

Drug and Alcohol Misuse Policy and Procedure

1.0 Purpose

- To ensure the safety of our Support Staff and Participants.
- To maintain provision of high-quality care and compliant services.

2.0 Scope

This policy focuses on maximising safety and wellbeing during occupancy at **Emerald Vine**. It provides a guidance to effectively manage alcohol and drug related concerns and aims to reduce the business impact of alcohol and drug misuse by:

- Ensuring Participants, workers and any other party acting on behalf of the business understand this policy, and the consequences of failure to comply with the requirements outlined within it.
- Endeavouring to prevent alcohol and drug related issues through raising awareness.
- Identifying and addressing issues at an early stage wherever possible.
- Discouraging excess consumption of alcohol and a zero-tolerance policy of illicit drugs.
- Offering referrals to anyone experiencing, or reporting, issues relating to alcohol or drug misuse.

3.0 Definitions

For the purpose of this policy:

Alcohol Misuse	The consumption of intoxicating liquor by Participants, workers and any other party acting on behalf of Emerald Vine , whereby they present an element of risk to the health and safety of themselves and/ or others.
Drug Misuse	The consumption of drugs (other than prescribed medication) by Participants, workers and any other party acting on behalf of Emerald Vine , whereby they present an element of risk to the health and safety of themselves and/ or others.
Worker	Any employee, contractor, sub-contractor, volunteer and any other party performing duties on behalf of Emerald Vine in any capacity.

4.0 Policy

- **Emerald Vine** endeavours to ensure that workers and Participants remain free of the negative impacts of alcohol or drug misuse while shifts are active.
- All Participants, workers and any other party acting on behalf of the business are required to comply with this policy and follow the rules specified regarding alcohol and drug misuse within and around the **Emerald Vine** premises.

The following rules will be strictly enforced:

4.1 Workers or any other party acting on behalf of Emerald Vine shall NOT:

- Report, or attempt to report, for work in an unfit state * due to the influence of alcohol or drugs (whether illegal or otherwise), or to substance misuse.
- Be in possession of illegal drugs ** within **Emerald Vine**.
- Supply others with illegal drugs ** within **Emerald Vine**.
- Consume illegal drugs or misuse any substance within **Emerald Vine**.
- Supply the details of or connections to people who may provide or sell illicit drugs.

Being deemed fit/ unfit for work is a matter for the reasonable opinion of management. Illegal drugs include, but are not limited to, marijuana/cannabis, ecstasy, amphetamines, cocaine and heroin.



4.2 Workers or any other party acting on behalf of

Emerald Vine must:

- Ensure they are aware of the side effects of any drugs they are prescribed.
- Immediately advise the management of any side effects of prescription drugs, which may adversely impact performance or the health and safety of themselves or others (i.e. Drowsiness, extreme fatigue).

4.3 Violation Penalties

Any breach of these rules will be considered gross misconduct and may result in disciplinary action, which includes summary dismissal. In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules.

When there is reasonable belief that an individual is in an unfit state due to the influence of alcohol or drugs upon reporting for work or during the course of work (for example, if there was a strong smell of alcohol on the person's breath and/or erratic behaviours), they must be sent home immediately.

In addition, possession of and/or dealings in illegal drugs within **Emerald Vine** will, without exception, be reported to WA Police.

4.4 Participants to Emerald Vine

Participants to Emerald Vine shall NOT:

- Be in an unfit state* due to the influence of alcohol or drugs (whether illegal or otherwise) during a shift with **Emerald Vine** workers.
- Be in possession of illegal drugs** while a shift with **Emerald Vine** is active.
- Supply others within **Emerald Vine** with illegal drugs*.
- Consume illegal drugs* during or prior to a scheduled shift with **Emerald Vine**.
- Engage support workers to assist in the supply, retrieval or consumption of illegal drugs or excessive consumption of alcohol.

**Being deemed to be in an unfit state is a matter for the reasonable opinion of management.*

***Illegal drugs include, but are not limited to, marijuana/cannabis, ecstasy, amphetamines, cocaine and heroin.*

5.0 Acknowledge and Agreement

All parties engaging with **Emerald Vine** services must sign and return the '**Emerald Vine Drug and Alcohol Use Agreement**' prior to initiating services.

Any violation of these rules will be considered a hazard to health and safety, and any breach may result in:

- Suspension or cessation of **Emerald Vine** services.
- Termination of the service agreement.

In addition, possession of and/or dealings in illegal drugs whilst engaging **Emerald Vine** will, without exception, be reported to WA Police.



6.0 Help and Support

Emerald Vine will endeavour to ensure that advice and help is made available to any person who feels they have an issue with alcohol or drug misuse. In the first instance, individuals are encouraged to seek help from their General Practitioner.

Some useful links to websites are provided below:

[Alcohol and Drug Support Service \(mhc.wa.gov.au\)](http://mhc.wa.gov.au)

[Getting help – alcohol and other drug use \(healthywa.wa.gov.au\)](http://healthywa.wa.gov.au)

[The Alcohol and Drug Foundation – Alcohol and Drug Foundation \(adf.org.au\)](http://adf.org.au)

[Alcohol and other drug services | The Salvation Army Australia](#)

[Drug and alcohol rehabilitation | health direct](#)

7.0 Principles

Emerald Vine respects dignity of risk, acknowledging that people have the right to make decisions about things that affect their lives. At the same time, **Emerald Vine** observes duty of care, prioritising the health and safety of its Participants, workers and any other person(s) acting on behalf of the business, and others with whom they may come into contact.

Emerald Vine seeks to maintain the safe, efficient and effective operation of services.

8.0 Related Documents

Emerald Vine Service Agreement

Emerald Vine Visitor Alcohol and Drug Use Agreement

9.0 Legislation and Compliance

[National Disability Insurance Scheme Act 2013](#)

[NDIS Practice Standards 2020](#)

[NDIS \(Provider Registration and Practice Standards\) Rules 2018](#)

[NDIS \(Quality Indicators\) Guidelines 2018](#)

[NDIS Code of Conduct](#)

[WALW – Alcohol and Other Drugs Act 1974 \(legislation.wa.gov.au\)](#)