.** Front of House staff members who are returning to work must not consume any alcohol at social functions;
 - 3.2.5.** Technical staff members who are returning to work must not consume any alcohol at social functions.

4. Employee Assistance

- 4.1.** Alcohol and drug problems can contribute to or cause work performance or behaviour problems. Support is available to employees if required. Access to support is either via self-referral or at the suggestion of a supervisor or manager.

5. Rehabilitation and Support

- 5.1.** Where an employee is repeatedly unable to perform their normal role due to the effects of alcohol or drug consumption and they have advised Theatre North, the organisation will cooperate with medical and other specialist providers in the development and provision of a reasonable and practical rehabilitation program.
- 5.2.** Where an employee has brought the side effects of their prescription medication, or medical condition, to the attention of their supervisor, Theatre North will cooperate with medical and other specialist providers in the development and provision of a reasonable and practical rehabilitation program.
- 5.3.** Where rehabilitation cannot be provided, in the case of employees Theatre North will investigate alternatives including, but not limited to, sick leave, redeployment and retirement due to ill health.

6. Education

- 6.1.** Education on issues relating to drugs and alcohol in the workplace will be provided during the induction process.

PROCEDURE

1. If any person has concerns that a worker may be under the influence of alcohol or drugs in the workplace, the following actions are followed.
 - 1.1. The accountable person raises the issue with the relevant supervisor or manager immediately.
 - 1.2. If the person suspected of being under the influence of drugs or alcohol is not a Theatre North employee, where appropriate a Theatre North accountable person seeks an accountable person representing the other party (e.g. a hirer or volunteer coordinator) and informs them that they must cooperate by assisting the accountable person to carry out Theatre North policy and procedure.
 - 1.3. The supervisor or manager discusses the concern with the worker.
 - 1.4. If, after the discussion, the accountable person and/or supervisor retains the opinion that the worker is impaired, the worker is asked to leave the premises and go home, returning only when in a fit state to do so.
 - 1.5. Should the worker refuse to leave the premises, the person is counselled that refusal supports the concern that they are under the influence of drugs or alcohol.
 - 1.6. Should refusal continue, in the case of an employee, they are suspended until a follow-up meeting is held. In the case of a continued refusal by any worker, police may be called to preserve the safety of the worker and others.
 - 1.7. Where the worker either voluntarily leaves the premises, or is suspended, the supervisor makes reasonable efforts to have the worker taken home. Workers should not drive themselves home. If a worker insists on driving themselves home, police may need to be contacted to preserve the safety of the worker and the public.
 - 1.8. When a Theatre North employee or volunteer leaves the workplace as a result of the implementation of this procedure, the General Manager schedules a post-incident meeting to mirror the requirements of section 2 of this procedure within two working days of the worker's return to work.
 - 1.9. Employee Assistance will be offered in all cases where a TNAP worker is suspected of being under the influence of alcohol and/or drug.

2. **Follow-up Meeting**
 - 2.1. For Theatre North employees, the supervisor organises a meeting between the employee, a support person nominated by the employee, the supervisor and the General Manager (or Artistic Director in their absence).
 - 2.2. This meeting is documented and matters discussed should include the following:
 - 2.2.1. Details of unsatisfactory performance or behaviour, or behaviours that have led to concerns being raised;
 - 2.2.2. Standard of performance or behaviour required;
 - 2.2.3. Any factors contributing to the unsatisfactory work performance or behaviour; and
 - 2.2.4. Strategies for a return to a satisfactory standard of performance or behaviour.

- 2.3. Strategies are monitored and when a satisfactory level of performance or behaviour is achieved, the worker is advised and improved performance or behaviour documented.
- 2.4. In the case of a volunteer, the General Manager (or Artistic Director in their absence) holds a follow-up meeting and discusses Theatre North's expectations and requirements in relation to drugs and alcohol in the workplace. In the case of serious or repeated incidents involving a volunteer, the General Manager may request that the volunteer ceases to undertake volunteer duties with the organisation.

3. Disciplinary and Other Procedures

- 3.1. Where the evidence supports concerns that an employee's performance or behaviour is, or has been, impaired by the presence or absence of drugs or alcohol, or a legal limit is, or has, been exceeded, the employee may have action taken against them under the Theatre North's disciplinary procedures.
- 3.2. Where this happens in the case of other workers, they will be asked to discontinue and leave the venue according to the Theatre North's policy.
- 3.3. Employees responsible for the existence, possession or dealing of any illegal drug or illegal substance at work and/or in the workplace will have action taken against them under the Theatre North's disciplinary procedures.
- 3.4. Other workers responsible for the existence, possession or dealing of any illegal drug or illegal substance will not be allowed to remain on the premises.
- 3.5. Theatre North will report the existence, possession or dealing of any illegal drug or illegal substance at work and/or in the workplace to the police.

RELATED POLICIES AND PROCEDURES

- Disciplinary Procedures

REFERENCES

Road Safety (Alcohol and Drugs) Act 1970

REVIEW

This policy and procedure will be reviewed no more than five years after the date of approval (version) or more frequently, if dictated by operational demands or legislative changes.

This document is uncontrolled when printed. For the most up-to-date version of this policy, visit www.theatrenorth.com.au