DRUG AND ALCOHOL POLICY

The college is committed to ensuring safe operations, including implementation of controls to ensure no person at the College is adversely affected by alcohols or drugs.

This policy applies to all employees, visitors and students on college premises or offsite in the course of College business.

Where specific legislative requirements exist (e.g. 0.05 limit for any person expected to drive a car in the course of their employment), these will take precedence over this College policy.

Employees, students and visitors are not to enter or remain in College premises if affected by alcohol or drugs. Persons entering college premises are to have sufficient mental alertness, clear vision, good coordination and ability to react appropriately to situations so as to not pose a risk to themselves or others.

Any serious breach of this policy, such as an employee found to possess or consume illicit drugs on College premises may after appropriate investigation result in instant dismissal.

Any person who suspects someone may be affected by alcohol or drugs is to immediately report the circumstances to the Campus Officer or the Course Coordinator.

EMPLOYEES OR STUDENT

Any employee or student suspected of being affected by drugs or alcohol is to be interviewed immediately and an assessment made by the Campus Officer or the Course Coordinator of any action required to ensure safe operation. If there is any doubt about compliance with the policy or safe operation, the person is to be referred to an appropriate medical centre for a formal assessment i.e. blood alcohol and drug test.

Any employee or student suspected of being affected by drugs or alcohol is to be interviewed immediately and a formal assessment is to be conducted via a formal drug and alcohol test.

VISITORS

Any visitor(s) suspected of being affected by alcohol or drugs, such as likely to pose a risk to themselves or others, is to be asked to leave the premises. The Campus Officer or the Course Coordinator is to ensure they are safely escorted off the premises and appropriate support provided (e.g. medical assistance or taxi) if required.

NOTES:

Drugs may include over the counter medication, prescription or illicit drugs or mixtures with other medication, which causes impaired performance or judgement. Affected by drugs or alcohol shall mean;

- In contravention of any legislative requirements e.g. in excess of 0.05 blood alcohol level when driving, or
- Inability to perform normal duties in an efficient safe manner e.g. person may lack; mental alertness, clear vision, good co-ordination or ability to react appropriately to situation.
The College maintains the right to conduct random tests for employees in any areas where legislation requires zero alcohol or drug levels.

The College maintains the right to interview and make initial assessments where the Campus Officer or the Course Coordinator has a reasonable belief that a student or employee is affected by alcohol or drugs. If the initial assessment suggests a problem, the affected student or employee is to be referred to an appropriate health centre for a formal drug and alcohol test.

Any person refusing an interview, an initial assessment or formal test is to be stood down immediately and the matter referred to the Campus Officer.

Any employee refusing reasonable request for assessment will result in an investigation and be subject to possible disciplinary action, which could lead to dismissal.