



Our alcohol and drug policy: REFRESHER



Supervisor Note

Developing effective workplace alcohol and drug policies involves four distinct, but continuous stages:

1. Preparation
2. Design and drafting
3. Implementation (Refresher)
4. Evaluation.

This toolbox talk should be used during the **implementation** stage to remind workers about the expectations, procedures, and possible disciplinary outcomes contained in the alcohol and drug policy.

If your organisation:

1. is developing a new alcohol and drug policy, use the [Toolbox Talk: Our Alcohol and Drug Policy: Consultation](#)
2. is evaluating an existing alcohol and drug policy use the [Toolbox Talk: Our Alcohol and Drug Policy: Review](#) to obtain insight into workers' perspectives about the appropriateness, effectiveness, and efficacy of the policy's goals, implementation, and strategies.

Discussion Date

Supervisor/Manager

Workers' Names

Our alcohol and drug policy

Workplace safety is everyone's concern. As employers, we have a legal responsibility to provide a safe working environment.

You have a legal responsibility to:

1. take reasonable care for your own and others' health and safety
2. comply with reasonable health and safety instructions, policies, and procedures.

Handouts

Current workplace alcohol and drug policy

Pencils/pens for workers to write answers



Our workplace implemented an alcohol and drug policy in _____ (*insert year*)
to:

1. reduce the risks highlighted by our alcohol and drug risk assessment
2. promote healthy workplace cultures, practices and goals about alcohol and drug use
3. explain employer and worker responsibilities in relation to:
 - attending work under the influence of alcohol and drugs
 - reporting your own or others' alcohol and drug use
 - asking for help and encouraging others to access treatment or counselling services.

Discussion topics - What can you remember about our workplace alcohol and drug policy?

Write down two risks that were identified in the risk assessment?

1. _____
2. _____

Our workplace policy has _____ (*insert number*) goals/objectives. What are they?

1. _____
2. _____
3. _____

What should you do if you have had a 'big night' (e.g., risky drinking and/or taking drugs) and feel impaired before coming to work?

Discuss your workplace policy's expectations and procedures with workers, referring to relevant sections where necessary.

What are the possible consequences if you:

1. attend work under the influence of alcohol and/or drugs?
2. regularly miss work because of alcohol and/or drug use?

Items to discuss include:

- *health and safety risks*
- *possible disciplinary outcomes*
- *communication processes*
- *treatment and counselling services*
- *statutory offences and penalties (see below).*

For example, do you know if you attend work under the influence of alcohol or drugs, and cause an accident or harm yourself or a co-worker, you might be:

- *finned under the Work Health and Safety Act 2012 (SA)*
- *ineligible for compensation under the Return to Work Act 2014 (SA).*



Work Health and Safety Act 2012 (SA) offence	Maximum penalty
Reckless conduct	\$300,000 or 5 years imprisonment or both
Failure to comply with health and safety duty—Category 2	\$150,000
Failure to comply with health and safety duty—Category 3	\$50,000

What should you do if you are concerned about your alcohol and drug use, or a co-worker's alcohol and drug use?

Discuss communication processes and emphasise the policy's commitment to confidentiality, privacy, health and safety, and treatment and counselling.

Worker Alcohol and Drug Awareness Session

The next Worker Alcohol and Drug Awareness Session will occur on:

(insert time, date, location).

Worker resources and handouts are available at <https://worklife.flinders.edu.au/external-site-resources>.
References are available at <https://worklife.flinders.edu.au/references>.