

## 22. Fitness for Work Policy and Procedure

### Summary

Lord Somers Camp and Power House (LSC&PH) will ensure that it satisfies its duty of care to employees, volunteers, members and participants by ensuring that employees and volunteers are not adversely affected by drugs or alcohol as they are undertaking their duties.

### Policy Statement

Alcohol and drug use may contribute to workplace injuries resulting from poor physical coordination, impaired judgement and decreased alertness, as well as impacting on the quality of the experiences provided to members and participants.

LSC&PH does not condone any employee or volunteer being under the influence of alcohol or other drugs whilst undertaking their duties in the workplace and expects that people acting on behalf of or representing LSC&PH will maintain an accepted standard of behaviour.

Behaviour which is not to this standard will be dealt with as per LSC&PH's *Misconduct Procedures*

### Definitions

Drug	<p>Refers to any substance (prescription as well as non-prescription) which can result in impaired capacity to undertake duties.</p> <p>May be</p> <ul style="list-style-type: none"> <li>• Illicit i.e. their use is illegal</li> <li>• Prescription</li> <li>• Over-the-counter</li> </ul>
Employee	Any person employed by Lord Somers Camp and Power House.
Executive Team	A leadership team for a specific LSC&PH program or activity. Specific members/ roles of an Executive Team are at the discretion of the Program or Activity Leader.
Leader	<p>Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members/volunteers placed in their care whilst holding a formal position in Lord Somers Camp and Power House. A leader could include but is not limited to:</p> <ul style="list-style-type: none"> <li>• Camp Leaders</li> <li>• Deputy Camp Leaders</li> </ul>

## 22. Fitness for Work Policy and Procedure

	<ul style="list-style-type: none"> <li>• Executive Officers</li> <li>• Programs Leader</li> <li>• Slushie King and Slushee Queen</li> <li>• Heads of Departments</li> </ul>
Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Participant	Any person who attends an LSC&PH program as a participant or a grouper.
Volunteer	Any non-member who attends LSC&PH activities as a member of the camp's staff under direction of a Camp Leader.

### Responsibilities

Board	<ul style="list-style-type: none"> <li>• Establish and regularly review the standard of behaviour and conduct that reflects LSC&amp;PH's Mission and Values.</li> </ul>
CEO	<ul style="list-style-type: none"> <li>• Ensure that all employees and volunteers are aware of their obligations under this Policy and Procedure</li> <li>• Establish and maintain strategies and processes to prevent staff undertaking work whilst unfit and taking action if this were to occur.</li> </ul>
Executive Teams	<ul style="list-style-type: none"> <li>• Supervise staff within their programs and activities to ensure that they are fit for work</li> <li>• Take actions as outlined in the Procedures below if any staff members appear to be unfit for work.</li> </ul>
All staff (employees and volunteers)	<ul style="list-style-type: none"> <li>• Ensure that they are in a fit state i.e. not affected by alcohol or drugs, when undertaking work on behalf of LSC&amp;PH.</li> <li>• Provide support and assistance to colleagues who may be affected by alcohol or drugs, whilst not placing themselves or others at risk of harm.</li> </ul>

### Procedures

- Staff must not present themselves for duty under the influence of alcohol or drugs.

## 22. Fitness for Work Policy and Procedure

- Any person presenting themselves for duty under the influence of drugs or alcohol will be stood down from their duties. Depending on their role, they may be
  - Sent home (they are not to drive themselves or be driven by a LSC&PH staff member, member or participant)
  - Sent to 'sleep it off'
  - Separated from participants and members (if it is likely that their behaviour presents a real risk to their safety)
  - Reported to the police (if they are considered a risk to staff, members or participants and they will not comply with any of the directives above)
- Under no circumstances are illegal drugs to be brought onto any LSC&PH premises, into organisational vehicles or into other organisations or buildings LSC&PH is operating from.
- Illegal drugs are not to be used / taken / smoked / injected or inhaled etc. on LSC&PH's property or in vehicles owned by the organisation.
- Employees or volunteers who are using prescribed medication or an over-the-counter pharmaceutical drug that has the potential to affect performance (e.g. cough medicine that causes drowsiness) should advise their supervisor or the Executive Team prior to the commencement of duty with careful consideration given as to whether they should be working or not.
- Employees or volunteers authorised to use legal drugs at work will store these drugs securely with themselves.
- Under no circumstances is any prescribed or illegal drug to be given to another person.
- Staff attending functions on behalf of LSC&PH at which alcohol is served e.g. conferences or networking occasions, shall maintain the standards and professional judgement expected by LSC&PH.

### Operation of vehicles for work related purposes

No person shall operate a vehicle for work related purposes when under the influence of illegal drugs, alcohol, or legal drug that affects a person's ability to operate machinery.

### Raising suspicions of unfitness for work

If any employee or volunteer believes that a colleague is unfit to undertake their duties as a result of drugs or alcohol, they are to raise it in the following manner:

1. Raise it with the Executive Team of the particular program.
2. If the colleague is a member of the Executive Team, raise it with the Camp/Program Leader.

## 22. Fitness for Work Policy and Procedure

3. If the colleague is the Camp/Program Leader, raise it with the Deputy/Co-Camp Leader or Safety Officer.

### Breaches of the Policy

LSC&PH will be very careful in deciding whether or not to dismiss an employee on the grounds of intoxication. Unless it is a gross case where the employee is obviously incapable of performing their duties, the preference will be to remove them from duty and give a warning prior to commencement of the next day's duties. Disciplinary action may be taken as per the *Misconduct Procedure*.

Where it can be established that intoxication is gross and habitual, LSC&PH will act to terminate employment or dismiss the volunteer.

### Other relevant policies and procedures

- Misconduct Procedures
- Resignation, Termination and Redundancy Procedures

### Policy review

This Policy will be reviewed every three years by the LSC&PH Risk Committee, or sooner if warranted by internal or external events or changes.

Changes to the Policy will be recommended by the Risk Committee to the Board.