

## 3.17 FITNESS FOR WORK

<b>Policy Number</b>	<b>3.17</b>	<b>Date Commenced</b>	20 February 2013
<b>Date Adopted</b>	05/08/03	<b>Resolution Number</b>	19/02/2013/007
<b>Review Timeframe</b>	4 years		
<b>Last Review Date</b>		<b>Next Scheduled Review Date</b>	23 <sup>rd</sup> August 2019
<b>Policy Responsibility</b>	Administration		

### Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		Resolution of Council 11/05/03 That smoking not be permitted at any workplace, this to include inside any Council building or vehicle or within 2 metres of any entrance to a Council building.
		HR Manual Adopted by Council 05/08/03 Amendment adopted by Council 21/10/03 Amendment adopted by Council 16/12/08
	February 2019	19/02/2019/016

### INTRODUCTION

Coomalie Community Government Council (the Council) provides a work environment that aims to ensure the health, safety, respect and productivity of all employees.

### OBJECTIVE

To maintain a work environment free from the effects of the use of alcohol and drugs.

### POLICY STATEMENT

No employee is to commence work or return to work while under the influence of alcohol or drugs.

#### **Company Vehicles**

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. The Council will accept no liability for any damage to a company vehicle, injury to any person, or damage or injury to a third party incurred while the driver of the Council vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

#### **Machinery**

The Council has an obligation to all employees to provide a safe and healthy work environment, therefore no machinery is to be operated or used by anyone who is under the influence of drugs or alcohol.

### **Prescription and Pharmacy Drugs**

Where a person takes prescription drugs he/she must check with their medical practitioner or pharmacist about the effects of the drug and their ability to drive vehicles, operate machinery and safely perform their normal work duties. If an employee's ability to perform work safely is affected, he/she should obtain advice in writing from the medical practitioner or pharmacist and provide it to Management, prior to undertaking any work, after taking prescription and pharmacy drugs.

All prescription and pharmacy drugs must be taken in accordance with the instructions supplied.

If the Council suspects that the employee's ability to safely perform work is affected, it may take steps to address the issue in accordance with this procedure.

### **Consumption of Alcohol**

Management may waive the prohibition on the consumption of alcohol in certain circumstances for special occasions. This is at the discretion of Management only.

The following restrictions continue to apply to all work related functions:

- Employees and any guests (attendees) must consume alcohol responsibly
- Attendees must not become inebriated or drunk
- Attendees must uphold an appropriate standard of behaviour at all times
- The restrictions in relation to company vehicles and machinery continue to apply
- Employees must ensure a safe means of transport from such functions/occasions.

The prohibition relating to drugs will not be waived in any circumstances, except as set out in this policy in relation to prescription and pharmacy drugs.

### **Smoking**

The Council has a Smoke Free Policy which aims to provide a smoke free environment for all our employees and visitors.

Smoking is not permitted at any of the Council's workplaces, except in specifically designated areas (see below).

Smoking is not permitted in any company vehicle or on any company machinery.

The designated smoking areas are:

On the northern side of the CCGC building in the area set up with the table and chairs.

or

Under the trees adjacent to the fence situated on the western side of the office in the operations area outside.