



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 [Online Learning Topic 8: Alcohol and Drug Policies](#) and [How-to-Guide: Assessing Workplace Alcohol and Drug Risk](#))
- 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:

1. has developed and implemented an alcohol and drug policy, use [Toolbox Talk: Our Alcohol and Drug Policy: Refresher](#) to remind workers about the policy expectations, procedures, and possible disciplinary outcomes
2. is evaluating an existing policy, use [Toolbox Talk: Our Alcohol and Drug Policy: Review](#).

Discussion Date

Supervisor/Manager

Workers’ Names

Handouts

1. Brief overview of your risk assessment findings
2. [Getting Help](#) posters



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.

That assessment found:

1. _____
2. _____
3. _____
4. _____



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.

1. 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
 - d. Reporting and disciplinary processes
3. 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.

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

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>.