PURPOSE

The purpose of Ergon Energy's Drug and Alcohol Policy is to establish clear directions and responsibilities to ensure that alcohol and/or drugs do not affect their own, or others’ health and safety in the workplace.

This policy applies to everyone working at or attending a recognised Ergon Energy workplace. All Personnel at an Ergon Energy workplace shall comply with the Drug and Alcohol Policy Business Rules as a condition of access.

POLICY STATEMENT

Ergon Energy is committed to providing a workplace that is free of hazards associated with alcohol and drug use.

The misuse of alcohol and medications, and the use of drugs can have serious consequences in the workplace. Ergon Energy has an obligation under the Work Health and Safety Act 2011 to provide a safe workplace. It shall, therefore, take action when the health or safety of people in the workplace is affected by substance misuse.

This Drug and Alcohol Policy promotes health and safety in the workplace and seeks to minimise the risk of injury to personnel. Management of alcohol and drugs shall be seen in the context of our overall fitness for safe work framework.

Ergon Energy’s Drug and Alcohol Policy objectives are:

- To outline the responsibilities of Ergon Energy, Management and Personnel in relation to alcohol, medications and drugs in the workplace;
- To specify the responsibilities of workers at company social functions;
- To describe how drug and alcohol issues will be fairly and consistently managed;
- To specify how drug and alcohol testing will be conducted;
- To recommend how workers with drug and/or alcohol related problems can seek assistance; and
- To maintain and/or restore the good health and welfare of workers.

Responsibilities

All Personnel at an Ergon Energy workplace are responsible for adhering to all requirements of this policy.

Breaches of the requirements outlined in the Drug and Alcohol Policy Business Rules will not be accepted and considered as a non-conformance with this policy.

This policy is supported by and is to be used in conjunction with the Drug and Alcohol Policy Business Rules.

IMPLEMENTATION

This Policy will be maintained through:

- Training and induction of all new workers, contractors and visitors;
- Provision of management reporting; and
- Reviewing escalation processes for non-conformances.
REFERENCES
ES001001R100. Drug and Alcohol Policy Business Rules (Reference)
HR000604R100. Discipline and Performance Counselling Guideline (Reference)

DEFINITIONS
Personnel: Workers, Contractors and Visitors.
Drug/s: Any substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any form which, when consumed or used by any person, deprives or alters the person either temporarily or permanently of any of their normal mental or physical faculties. For the purpose of this Policy the term shall be applied to the drugs/metabolites listed in Table 2 of Appendix 3 of ES001001R100. Drug and Alcohol Policy Business Rules (Reference).

ENFORCEMENT
Ergon Energy will routinely monitor the Drug and Alcohol Policy through regular audits and reports.
Ergon Energy will take the agreed steps for escalation when non-conformances are evident or suspected.
Breaches to this policy will be managed in accordance with HR000604R100. Discipline and Performance Counselling Guideline (Reference).
All details of suspected or identified non-conformances will be reported in regular management reporting. Reports will be provided by Health, Safety and Environment on significant and/or repeated non-conformances.

CATEGORY
Workplace.