

# DRUG AND ALCOHOL POLICY

## Policy Statement

Management at High Grade Mechanical is committed and understand our responsibilities to ensure no employee's, contractors, customers and visitors on our work sites place their own or others health and safety at risk, from the adverse effects of drugs or alcohol.

This policy is an outline of our objectives and staff responsibilities in reference to drugs and alcohol and their effects in the workplace.

Staff found trafficking, or under the wilful influence of drugs or alcohol will be subject to disciplinary actions which may result in termination of employment.

## Objectives

The Management at High Grade Mechanical is committed and will:

- Train, educate and communicate with employee's, contractors and other interested parties in relation to drugs or alcohol in the workplace
- Provide an drugs and alcohol free workplace
- Ensure workers are in fit condition to carry out all tasks and duties safely
- Investigate any claims of drugs or alcohol use in the workplace
- Ensure no persons will be allowed to enter the workplace who is suspected of being under the influence of, or suffering adverse effects of drugs or alcohol
- Apply appropriate disciplinary measures for staff, found under the influence of drugs or alcohol at work
- Commit to random drugs and alcohol testing where deemed necessary

## Employee Responsibilities

While at work, regardless of their position, staff are responsible to:

- Ensure they comply with this policy and are never effected by drugs or alcohol in the workplace
- Participate in random drugs and alcohol testing where deemed necessary by management
- Advise management if they are using any medication, and whether taking or failing to take the medication is likely to affect their or others safety in the workplace
- Communicate with management any suspected instances of trafficking or drugs or alcohol use in the workplace as soon as practicably

## Management Responsibilities

- Determining the drug and alcohol policy and procedure for the Company;
- Authorizing the use of workplace and alcohol testing;
- Providing information about referral to counselling where appropriate.
- Ensuring all contractors and employees are aware of and comply to this policy
- Ensure that if tested positive to drugs and alcohol in pre-Employment medical the position will not be offered to the employee for a minimum of three months.

Approved by Mark Olszewski



Managing Director

24<sup>th</sup> October 2020