Alcohol and other drugs in the workplace

1. Policy

This policy outlines Leadership Success’s expectations about the use of alcohol and other drugs for both on and off the job training. The use of prescribed drugs and medicines, alcohol or illegal substances may affect the performance or conduct of an employee and student in training and at work. As per OHS legislation, Leadership Success has a duty of care to;

- Protect the health and safety of its employees while they are at work
- Take all reasonably practicable steps to ensure that all trainees, students, contractors and the general public are not exposed to risk to their health and safety, and
- Ensure that all employees and students affected by alcohol or other drugs are not putting themselves in danger

1.1 Prescribed drugs and medications/medicines

Many modern medications are used to control medical conditions or diseases that can affect people’s ability to lead a normal lifestyle. Employees and students using such medications must consider, in consultation with their physicians, whether there are possibilities of medication problems arising in the workplace.

1.2 Alcohol and other substances

Leadership Success’s responsibilities -

Leadership Success considers that the use of alcohol or other drugs is primarily a health issue for individual employees and students. However where an employee’s or student’s performance or conduct affects the health and safety of themselves and/or others in the training room or workplace, Leadership Success is committed to appropriately managing the issue. This may include involving the supervisors and managers to take appropriate action.

Employee and student responsibilities -

Leadership Success expects employees and students to carry out their duties safely and to refrain from any conduct, including alcohol or other substance abuse or misuse, which would adversely affect their performance and/or put at risk their own health and safety and that of others in the workplace.