

The Haymarket Theatre Drugs and Alcohol Policy

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Approved	
Next Review	

1. Purpose

The purpose of this policy is to ensure that all members of The Haymarket Theatre North's understand the health and safety impact of drugs and alcohol in the workplace and are active participants in managing the effects of drugs and alcohol.

The objective of the associated procedure is to document the Theatre's approach to managing situations where a worker is or appears to be affected by drugs or alcohol in the workplace.

2. Haymarket Drug and alcohol Policy

The Haymarket theatre is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and promote productivity. This policy applies to all staff, students, visitors, contractors and members of the public. All employees must agree to follow the policy. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs. We reserve the right to inspect our premises for these substances.

Definitions under this policy

A **"substance"** includes alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

An **"illegal drug"** is any substance that is illegal to use, possess, sell, or transfer.

"Drug paraphernalia" are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or consuming illegal drugs or inhalants.

A **"prescription drug"** is any substance prescribed for an individual by a licensed health care provider.

An **"inhalant"** is any substance that produces mind-altering effects when inhaled.

3. Responsibilities Regarding Drug and Alcohol Use

You must follow these responsibilities while you are on company premises and while you conduct company business. These responsibilities apply any place you conduct company business, including a company vehicle or your own vehicle:

- 3.1 Except with the permission of the General Manager or for legitimate medical reasons, a worker must not consume drugs or alcohol in the workplace.
- 3.2 A worker must notify his or her supervisor if the worker's taking of, or failure to take, medication is likely to affect the safety of the worker or any other person in the workplace.
- 3.3 When using a medication, a worker must obtain information from a qualified medical practitioner or pharmacist that enables them to determine if they are fit for work or if any work restrictions are required.
- 3.4 An accountable person who has reasonable grounds for believing that a person is incapable of safely performing his or her duties or may constitute a risk to another worker, due to the effects of alcohol, drugs or illness, must arrange for that person's removal from the workplace.

3.5 A worker must ensure that he or she is not, because of the consumption of alcohol or another drug, in such a state to endanger his or her own safety in the workplace and/or the safety of any other person in the workplace.

3.6 A worker must not be under the influence of any illicit drug whilst in the workplace or conducting workplace operations.

3.7 A worker must not attend work in a condition that renders them unfit to perform their duties safely and effectively.

3.8 A manager or supervisor must act in accordance with this policy at all times and, when circumstances require, implement the associated procedure for workers for whom they are responsible.

4. Workplace Drug and Alcohol Management

4.1. Motor vehicles

4.1.1. Drivers of motor vehicles must be under 0.05% Blood Alcohol Concentration. [Road Safety (Alcohol and Drugs) Act 1970]

4.1.2. Operators of trucks and machinery over 4.5 tonnes GVM must not exceed 0.00% Blood Alcohol Concentration. [Road Safety (Alcohol and Drugs) Act 1970]

4.1.3. Whilst conducting duties on behalf of the organisation, a worker must not drive motor vehicles or operate machinery if over the specified legal limit of alcohol.

4.2. High-Risk Activities

4.2.1. Workers performing any high-risk activity must not exceed 0.00% Blood Alcohol Concentration.

4.2.2. High-risk activities include, but are not limited to, all technical functions in the theatre and any other activity deemed as moderate or high risk by a risk assessment.

4.3. Front of House Workers

4.3.1. Workers performing Front of House duties must not exceed 0.00% Blood Alcohol Concentration.

5. Social Functions

5.1 Service of alcohol at any social function on Theatre North premises or sponsored by The Haymarket Theatre must be approved in advance by the General Manager.

5.2 Employees and volunteers may only consume alcohol at a social function under the following conditions:

- 5.2.1. At social functions they must keep alcohol consumption to a minimum and not consume alcohol to a level that would pose a risk to themselves or those around them;
- 5.2.2. If they will be returning to work following the function, they must not consume alcohol to a level that renders them unfit to perform their duties safely and effectively;
- 5.2.3. If any worker is to perform high-risk activities (refer to clause 2.2), they must not consume any alcohol at social functions;
- 5.2.4. Front of House staff members who are returning to work must not consume any alcohol at social functions;
- 5.2.5. Technical staff members who are returning to work must not consume any alcohol at social functions.

6. Employee Assistance

- 6.1. Alcohol and drug problems can contribute to or cause work performance or behaviour problems. Support is available to employees if required. Access to support is either via self-referral or at the suggestion of a supervisor or manager.

7. Rehabilitation and Support

- 7.1. Where an employee is repeatedly unable to perform their normal role due to the effects of alcohol or drug consumption and they have advised Theatre North, the organisation will cooperate with medical and other specialist providers in the development and provision of a reasonable and practical rehabilitation program.
- 7.2. Where an employee has brought the side effects of their prescription medication, or medical condition, to the attention of their supervisor, The Haymarket Theatre will cooperate with medical and other specialist providers in the development and provision of a reasonable and practical rehabilitation program.
- 7.3. Where rehabilitation cannot be provided, in the case of employees the theatre will investigate alternatives including, but not limited to, sick leave, redeployment and retirement due to ill health.