

## DRUG AND ALCOHOL POLICY

Infra Red Services is committed to achieving the highest possible performance in Occupational Health, Safety and Welfare and acknowledges that the use of illicit drugs and alcohol abuse within the workplace can have a severe impact on its employees and subcontractors ability to perform their work safely and efficiently, which as a consequence could endanger themselves, their fellow workers and the public, along with potentially exposing the business to the risk of litigation.

As a preventative and proactive measure Infra Red Services management team in communication and consultation with their employees have agreed to prepare, implement and maintain a drug & alcohol policy that is achievable and sustainable, and one that is able to reduce the risk of litigation against the business whilst also not impeding on an employee's own civil liberties to live a life outside of the workplace.

Consistent with this, Infra Red Services will;


- > Eliminate and/or reduce the unauthorised use of alcohol or other drugs in the workplace where ever possible.
- > Ensure that all employees are advised of and trained in knowing that they also have a responsibility not to endanger themselves or others as per the Occupational Health & Safety Act for "Duty of Care".
- > Reinforce the message and recognise where ever possible that alcohol and other drug dependencies is a treatable illness and that Infra Red Services are committed to a program of prevention, education and rehabilitation of its employees.
- > Provide a workplace as far as is practicable a place where employees, subcontractors & the public are not exposed to another employee whom is affected by drugs or alcohol.
- > Ensure that the unauthorised consumption or possession of alcohol or other drugs during the hours of employment is strictly prohibited and that any employee or subcontractor deemed to be under the adverse influence of drugs or alcohol shall be immediately stood down until further notice.
- > State that this policy applies to all employees at all levels of the organisation and that this policy is not directed at the taking of prescribed drugs for medical purposes, but at situations where alcohol or other drugs of dependence or abuse, affects the performance and/or the safety of other employees, clients and subcontractors.
- > Advise all employees consultants and subcontractors that they are not permitted to have or sell alcohol or other drugs, or prohibited drug producing plants, or be in the possession of any item of equipment for the use, or the administration of, a prohibited drug on Infra Red Services owned, operated or under the control of, premises at any time.


The success of this policy is dependent on effective communication and consultation between all levels of management and their teams and maintaining a genuine commitment to the implementation and continual improvement of the Integrated Management System (IMS). The management team believe that all Infrared Services employees and key stakeholders have a commitment to comply with this policy to ensure its successful outcome and as such, this policy will be reviewed annually and revised as necessary.

This policy will be enacted by:

- > Posting in a prominent location at head office
- > Provision to all current employees
- > Provision to all new employees as part of the induction process
- > Be made available to the general public and clients

**Infra Red Services Management Team**

  
Liam Mitchell (General Manager)  
30<sup>th</sup> May 2019

  
Neil Otway (Operations Manager)  
30<sup>th</sup> May 2019