

DRUG, ALCOHOL AND CIGARETTE SMOKING/VAPING

POLICY AND PROCEDURE

Policy Statement

Mypower Foundations are committed to providing and maintaining a safe working environment - this environment is to be drug, alcohol and tobacco free.

Principles

- Mypower Foundations is committed to the overall health and well-being of its staff and clients.
- Mypower Foundations is committed to supporting employees who admit to having drug, alcohol, or tobacco problems and want to seek help
- Drugs and alcohol have a negative effect on individual's concentration, physical coordination, mental alertness, reaction times and energy levels.
- The inhalation of tobacco by cigarette smoking or vaping increases the risk of preventable death and many chronic diseases.
- This reduction in a person's ability to perform at their maximum potential can have tragic consequences, it is therefore a policy of MyPower Foundations that employees, subcontractors and/or visitors shall not possess, consume or be under the influence or effects of illegal drugs or alcohol whilst performing their duties, or partake in the smoking of cigarettes or vaping whilst on duty with a client.

Definitions

Drug - is a substance that affects the way the body functions. If a drug is classified as 'illegal', this means that it is forbidden by law. Different illegal drugs have different effects on people and these effects are influenced by many factors.

Prescription drug: is a pharmaceutical drug that legally requires a medical prescription to be dispensed.

Over the counter (OTC) drugs: These are drugs that can be bought without a prescription. Some OTC drugs can have side effects or interactions that affect job performance.

Alcohol: is a liquid produced in making wine, beer and liquors that can cause changes in the behaviour when consumed.

Tobacco: is the general term for any product prepared from the cured leaves of the tobacco plant and can be consumed by smoking cigarettes or pipes or chewing.

Vaping: is the inhaling of vapour containing nicotine and flavouring by a device designed for this purpose.

Impairment: Any reduction in mental or physical capability due to the influence of drugs, alcohol, or other substances.

Zero-tolerance: A strict non-acceptance of undesired behaviour, irrespective of its severity

Procedure

1. Workers and contractors taking medication prescribed by a medical practitioner, that have warnings with regards to possible side effects that may affect a person's performance at work, are responsible for being aware of the hazards that taking this medication may present, assess the risks and ensure that the worker's or others safety is not compromised.
2. Any expected adverse effects should be advised to the Director so that appropriate safeguards can be implemented to ensure the safety of the staff, contractor or clients are not compromised.
3. Consuming tobacco is well recognised by medical experts as having many adverse health consequences and use cannot occur in front of clients. It sets a poor example of maintaining healthy choices and potentially exposing the client to harm. Consuming tobacco also detracts attention from supporting clients, potentially compromising their safety and support.
4. Policy violations will result in immediate action taken by Mypower Foundations, ranging from counselling to employment termination, depending on the severity and frequency of the violation.
5. Confidentiality will be maintained at all times, including for those who choose to report anonymously anyone they suspect of being under the influence of drugs or alcohol. Those who consider they may have difficulty in complying with this policy are invited to speak confidentially with the manager with the view of providing assistance. Any breach of this policy is regarded as a serious safety breach and may incur disciplinary action.

Relevant Legislation and Policies

- Privacy Act 1988
- Tobacco and Other Smoking Products Act
- Poisons and Therapeutic Goods Act 1966 (NSW)
- Road Transport Act 2013 (NSW)
- Work Health and Safety Act 2011
- NSW Disability Services Standards
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities