



APPROVED (<i>Process Owner</i>) Branch Manager Safety & Health		Date 13/05/2008
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**WESTERN POWER
ALCOHOL AND DRUG MANAGEMENT STANDARD**

CONTEXT

Western Power's duty of care under occupational safety and health legislation and Common Law, requires that all individuals working for Western Power or attending Western Power sites be "fit for work". Fit for work means that an individual is in a satisfactory physical, mental and emotional state to perform assigned tasks competently and in a manner which does not compromise or threaten the safety and health of themselves or others. An individual may be unfit for work for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs and a range of physical and mental health issues.

PURPOSE

Western Power has developed an Alcohol and Drug Management Standard ("the Standard") to help create a safe workplace by preventing the risk of inappropriate behaviour and harm associated with alcohol and other drugs. The Standard outlines the responsibilities of all individuals and provides strategies to manage fitness for work with respect to alcohol and drug use. The Standard promotes a positive, effective and fair approach when dealing with an individual who may be unfit for work due to the consumption of alcohol or other drugs.

SCOPE

The Standard applies to all Western Power employees, irrespective of their position within the company. It also applies to anyone carrying out work for Western Power.

OBJECTIVES

The objectives of the Standard are:

- a. To provide a safe working environment free from safety and health hazards associated with the use of alcohol and other drugs.
- b. To ensure that all individuals understand Western Power's A&D Management Standard and what is expected of them whilst working or attending Western Power sites.

- c. To provide strategies which encourage all individuals to assess their own alcohol and drug use and the potential impacts on their safety at work and long-term health.
- d. To provide assistance through a range of preventative, educational and rehabilitative measures to overcome fitness and safety issues associated with alcohol and other drug use.
- e. To ensure that people deemed unfit, or who test positive as a result of alcohol or other drugs, are managed in a fair and constructive manner.
- f. To ensure that Western Power carries out its operations safely to meet its legal obligations to employees, contractors and the general public.

ALCOHOL AND DRUG MANAGEMENT REQUIREMENTS

This Standard addresses alcohol and drug issues with respect to fitness for work. The following examples constitute a breach of Western Power's A&D Management Standard:

- Returning a positive alcohol or drug test;
- Consuming alcohol without the authorisation of Western Power;
- Possessing, selling or supplying illegal drugs at work; and
- Deliberately refusing, avoiding or falsifying an alcohol or drug test.

Formal leaders will ensure the effective management of individuals who breach the Standard through Western Power's Discipline and Termination Policy.

All individuals performing work or attending Western Power work sites are required to maintain a Blood Alcohol Concentration (BAC) of 0.00 and be free of other impairing drugs (as outlined in the AS/NZS 4308:2008). However, an individual may be permitted to work or attend Western Power work sites with a BAC of up to 0.02 when presenting for work outside normal hours, following a Fitness for Work (FFW) Assessment.

Individuals called to perform or attend work outside of normal hours and who have consumed any alcohol, may do so following a FFW Assessment which indicates that their:

- BAC at the time of the 'call-out' is 0.02 or less; and
- BAC is declining.

In certain circumstances (e.g. commercial driver, emergency vehicle operations, restricted drivers license) legislation and company policy may impose more stringent requirements, and these shall apply where applicable.

CONTROL OF CONSUMPTION OF ALCOHOL

The following outlines Western Power's expectations with respect to the authorised consumption of alcohol in any Western Power premises or workplace and at functions sponsored by Western Power.

The consumption of alcohol is not permitted on Western Power work sites and workplaces, including Head Office, except in exceptional circumstances where a member of the Executive Committee has granted prior approval and is satisfied as to the appropriateness of control measures. Likewise the consumption of alcohol may be permitted at Western Power sponsored events held off site, provided a member of the Executive Committee has granted prior approval and is satisfied as to the appropriateness of control measures.

On the occasion that alcohol is brought into the workplace or Western Power premises (e.g. the presentation of a bottle of wine to an individual as a gift, purchase of a bottle a wine by an employee during lunch) the responsible person must ensure that that it remains unopened and not consumed on site, that it is stored securely whilst on the premises and removed from the premises as soon as practicable.

Appropriate control measures must be put in place where permission is granted to consume alcohol on Western Power work sites and workplaces, or at Western Power sponsored functions held off site. This will include the following:

- a. Ensuring that no one is pressured to drink or is made to feel embarrassed by a decision not to drink.
- b. Ensuring the prominent availability of alcohol free and low alcohol drinks.
- c. Restricting the availability of spirits and other high alcohol content drinks.
- d. Providing appropriate food to be consumed with drinks (e.g. non-salty, protein based snacks).
- e. Assessing the availability of safe transport for affected individuals to their home or accommodation.
- f. Ceasing the serving of alcohol at a reasonable period prior to the end of the function.
- g. Ensuring that reasonable alcohol consumption occurs by providing a limited supply and by paying only for that limited supply during the function.

MANAGEMENT STRATEGIES

To achieve the objectives of the Standard the following shall be adopted:

- a. Assessments to ensure that employees are fit for work, prior to commencing employment and throughout their employment with Western Power.
- b. Preventative and rehabilitation programs to address issues that may impair an individual's fitness for work.
- c. An alcohol and drug testing regime which includes:
 - Pre-employment tests
 - For cause or incident tests
 - Random tests
 - Fitness for high risk jobs tests (including the Commercial Drivers' medical)
- d. Formal Leader Training to assist the implementation of the Standard (e.g. helping Formal Leaders to recognise potential fitness for work issues and to manage them effectively and constructively).
- e. A procedure to ensure individuals deemed unfit for work, or who test positive as a result of alcohol or other drugs, are dealt with in an effective, fair and constructive manner (*Procedure Supporting the Western Power A&D Management Standard*).
- f. Contract management processes to ensure that all contractors comply with Western Power's A&D Management Standard.

RESPONSIBILITIES

EXECUTIVE COMMITTEE

The Executive Committee is responsible for ensuring that the Standard is implemented throughout Western Power. They must ensure that adequate resources are allocated for the education, training, counselling and other requirements to support the implementation and continuance of the Standard.

ALL FORMAL LEADERS

All formal leaders are responsible for the effective implementation of the Standard. This includes:

- Setting a positive example with regard to fitness for work;
- briefing all employees on the requirements of the A&D Management Standard and ensuring that all employees and embedded contractors attend the education and training sessions;
- undertaking education and training specifically tailored for formal leaders to ensure that the Standard can be implemented correctly;

- reinforcing Western Power's A&D Management Standard and monitoring compliance of employees and contractors;
- encouraging employees and contractors to report the use of prescribed medication to their formal leader so they can be supported to work safely;
- arranging for A&D testing to occur as soon as possible after a significant incident at work;
- ensuring that professional support and rehabilitation is available for employees who require assistance. They will also ensure that individuals who seek assistance will not be disadvantaged;
- encouraging a culture where individuals have the confidence to raise concerns about their own or other individuals' fitness for work; and
- ensuring that breaches of the standard are addressed in a fair, constructive and effective manner in accordance with Western Power's disciplinary procedure.

WESTERN POWER CONTRACT MANAGERS

Western Power's contract managers will ensure all tenders and contracts include clauses, which address:

- Western Power's A&D Management Standard;
- compliance with the Standard and participation in Western Power's A&D testing program;
- requirements for the contracting company to detail their management of alcohol and other drugs in the workplace. This should include the company's A&D management policy, relevant education and training programs, screening and testing programs, and available support services, such as counselling and rehabilitation; and
- the management of contractors and subcontractors who breach the Western Power Standard. These people will be required to cease work until the contracting company can demonstrate that the fitness for work issue has been satisfactorily managed.

Western Power's contract managers will ensure that successful contractors and subcontractors are aware of Western Power's A&D Management Standard through pre-job briefings and at induction.

Western Power's contract managers will ensure successful contractors and subcontractors demonstrate an on-going capacity to manage fitness for work issues with respect to A&D, and will address non-compliance to the Standard.

HUMAN RESOURCES DIVISION

The Safety and Health Branch and Health Services Section will support implementation of the Standard by:

- reviewing the application and effectiveness of the Standard throughout Western Power, including a periodic review of the supporting procedures;
- ensuring that ongoing A&D education and training is available and effective;
- ensuring that medical and other personal information is managed in accordance with privacy laws;
- managing appropriate counselling and rehabilitation services for employees who require it; and
- ensuring that a recognised third party provider is established for the collection and testing of samples.

WESTERN POWER EMPLOYEES AND CONTRACTORS

Everyone is responsible to ensure their own safety and health at work and to avoid adversely affecting the safety and health of any other person. In order to fulfil this responsibility, employees and contractors have the following obligations.

Participation in fitness for work education

Employees and embedded contractors are required to participate in fitness for work education. Education is a key component of the Standard as it assists individuals to manage their own fitness for work and Formal Leaders to manage staff who may present unfit for work.

Reporting for work in a fit condition

Employees and contractors attending Western Power premises or performing work must be able to safely carry out their duties in a fit state and not cause additional risk to themselves or others. This includes individuals holding themselves 'in readiness for work' if they are placed on an on-call roster. Employees and contractors may be required to demonstrate that they are fit for work and comply with Western Power's A&D Management Standards.

Notification about one's own fitness for work

Employees and contractors must notify their formal leader or Western Power Contract Manager if they have any concerns about their current or potential fitness to work safely.

Use of medication whilst at work

Employees and contractors must ensure that any prescription or non-prescription medication is taken safely. This requires individuals to:

- discuss with their prescribing doctor or pharmacist, the nature of their duties and impacts on safety;
- notify their formal leader, or contract manager, about any medication they are taking, which could affect their capacity to work safely;
- take medication strictly in accordance with their doctor or manufacturer's recommendations; and
- report any side effects to their doctor and advise their formal leader, or contract manager, of their concerns.

Notification of breaches of the standard

Employees and contractors must notify their formal leader, or contract manager, of any situation in which this Standard may have been breached. This includes:

- any situation where an individual considers that someone may be unfit for work; and
- instances of unauthorised possession or consumption of alcohol or other drugs by any individual.

This information will be treated as confidential and the identity of the person raising the concern will not be disclosed.

Participation in support services

All employees and contractors who present unfit for work will be required to meet the Standard before returning to work. Employees will be offered professional counselling and rehabilitation services, which may include participation in an agreed fitness for work plan. Contractors will be covered by services provided by their employer, and will not be permitted to recommence work for Western Power until they can prove compliance with the Standard.

ACTION REQUIRED WHEN AN INDIVIDUAL IS UNFIT FOR WORK

Western Power will ensure prompt and appropriate action is taken whenever a formal leader or contract manager has cause to believe that an individual is unfit for work due to A&D use. This includes:

- isolating the individual from the workplace and any potential hazards;
- organising the individual's safe return to their home or accommodation;
- documenting all occasions when an individual is unfit for work or when performance is affected or unsatisfactory;
- implementing disciplinary procedures where required;
- assisting the individual to access professional counselling and rehabilitation services;
- providing effective feedback to the individual about their performance or safety; and
- informing Western Power's contract managers and the contracting companies that their employee is unfit for work so that appropriate action can be taken.

The *Procedure Supporting the Western Power A&D Management Standard* outlines the processes to be followed.

PRIVACY AND CONFIDENTIALITY

Western Power will maintain an individual's privacy with respect to application of this Standard and will keep all information regarding A&D testing confidential, within the limits of the law.

WESTERN POWER REFERENCES

Western Power Policy and Procedures

The following Western Power policies are accessible via the Policies Register ([DMS# 3447665](#))

- Safety and Health Policy
- Employee Assistance Policy
- Injury Management and Rehabilitation Policy
- Discipline and Termination Policy

The Western Power Fatigue Management Standard is accessible via [DMS #2850731](#).

EXTERNAL REFERENCES

Legislations

Occupational Safety and Health Act (WA) 1984

- Section 19: Western Power's general duty of care to ensure the safety and health of employees.
- Section 23D: Western Power's duty of care to ensure the safety and health of contractors.
- Section 19: Western Power's duty of care to ensure the safety and health of third parties.
- Section 21: Employee's duty to ensure their own safety and the safety of fellow workers.
- Sections 23D & 20: Contractor's duty to ensure their own safety and the safety of fellow workers.

Misuse of Drugs Act 1981

- Section 5: Offences concerned with prohibited drugs and plants in relation to premises and utensils.
- Section 7: Offences generally concerned with prohibited plants.

Road Traffic Act 1974

Covers offences relating to driving a motor vehicle or mobile equipment while under the influence of alcohol or other drugs.

Workers' Compensation and Rehabilitation Act 1981

Provides that a worker will not be entitled to compensation if alcohol or other drugs have been involved in the worker's injury in certain circumstances.

Mines Safety and Inspection Act (WA) 1994

(Applicable for work undertaken by Western Power on mine sites)

- Section 9: Western Power's general duty of care to ensure the safety of its employees.
- Section 15: Western Power's general duty of care to ensure the safety of its contractors.
- Section 12: Western Power's general duty of care to ensure the safety of third parties.
- Section 10: Employee's duty of care to ensure their own safety and the safety and health of their fellow workers.
- Section 15A: Contractor's duty of care to ensure their own safety and the safety of their fellow workers.

Australian Standards

AS/NZS 4308:2008: Procedures for Specimen Collection and the Detection and Quantitation of Drugs of Abuse in Urine.

AS 3547:1997: Breath alcohol testing devices for personal use.

AMENDMENT AUTHORISATION & APPROVAL

Date of Issue/ Revision	Page(s)	Description of Amendment	Approved	Authorised
13/05/08	10	Final Version	Frank Loss	Greg Monkhouse