



Our alcohol and drug policy: CONSULTATION



Supervisor Note

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

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

This toolbox talk should be used during the **preparation** stage to:

- inform workers about the outcomes of your organisation's risk/needs assessment (see <u>Online</u> <u>Learning Topic 8: Alcohol and Drug Policies</u> and <u>How-to-Guide: Assessing Workplace Alcohol and Drug Risk</u>)
- encourage workers to:
 - think about the goals and strategies that ought to form part of the alcohol and drug policy
 - actively participate in the consultation process and 'buy in' to the success of the policy.

If your organisation:

- has developed and implemented an alcohol and drug policy, use <u>Toolbox Talk: Our Alcohol and Drug</u> <u>Policy: Refresher</u> to remind workers about the policy expectations, procedures, and possible disciplinary outcomes
- 2. is evaluating an existing policy, use <u>Toolbox Talk: Our</u> <u>Alcohol and Drug Policy: Review.</u>

Discussion Date
Supervisor/Manager
Workers' Names

Handouts

- Brief overview of your risk assessment findings
- 2. Getting Help posters











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What is a workplace alcohol and drug policy?

A workplace alcohol and drug policy is a written and widely distributed document that describes how our organisation deals with alcohol and drug issues.

What are the benefits of a workplace alcohol and drug policy?

Workplace alcohol and drug policies:

- 1. document and describe workplace alcohol- and drug-related risk
- 2. guide workplace alcohol and drug use culture and practices
- 3. reduce the personal, economic, and social costs associated with workplace accidents and injuries
- 4. show commitment to workplace health and safety
- 5. comply with legal duties and codes of practice
- 6. clarify roles and responsibilities for reporting alcohol and drug use
- 7. prevent uncertainty if situations arise due to alcohol and drug use
- 8. promote healthy workplace cultures and practices
- 9. create a culture of peer support
- 10. encourage workers to seek help early.

Why should we develop a workplace alcohol and drug policy?

Workplace safety is everyone's concern! Employers have a legal responsibility to provide a safe working environment.

Risk assessment

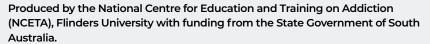
Our workplace recently completed an alcohol and drug risk assessment to find out about:

- 1. workplace factors that may contribute to your alcohol and drug use
- 2. impacts of alcohol and drug use on workplace health, safety, and morale
- 3. best options for responding to workplace alcohol and drug risk.

Tha	t assessme	nt found	:
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Our workplace alcohol and drug policy

Our workplace is developing an alcohol and drug policy to respond to these risks. Six principles underpin the development of the policy.

- Workplace safety is our primary concern
- 2. You will be consulted and asked to provide feedback on the policy's:
 - a. Goals
 - b. Scope
 - c. Operation
 - Reporting and disciplinary processes

Feedback can be provided:

- To your manager, supervisor or team leader
- To our HR and/or workplace health and safety representative
- Confidentially via the feedback box

- The policy will apply to all workers regardless of employment conditions and/or location
- 4. If you are concerned about your alcohol and drug use, or a co-worker's, please talk to your alcohol and drug policy representative (HR/health and safety nominee), supervisor or team member. Your concerns will be discussed confidentially and in private
- 5. We will provide:
 - a. regular alcohol and drug education and training to all workers
 - b. access to treatment and counselling services when needed
- 6. Our alcohol and drug policy will be continually reviewed and updated.

Consultation meeting

All workers are encouraged to attend a consultation meeting about this matter on:

(Insert date, time, location)

Discussion topics

- 1. Why do you think our workplace needs an alcohol and drug policy?
- 2. What goals do you think should be included in our alcohol and drug policy?
- 3. What do you think some of the positive outcomes of an alcohol and drug policy may be?
- 4. What are some concerns you might have about an alcohol and drug policy?
- 5. How could we address some of these concerns?
- 6. What could you do if concerned about your alcohol and drug use, or a co-worker's?
- 7. Should our alcohol and drug policy include alcohol and drug testing? Why?

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









