



## YMCA Geelong – Drug and Alcohol Management Policy

### OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 192-O	06/06/2019	06/06/2019	APPROVED

### 1. PURPOSE

The Drug and Alcohol Management Policy aims to prevent Drug and alcohol-related incidents, foster safe behaviours at work, and ensure that YMCA maintains its commitment to improving the health, happiness and connected communities.

### 2. SCOPE

This Policy applies to The Young Men's Christian Association of Geelong Inc. and related entities.

The scope of this Policy applies to all Board members, Sub Committee member, staff, contractors, students, consultants and volunteers both when they're at Work, and during work-related events and celebrations.

The scope of the Policy also covers applies to motor vehicle or bus drivers when they are driving or about to drive a bus or motor vehicles authorised by the YMCA.

### 3. POLICY

#### 3.1 Policy Statement

YMCA is committed to providing a safe Workplace for our Board members, staff, contractors, students, consultants and volunteers (Personnel), and a safe environment for our clients, stakeholders, and participants. For this reason, it is YMCA's aim to maintain an environment in which the health and safety, and the performance of our people is not adversely affected by the use of alcohol or drugs. Further, YMCA is committed to improving the health, safety, and happiness of all Victorians. Therefore, YMCA will seek to ensure that YMCA events and celebrations are aligned to our organisational values, and our commitment to helping everyone to lead healthier and happier lives.

## 3.2 Policy Principles

### 3.2.1 General

YMCA has **zero tolerance** for any activities that adversely affect work performance and/or cause any risk to health and safety, including the consumption of alcohol (other than as permitted in this Policy) and use of other Drugs.

### 3.2.2 Personnel Responsibilities

- 3.2.2.1 All Personnel must not be present at Work whilst impaired, to any extent, by alcohol or Drugs. Should any Personnel member be present at Work impaired, to any extent, by alcohol or Drugs, the Personnel member will not be permitted to commence or continue work.
- 3.2.2.2 Personnel must not consume, use, possess, sell or transfer alcohol or Drugs (a) on YMCA's premises or (b) when performing any activity on YMCA's behalf, unless specifically authorised by a Manager.
- 3.2.2.3 Personnel must not be impaired, to any extent, by alcohol or Drugs whilst at Work, or undertake or engage in any work-related activities whilst impaired, to any extent, by alcohol or Drugs, including the care and/or supervision of children and/or young people At Work, and driving to or from work or work functions. These actions may amount to a breach of YMCA's policies and procedures and be considered serious misconduct.
- 3.2.2.4 Personnel are expected to act in accordance with the law at all times, and therefore will not engage in illegal activities related to alcohol or other Drugs at Work, including the possession and/or distribution of Drugs.
- 3.2.2.5 Personnel who require Medically Prescribed Drugs or Over the Counter Drugs to treat a medical condition or illness are required to inform their Manager of such medication use if such medication is known to have detrimental effects which could reduce performance and/or jeopardize their health and safety, or the health and safety of others.

### 3.2.3 YMCA Events and/or Celebrations

- 3.2.3.1 YMCA events and/or celebrations should not be focused on the provision of alcohol or Binge Drinking. When YMCA events and/or celebrations are planned, YMCA management should consider activities that align with YMCA's commitment to improving the health, safety, and happiness of all Victorians. YMCA events and/or celebrations must never be held at a bar, nightclub, or any other venue that where the service of alcohol is the primary focus, unless authorised by a General Manager.
- 3.2.3.2 Where alcohol is provided at YMCA events and/or celebrations, Personnel must only consume alcohol within the nominated authorised area and within the

authorised timeframe. At these events, Personnel must consume alcohol in a responsible manner and comply with the policies and procedures of YMCA at all times.

- 3.2.3.3 YMCA is not associated with and does not approve of, or support any, events and/or celebrations following a YMCA event including any 'after parties'.
- 3.2.3.4 Where a YMCA event and/or celebration is held at a venue that serves alcohol a risk assessment must be undertaken by the responsible Manager prior to the event, the risk assessment must identify the manager/supervisor that will be present, and on duty as the Responsible Person at the event.
- 3.2.3.5 Unlimited or Excessive Alcohol must never be provided at YMCA events and/or celebrations, and the responsible Manager/Responsible Person must ensure that responsible service of alcohol principles is established and followed at the event.
- 3.2.3.6 Where alcohol is provided at YMCA events and/or celebrations, food and non-alcoholic beverages must also be provided, the Manager responsible for planning the event must ensure that this occurs.
- 3.2.3.7 Where alcohol is provided at YMCA events and/or celebrations alcohol must not be served to/consumed by persons under 18 years old.
- 3.2.3.8 Where a sanctioned YMCA event/celebrations occurs there must be a published start and finish time.

### **3.2.4 Bus and Motor Vehicle Drivers**

YMCA has vehicles and or hires buses for the purposes of transportation of staff or customers. As a registered bus operator, YMCA has a number of obligations therefore a bus driver must have (00 Blood Alcohol Content) /motor vehicle driver (0.05 Blood Alcohol Content) and must not have drugs present in his or her blood or breath immediately before or while driving a bus.

In addition to this mandatory requirement it is expected that employees and contractors performing bus safety work:

- Not have drugs or alcohol present in their blood or breath immediately before or while performing work that may affect the safety of bus services (e.g. repairing/ maintaining or examining/ testing a bus or bus equipment)
- Be responsible for managing the effects of substances they may be taking (including prescription medicines)
- Discuss with their manager any drugs they may be taking.

Motor/Bus Vehicle and Bus safety workers have obligations under the drug and alcohol management policy. It is strongly recommended that all personnel:

- Read all the labels on their medicines and never use other people's medicines
- Discuss with their health professional how any medicines may affect their ability
- Inform their health professional of their obligations under the drug and alcohol management policy, especially before being prescribed new medicine
- Discuss alternative medicines to those which have potential adverse effects.

### 3.2.5 Breach of Policy

3.2.5.1 Any breach of this Policy may result in disciplinary action up to and including termination of employment or cessation of engagement. For further information, please refer to the YMCA Disciplinary and Termination Policy.

## 4. DEFINITIONS

<b>At Work</b>	<p>'At Work' refers to:</p> <ul style="list-style-type: none"> <li>a) at any of YMCA's Workplaces, offices or other premises occupied by YMCA;</li> <li>b) away from YMCA's Workplaces, offices, camps or other premises occupied by YMCA, but conducting work for or otherwise representing YMCA;</li> <li>c) in public, whilst wearing clothing or branding associated with YMCA;</li> <li>d) using YMCA vehicles.</li> </ul>
<b>Binge Drinking</b>	<p>Refers to heavy episodic drinking of alcoholic beverages with the primary intention of becoming intoxicated by heavy consumption of alcohol over a short period of time.</p>
<b>Drugs</b>	<p>A drug is any substance (other than alcohol) that deprives the person of normal mental or physical faculties (permanently or temporarily).</p> <p>In the context of bus safety workers, this includes drugs that affect:</p> <ul style="list-style-type: none"> <li>• Mental alertness</li> <li>• Vision</li> <li>• Coordination</li> <li>• Reaction to situations.</li> </ul> <p>These effects can increase the risk of mistakes or cause an incident or accident. The broad definition of drugs means prescription medicine, over-the-counter medicine, common tranquillisers or stimulants, herbal remedies, or illicit drugs. For a</p>

	non-exhaustive list of drugs, please refer to the <a href="#">Victorian Government Gazette</a> .
<b>Manager</b>	The Manager is not necessarily indicative of an individual that holds a YMCA Manager Graded role. The 'Manager' is the YMCA person responsible for the YMCA event and/or celebration at which alcohol will be served. This person will usually be an Manager, Director, Team Leader or Coordinator but does not have to be. If the responsible Manager is not present at the event and/or celebration at which alcohol will be served, a 'Responsible Person' must be nominated to be present.
<b>Medically Prescribed Drugs</b>	Medically Prescribed Drugs are prescribed by a medical practitioner for the purpose of treating a medical condition, and issued by a pharmacist.
<b>Over the Counter Drugs</b>	Over the Counter Drugs are medications that can be purchased legally without prescription e.g. paracetamol, antihistamine or ibuprofen.
<b>Personnel</b>	All employees (full-time, part-time and casual), Directors and Board members, Sub Committee members, contractors, students, consultants and volunteers, representatives and agents.
<b>Responsible Person</b>	This person is a manager/supervisor selected to be present on duty at an event at which alcohol will be served to ensure that this policy and other YMCA policies and procedures are adhered to at the event. This person may be the 'Manager' responsible for the YMCA event and/or celebration at which alcohol will be served but it does not have to be.
<b>Unlimited or Excessive Alcohol</b>	This refers to a number of different scenarios in which alcohol is provided which may include: <ul style="list-style-type: none"> <li>• Alcohol packages that enable individuals to consume an unlimited number of alcoholic beverages over a specific period of time;</li> <li>• An excessive bar tab for alcohol (an example of this might be a large bar tab for a small group of people);</li> <li>• Any other arrangement for the provision of alcohol that allows individuals to become significantly intoxicated or is unregulated for example, self-service bars/bottles of alcohol.</li> </ul>

## 5. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
People and Culture	<ul style="list-style-type: none"> <li>Responsible for reviewing and updating the Drug and Alcohol Management Policy, and designing education or communication tools associated with this Policy.</li> </ul>
Managers and Supervisors	<ul style="list-style-type: none"> <li>Responsible for implementing training and awareness raising strategies regarding the Policy as required.</li> <li>Responsible for role modelling the behavioural standards outlined in the Policy.</li> <li>Responsible for addressing any instances of non-compliance with the Policy.</li> <li>Responsible for ensuring compliance with the Policy.</li> <li>Responsible for the health, safety, and welfare of Personnel in attendance at any YMCA events/celebrations at which alcohol is provided.</li> <li>Responsible for undertaking risk assessments relating to the provision of alcohol at approved YMCA events and/or celebrations.</li> </ul>
All Employees, Volunteers, Students, Board Members, Consultants, Contractors and other authorised personnel (including Managers and Supervisors)	<ul style="list-style-type: none"> <li>Responsible for adhering to the expectations outlined in the Policy.</li> <li>Responsible for reporting any instances of non-adherence to the Policy, as well as any directions provided by Managers or other supervisors of the YMCA.</li> </ul>

Managers and Supervisors are responsible for ensuring compliance with this policy, including sharing this policy with existing and new employees and volunteers. The People and Culture team may monitor compliance through random audits of induction checklists and policy sign-off records.

## 6. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, FORMS AND/OR WORK PRACTICES)

The YMCA Geelong Drug and Alcohol Policy References Victorian State legislation (Drugs, Poisons and Controlled Substances Act 1981). There is a suite of documents (policies, procedures, guidelines and industrial instruments) which support or relate to the Alcohol and Other Drugs Policy, including, but not limited to:

- YMCA Code of Conduct
- YMCA Bullying, Harassment and Discrimination Policy
- YMCA Disciplinary and Termination Policy
- YMCA Workplace Response to Family Violence Policy

- YMCA Occupational Health & Safety Policy
- YMCA Safeguarding Children & Young People Policy
- YMCA Social Media Policy
- YMCA Risk Management Policy
- Occupational Health and Safety Act 2004 and Regulations 2007
- Bus Safety Act 2009 (Vic) and the Bus Safety Regulations 2010 (Vic)
- YMCA OHS Management Review Procedure

These documents are designed to be read in conjunction. The Drug and Alcohol Management Policy is not intended to replace or supersede these documents.

## 7. DOCUMENT HISTORY

Approved by: CEO

Meeting date: 23/02/2016 , 25/05/2019, 06/06/2019

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Review date: 28/06/2018, 31/05/2019

Policy Owner: Adele Andrew, People and Culture Director

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Amendment history:

Version	Date	Author	Change Description
V1	23/02/2016	Shona Eland	Conduct of Conduct Policy contained Drug and Alcohol Management Policy
V2	25/05/2019	Shona Eland	Alcohol and Drug Policy was integrated into the Code of Conduct Policy and pulled out to be a separate Policy Add clause 3.2.4 Motor Vehicle and Bus Drivers
V3	06/06/2019	Shona Eland	Post review with TSV updated clause 3.2.4 to include " (00 Blood Alcohol Content) /motor vehicle driver (0.05 Blood Alcohol Content) and must not have drugs present in his or her blood or breath immediately before or while driving a bus."

As Adopted by the YMCA Geelong on 06/06/2019



Chief Executive Officer YMCA Geelong Inc.