

Drug and Alcohol Policy

Policy 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 (staff) are not operating under the influence of drugs or alcohol as they are undertaking their duties.

Policy Purpose

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

LSC&PH does not condone any employee or volunteer being intoxicated with alcohol or under the influence of drugs whilst undertaking their duties in the workplace and expects that people acting on behalf of or representing LSC&PH will always maintain an accepted standard of behaviour as per the Code of Conduct and Child Safety and Client Protection Policy.

Behaviour which is not to this standard will be managed as per LSC&PH's *Managing Breaches of Code of Conduct Procedures* and *Misconduct Procedures*.

Policy Scope

This Policy applies to all employees and volunteers at LSC&PH as "staff", including Board, Committee and Working Group members.

It also applies to the responsible service of alcohol at Camps and Programs or through Swannees' activities. It is an offence for LSC&PH to supply liquor to a person in a state of intoxication. It is also an offence to permit drunken or disorderly persons to be on a licensed premises, or on any other premises where LSC&PH has authorised licenses/permits to serve liquor.

Liquor Control Reform Act 1998 VIC [Summary of Liquor Licensee Obligations](#)

Definitions

Drug	<p>Refers to any substance (prescription as well as non-prescription) which can result in impaired capacity to undertake duties. May be</p> <ul style="list-style-type: none"> • Illicit i.e. their use is illegal • Prescription • Chemist over-the-counter • Synthetic over-the-counter
Employee	Any person employed by Lord Somers Camp and Power House.

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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"> • Camp Leaders • Deputy Camp Leaders • Executive Officers • Programs Leader • Slushie King and Slushee Queen • Heads of Departments
Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Participant	A person who attends or takes part in an LSC&PH program or activity who is not a designated volunteer member or staff.
Staff	Any employee or volunteer, including members of the Board, Committees and Working Groups
Volunteer	Any member or non-member who attends LSC&PH activities as the camp's staff under direction of a Camp Leader.

Responsibilities

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

Policy

- Staff must not present themselves for duty under the influence of alcohol or drugs.
- 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, LSC&PH operated facilities or in vehicles owned by the organisation.

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- 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 drugs, that are scheduled medications, 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 a legal drug that affects a person's ability to operate machinery.

Raising suspicions of drug and alcohol misuse

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.
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 consider the *Misconduct Procedure* whether or not to dismiss staff on the grounds of intoxication. Unless it is a case of severe misconduct where the employee is obviously incapable of performing their duties and or is risk to self and others, the preference will be to remove them from duty and give a warning prior to commencement of the next day's duties. Further disciplinary action may be taken as per the *Misconduct Procedure*.

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

Other relevant policies and procedures

- Code of Conduct
- Misconduct Procedure
- Managing Breaches of Code of Conduct Procedure
- Resignation, Termination and Redundancy Procedures

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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.