

5.16	ALCOHOL, DRUGS AND SMOKING IN THE WORKPLACE
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Applies to: All Staff, volunteers, clients, visitors
Specific responsibility: HECIS Co-Ordinator

Version: 1
Date approved: 5.8.14
Next review date: Aug 21

Policy context: This policy relates to	
Standards or other external requirements	
Legislation or other requirements	
Contractual obligations	

POLICY STATEMENT

HECIS aims to:

- be a responsible employer with regard to the effects of alcohol, drugs and tobacco in the workplace or at work functions held elsewhere
- to meet its obligations under Work Health and Safety requirements

PROCEDURES

Alcohol

- Any staff member presenting for work under the influence of alcohol may be sent home by the HECIS Co-Ordinator. Repeat offences will be dealt with under the HECIS Discipline Procedures.
- The HECIS workplace will be alcohol free.

Illegal and prescription drugs

- No illegal drugs are to be brought on to HECIS premises at any time.
- Any staff member presenting for work whose capacity to adequately perform their duties appears to be affected by something they have taken, including prescription medication, may be sent home by the HECIS Co-Ordinator.
- A staff member who repeatedly presents for work affected by drugs, other than those prescribed for them by a medical practitioner, will be dealt with under the HECIS Discipline Procedures and offered support and counselling.
- Where a staff member is required to take a prescription medication that affects their capacity to perform their duties, this will be treated the same as any illness affecting work performance. The staff member may be offered sick leave.

Smoking

The entire HECIS workplace is smoke free. Staff, Clients or Service Users are not permitted to smoke on the premises and must completely leave the premises, including the car park.

DOCUMENTATION

Documents related to this policy	
Related policies	Discipline Procedures Professional Ethics and Conduct
Forms, record keeping or other organisational documents	

Reviewing and approving this policy		
Frequency	Person responsible	Approval
Annually	HECIS Co-Ordinator	Management Committee

Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	18.8.15	HECIS Co-Ordinator	Aug 2016
2	28.7.16	HECIS CoOrdinator	Aug 2017
3	14.8.17	HECIS CoOrdinator	Aug 2018
4	3.9.18	HECIS CoOrdinator	Aug 2019
5	20.8.19	HECIS CoOrdinator	Aug 2020
6	15.9.20	HECIS CoOrdinator	Aug 2021

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