



# ***Bass Valley Community Group Inc.***

**BASS SCHOOL ROAD • BASS VICTORIA • 3991**

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## **DRUG AND ALCOHOL POLICY**

Under the Occupational Health and Safety Act, Bass Valley Community Group has an obligation to provide a safe working environment for all employees. The rights of individuals to drink and take drugs socially is acknowledged, but when work performance suffers or individuals are endangered, then some action must be taken.

Employees should be not adversely affected by alcohol or drug use during working hours and must at all times carry out their duties and responsibilities in a safe manner.

Alcohol and illicit drugs shall not be consumed on company premises, in company vehicles, or any time as employees. An exception may be made on designated "special occasions" such as staff events.

Employees taking prescription drugs that are not recommended to be taken whilst driving a car or operating machinery should notify their employer.

No alcohol should be consumed prior to commencing work, particularly if required to drive a vehicle or operate machinery.

Non compliance with the drug and alcohol policy will be viewed as a serious matter and treated in the same way as any breach of company policy.

Any individual who is adversely affected by alcohol or another drug will not be allowed to work until they are fit to do so. Suitable transportation will be arranged to the person's home at the expense of the company. If an employee affected by alcohol or other drugs is sent home to recover, they will not be paid for the lost time. Disciplinary action may be taken on return to work.

Any grievance will be dealt with in the same manner as other policy grievances.

Drug and alcohol counselling is available locally at Bass Coast Health, Watt Street, Wonthaggi.

## **Smoking Policy**

Under section 21 (1) of the Occupational Health and Safety (OHS) Act 2004, employers have a duty to provide a working environment that, so far as is reasonably practicable, is safe and without risks to health. Exposure to environmental tobacco smoke can increase the risk of cardiovascular disease, lung cancer and other lung diseases in adults. Short-term exposure can cause 'irritant' effects on the eyes, nose, throat and airways.

Everyone in a workplace must observe the smoking ban, including employers, employees, volunteers and customers.

Smoking is not permitted in any enclosed area of a workplace. E-Cigarettes are included in the smoking ban.



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Smoking is only permitted in outdoor areas that are not substantially enclosed. “Enclosed” means an area, room or premises that is substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are permanent, temporary, open or closed.

Smoking within 5 metres of any of the centre's buildings or within 10 metres of the children's playground is prohibited.