



# Our alcohol and drug policy: REVIEW



## Supervisor Note

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

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

This toolbox talk should be used during the **evaluation** stage to review workers' perspectives on the appropriateness, effectiveness, and efficacy of your policy's goals, implementation, and strategies.

If your organisation:

1. is developing a new alcohol and drug policy, use the [Toolbox Talk: Our Alcohol and Drug Policy: Consultation](#)
2. has an existing alcohol and drug policy use the [Toolbox Talk: Our Alcohol and Drug Policy: Refresher](#) to remind workers about the policy's expectations, procedures, and possible disciplinary outcomes.

Discussion Date

Supervisor/Manager

Workers' Names

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## 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 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 in our alcohol and drug risk assessment
2. promote healthy workplace cultures, practices and goals about alcohol and drug use
3. highlight 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 when needed.

It is now time to review our policy to see:

1. what we did
2. how well we did it
3. if it met our goals.

## Our policy goals

Our workplace alcohol and drug policy aimed to (*insert goals*):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## What did we do?

To achieve our goals we (tick all that apply):

Implemented an alcohol and drug policy

Provided education and training about:

Workplace alcohol and drug risk

How to implement the policy

Where to get help

How to talk about alcohol and drug problems

Undertook alcohol and drug testing.

Other (*insert details*) \_\_\_\_\_



## How well do you think we did in implementing the policy?

	Poor	OK	Well	Not sure
Assessing workplace risk				
Consulting with workers				
Identifying relevant goals				
Educating workers about roles/responsibilities				
Raising awareness about alcohol and drug risk				
Helping workers identify and access treatment and counselling services				
Helping workers discuss alcohol and drug use				

What could be improved?

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## Do you think we achieved our goals?

Insert goals	Not much	Somewhat	A lot	Not sure
1.				
2.				
3.				

What could be improved?

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Thank you for your time. Your responses will be used to update and improve our current policy. More information about the upcoming consultation phase will be provided shortly.

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>.