



Drug & Alcohol/Fitness to Work Policy

LINK Community Transport recognises the importance of providing a safe and healthy work environment for all workers, volunteers, contractors, customers and visitors. We are committed to meet our legal obligations under the OHS Act 2010 and Bus Safety Act 2009 to ensure that workers health and safety is not adversely affected by use of drugs, medicines or alcohol, impairment from fatigue, stress or other medical or physical conditions.

Objectives:

The objectives of this policy is to:

- Ensure that all workers, volunteers and contractors are in a fit condition to safely carry out their work and are not impaired in any way by the effects of drug, medicine, alcohol use, or from fatigue or stress.
- Actively encourage moderation and responsible attitude towards the consumption of alcohol.

Responsibilities:

LINK Community Transport will adopt a zero tolerance to breaches of this policy. All workers, volunteers and contractors must comply with the following: -

- Do not have drugs or alcohol present in their blood or breath immediately before or while driving a bus or any other vehicle, or on their person, or within their possession;
- Do not exceed a blood alcohol limit of ZERO when performing duties for LINK Community Transport;
- Do not exceed an illicit drug level of ZERO when performing duties for LINK Community Transport;
- Advise their supervisor and comply with further direction if they are using any medication, and whether taking or failing to take the medication is likely to affect their safety or safety of others at the workplace (i.e. cause drowsiness, impaired performance),
- Present to work duties in a fit state or advise their supervisor if they are suffering a medical, physical or mental illness, injury or other condition;
- Inform a supervisor prior to the commencement of work if they are suffering a medical, physical or mental illness, injury or other condition to enable an assessment of their ability to carry out their work, and
- Immediately report, and whenever possible, prevent another worker from commencing or continuing duties if that person appears affected by alcohol, drugs or medication, fatigue or stress that may lead to a safety risk.

Where a driver is suspected to be adversely affected in any way by drug or alcohol use, a manager will conduct screening or testing. In circumstances where suspicion is cast, but screening is not possible; the disposition of the relevant worker, volunteer or contractor should be determined at the sole discretion of the Operations Manager. The consumption of alcohol while at work is not permitted except on occasions where a function is approved by the CEO (i.e. Christmas party). Persons attending the function may consume alcohol in a responsible and socially acceptable manner; ensuring continued compliance with LINK's Code of Conduct.

Rick Lawford
Chief Executive Officer, January 2017

Context and/or Referenced Documents

- Road Safety Act 1986 (Victorian Road Rules)
- OHS Act 2004 and associated legislation, codes and standards
- Occupational Health and Safety Regulations 2007
- Accident Compensation Act, 1985
- Bus Safety Act 2009
- Accident Compensation Regulation 1990
- Charter of Human Rights and Responsibilities Act 2006
- LINK's Health, Safety & Environment Policy
- Home Care Common Standards, 1.6 Risk Management, Australian Aged Care Quality Agency

Version History

Version Number	Date	Summary of Changes
	November 2015	Drafted
1.0	January 2017	Overhauled and updated to coordinate with other operational elements and Heat Health Alert System guidelines
1.1	April 2018	Updated, no changes

Authorisation

Authorization	Date	Review Date
Author: Tim Long, Operations Manager	January 2017	January 2019
Authorization by: Rick Lawford, CEO	January 2017	January 2019