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1.13 Child Care Services Taree & Districts Inc.

Alcohol, Tobacco and other Drugs Policy

Child Care Services Taree & Districts Inc. has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable;

- **Health risks associated with the harmful effects of smoking**
- **Risks associated with the use of alcohol**
- **Risks associated with the use of prescription, licit or illicit drugs.**

This policy is designed to eliminate the risks inherent in the use or abuse of tobacco, drugs and alcohol.

The Purpose of the Policy:

CCSTD is committed to achieving a healthy and safe working environment for our employees support workers and participants.

All employees and support workers must not;

- Consume alcohol or be under the influence of alcohol while working;
- Use or possess illegal drugs at any time in any workplace; or
- Drive a vehicle, having consumed alcohol or suffering from the effects of illegal substances.

Smoking

CCSTD has a responsibility to provide a safe and comfortable environment for all workers and persons engaged with our service. The following aims to minimise the harmful effects of passive smoking and its related discomfort to others, as well as providing a safe and healthy environment. Smoking in the workplace is a recognised health hazard and as such is not permitted in the following areas:

- Office and service buildings
- In the vicinity of outdoor eating areas, i.e. The deck
- Company Vehicles
- Designated non-smoking areas
- Within 5 meters of any building/area entrances/doorways

Smoking is permitted only in the designated smoking areas, and is the responsibility of the persons using these areas to ensure that cigarette butts are disposed of properly.

In Participant Homes

CCSTD recognises the right of participants to smoke however during the periods a support worker is in the home the participant is requested to move to a designated outdoor area to smoke and to open windows in the home to reduce the risk of passive smoking on the support worker

Support Workers

CCSTD recognises the right for support workers to smoke however smoking is prohibited while supporting a participant and for the duration of the hours booked under the Service Delivery

Alcohol and Drugs

CCSTD has a zero tolerance to drugs and alcohol and no employee, support worker or volunteer is to commence work, or return to work while under the influence of drugs or alcohol. The possession and/or use of medications, including prescribed and over-the-counter drugs, is prohibited except when prescribed by a medical practitioner or permitted by law.

No worker or other person shall unlawfully possess, use, sell, or distribute illicit drugs or alcohol while engaged with CCSTD or on CCSTD premises. In the event that drugs are found on CCSTD premises, under the Drugs Misuse Act 1986 (reprinted 2008), police will be informed where illicit substances are identified or suspected and are known to be in possession. Individuals who are aware of persons engaging with CCSTD and are involved in drug related activities that have the potential to harm others, should advise Manager who will determine if police need to be advised.

Prescription Drugs

All workers have an obligation to inform the Manager of the use of certain prescription drugs if there is risk of the prescription drug affecting their work ability; for example if the prescription drug causes drowsiness, headaches, nausea etc.

Policy Implementation

- All issues pertaining to these matters shall be kept strictly confidential.
- If a co-worker suspects another to be affected by drugs or alcohol, they must inform the Manager immediately. No worker will be allowed to work under the influence of drugs or alcohol at any time.
- A breach of this policy may initiate appropriate action including the termination of employment or any contracts.
- Responsibility for implementation of this policy lies with the Committee and Manager. Our service is committed to ensuring that all workers are aware of the dangers of drug and alcohol abuse and the potential dangers they impose in the workplace.

Relevant Legislation and Standards

- NDIS Practice Standards
- NDIS Code of Conduct
- NSW Disability Service Standards (NSW DSS)
- NDIS Terms of Business
- Health Records and Information Privacy Code of Practice 2005 (NSW)
- Freedom of Information Act 1982
- Privacy and Personal Information Act 1988 (NSW)
- The Disability Inclusion Act 2014 (NSW) and Disability Inclusion Regulation 2014 (NSW)
- Disability Services Act (2011)
- Disability Services Regulations (2015)
- Personal Information Protection Act (2004)
- National Standards for Disability Services
- Work Health and Safety Act 2011
- Smoke-free Environment Act 2000 (New South Wales)