

PURPOSE

Hamilton Island Enterprises Limited (HIE) is committed to achieving a healthy and safe working environment. HIE recognises that drugs, alcohol and other substance abuse by individuals who work on Hamilton Island, Dent Island and Shute Harbour can have serious adverse effects on their health and the safety of others.

Evidence shows that alcohol and drug abuse leads to impaired job performance, increased risk of workplace accidents and injuries, increased incidents of workplace violence, increased absenteeism, lost productivity, increased workers compensation claims and rehabilitation costs. Given HIE's commitment to health, safety and a productive workforce, the company's policy towards alcohol and other drugs is that:

- HIE has zero tolerance for illegal drugs or illicit drug use in the workplace or within staff accommodation.
- HIE will monitor and manage consumption of alcohol to ensure the work environment is safe and in keeping with professional performance standards.

HIE's zero tolerance policy to illegal drugs and their illicit use applies to all HIE employees and all properties managed or owned by HIE. This policy also applies to any visitor, concessionaire and their employees, contractor, sub-contractor and their employees present whilst working on Hamilton Island or on any HIE premises.

The Workplace Alcohol and Other Drug Policy is an integral part of the HIE Occupational Health and Safety strategy. It has been designed in accordance with Workplace Health and Safety Queensland's Framework for drug and alcohol management in the workplace document. The aim of this policy is to:

- Eliminate hazards associated with alcohol and other drug use in the workplace.
- Reduce the costs associated with alcohol and drug use to the organisation and the individual.
- To provide a framework for managing individuals performance affected by the consumption of alcohol or drugs.
- To provide a framework for dealing with individuals that may test positive for alcohol or other drugs while on duty.
- To support and encourage individuals with alcohol or drug related problems to seek professional assistance.
- To enhance recovery from work related injuries.

POLICY

Testing Program

HIE will initiate alcohol and other drug testing in the following circumstances;

- Random Testing for Alcohol and Other Drugs while on Duty
- Upon reasonable belief if an employee shows signs of being a risk to safety due to alcohol or drug consumption
- After a Workplace Health and Safety Incident

Random Testing for Alcohol and Other Drugs while on duty

In order to support the effective management of this policy all HIE employees are eligible to be randomly tested for alcohol and other drugs while on duty. HIE will comply with all laws and Australian Standards in relation to drug and alcohol testing, and, the process will be conducted with the utmost respect for individual privacy and confidentiality. Random lists will be generated weekly by the ER team, who will forward employee details to Island Safety for the testing to be undertaken.

All HIE employees are eligible to be randomly tested for alcohol and other drugs while on duty and there will be no exceptions to this policy. Refusal to take part in testing will be deemed a failure to comply with a lawful and reasonable direction from management, and may result in dismissal.

Management of Performance Affected by Consumption of Alcohol or Other Drugs Individuals are not to present themselves to work or be on work premises if they have consumed alcohol and/or other drugs that affect their

ability to work safely. If an individual's work performance and/or behaviour indicates possible drug or alcohol use the Manager must remove the individual from any position involving risk to health and safety of themselves and others within the workplace.

Where an individual has been removed from their position in accordance with the policy:

- The individual must cease working and will be stood down without payment.
- Island Safety (or an equivalent external testing consultant) will be contacted and the individual will be required to participate in an alcohol or other drug test.
- Management will ensure that the individual is provided with suitable transport home.

HIE has the right to request any employee in charge of a vehicle to provide a Blood Alcohol Content (BAC) test to ensure they are within the legal limits as required by vehicle and road use legislation.

Possession and Consumption of Illegal Drugs

Illegal drugs must not be brought onto or consumed at any premises owned and operated by HIE, this includes but is not limited to; Hamilton Island, Dent Island, Shute Harbour Logistics Facility, St Leonards Corporate Office, within staff accommodation or any other HIE premises under any circumstances. The sale, transfer, possession or consumption of illegal drugs, including drug paraphernalia may result in the individual being summarily dismissed and/or excluded from the Island and all HIE premises. This may also involve notification of New South Wales and/or Queensland Police.

If a Manager suspects that an individual is in possession of illegal drugs, the Manager should contact Island Safety immediately. In the presence of Island Safety and Employee Relations Officers, the Manager will request that the individual concerned display the contents of their bags, locker, pockets etc. to both the Island Safety Officer and the Manager. It may be necessary to conduct a room search and if so this will be done with the presence of both Island Safety and Employee Relations officers and the employee. If a search is required off Island at other HIE premises another senior management representative will attend.

An individual has the right to refuse to participate in a search; however, the Queensland Police will then be called to conduct the search. HIE has the right to detain any person it reasonably suspects has committed a breach of company policy, or HIE Rules and Regulations until such time as the Police arrive.

Prescribed Drugs

HIE understands and supports individuals that may need to take prescribed drugs. Prescribed drugs must only be consumed in the dosages recommended by the relevant medical practitioner. There are circumstances where prescribed drugs may have an adverse effect on performance. Such medication includes strong pain relievers, sleeping pills, tranquilisers, cough medicines and anti-histamines.

Where an individual is required to take prescribed drugs then the following must apply:

- The consumption of prescribed drugs must be in accordance with the instructions given by the manufacturer and/or the medical practitioner who prescribed the drugs.
- The individual is required to notify their Manager of any advice attached to the medication. This will allow Workplace Health and Safety to assess potential health and safety risks (information of this nature will be treated in a confidential manner).
- When an individual is required to take prescribed medication, management may request written certification, from the relevant medical practitioner who prescribed the drugs, to verify the employee is fit to return to work. This is to ensure compliance with our duty of care under the Workplace Health and Safety Act 2011.
- When an individual is taking prescribed drugs and is unable to perform the required work, the Manager in consultation with Workplace Health and Safety may make adjustments to the work requirements if possible. If it is not possible for adjustments to be made the employee should go home on sick leave and suitable transport will be arranged if necessary.

Testing Methods

Breath testing for alcohol and oral fluid testing for drugs have been selected as the testing methods that HIE will employ. These methods are minimally invasive, discrete and provide timely results. HIE will employ testing equipment that is certified as compliant with relevant Australian Standards and stored/maintained accordingly (AS3547-1997, AS4760-2006). Manufacturer's guidelines will be followed in the administering of tests. Upon request individuals may have access to the specifications of the BAC test or the oral fluid test.

Island Safety Officers will attend the individual's workplace or location and conduct testing in a private area. If an individual records a BAC reading or positive oral fluid test, officers will readminister the test after 10 minutes, where 2 positive samples will be deemed a confirmed positive result.

Testing Procedure

If an individual is on duty and returns a negative result for alcohol or other drugs after HIE has exercised its right to conduct a test, the employee will be free to leave the testing area and no further action is required of the employee.

In the event of a confirmed positive oral fluid test result showing illegal drug use, Island Safety officers will communicate these results to the Manager on duty and the Employee Relations Department immediately. The employee will be immediately stood down, summarily dismissed and may be excluded from the Island and all HIE premises. If an individual is excluded from the Island and HIE premises they will not be granted access to the Island or HIE premises for any purpose and will not be able to live or work on Hamilton Island, Dent Island or any other HIE premises.

An individual who tests positive via the oral fluid testing process may choose to undergo further blood or urine testing by a registered medical practitioner within 12 hours of the initial test being administered. If a negative result is returned the dismissal and/or exclusion will be revoked immediately and the employee reinstated with no loss of pay. An individual who knowingly produces an adulterated sample or tampers with test equipment may be deemed guilty of serious misconduct which could also result in dismissal.

An individual that tests positive for alcohol while on duty will be dealt with in the context of any laws regulating their particular job responsibilities, health and safety risks and the level to which their job performance is affected. The following procedure and parameters will apply:

- Individuals holding a provisional license or working in roles which are governed by external regulations requiring a BAC reading of 0.00 must comply with these regulations. QLD Road Safety law stipulates that the operators of the following vehicles are required to have a BAC reading of 0.00:
 - a truck (any motor vehicle weighing over 4.5t)
 - a bus (built or fitted to carry more than 12 adults, including the driver)
 - an articulated motor vehicle (e.g. B-double, or road train)
 - a vehicle carrying a placard load of dangerous goods
 - a taxi, limousine, or public passenger vehicle
 - a tow truck, pilot vehicle or escort vehicle escorting an oversize vehicle
 - a specially constructed vehicle, including a tractor.
 - a motor boat or jet ski.
- If employee's bound by the above legislation are found to have BAC reading greater than 0.00 the employee will be dismissed and there will be no exceptions.
- Individuals who are not employees of HIE who are bound by the above legislation will be required to stop operation of the vehicle immediately and their relevant employer will be advised. In the event the individual is displaying extreme levels of intoxication, HIE in their sole discretion, may require the individual to leave Hamilton Island with future access to Hamilton Island revoked. This will also apply to individuals who are not bound by the above legislation but are found to have a BAC of 0.05 or greater whilst working on Hamilton Island.
- If an employee who is not in a position covered by external regulations is found to have a BAC reading above 0.00 but under 0.05 the employee may be subject to disciplinary action depending on the particular risk circumstances and the degree to which the individual is affected (e.g. personal appearance, communication, mobility).
- If an employee who is not in a position covered by external regulations is found to have a BAC reading of 0.05 or greater the employee will be stood down with no pay. The employee will be subject to disciplinary action and may

be terminated depending on the particular circumstance. If the employee is not terminated they may be subject to follow up testing whilst on duty.

- If an employee who is currently 'Not Fit for Work' or on a Rehabilitation Plan is found to have a BAC reading of 0.05 or greater the employee may be subject to disciplinary action and or possible suspension of the Workers' compensation claim depending on the particular circumstances and the degree to which the individual is affected.

Consumption of Alcohol

Alcohol must not be consumed on HIE premises and/or during working hours without the express permission of the General Manager responsible for that area. Consumption of alcohol, when permitted, must always be within the legal limits, conducted in a safe location and manner and appropriate professional standards of behaviour must be maintained.

Call Out

If an employee is formally on call, this policy will apply to that employee in the same way it applies to employees during regular duty. If an employee is not on call and is called out in an emergency it is the employee's responsibility to monitor their own condition and inform their Manager or colleagues if they have consumed alcohol or other drugs. If the employee is considered impaired by alcohol or other drugs the employee should not attend, leave or distance themselves from the situation.

Policy Compliance

Employees are required to comply with the policies of HIE as stated in the terms and conditions within the contract of employment. If an employee refuses to comply with the HIE workplace alcohol and other drug policy, including failure to cooperate with the random testing process, disciplinary action will be taken and this may include termination of employment.

Violation of this policy will result in formal disciplinary action, which depending on the circumstances may involve a formal warning, suspension from employment, referral for testing or medical opinion, termination or summary dismissal of employment, referral to drug and alcohol counselling or other such action that the General Manager, the Employee Relations Team and Workplace Health and Safety deem appropriate.

Employee assistance

A number of avenues are available to employees who require information or assistance regarding alcohol and other drugs. HIE recommends the following:

External assistance:

- Contact the Hamilton Island Medical Centre to talk to medical staff on 07 49468243.
- A counsellor is located at the Allied Health Building on Tuesdays – for an appointment contact Whitsunday Crisis and Counselling 4946 2999.
- DrugInfo from the Australian Drug Foundation - www.druginfo.adf.org.au
- Telephone counselling and information:
 - Lifeline 131 114.
 - Alcohol and Drug Service 1800 177 833.

Contacts within HIE:

- Eileen Lockett, General Manager - People, Culture & Development, on 07 4948 9944
- Shanna Southern, Employee Relations Manager, on 07 4946 8081
- Emma McMahon, Workplace Health and Safety, on 07 4946 8122

APPROVAL

General Manager – People, Culture and Development

General Manager – Civil Services & Operations

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ALCOHOL AND OTHER DRUG POLICY

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GREAT JOBS, GREAT CAREERS.



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