



SMOKING, DRUG AND ALCOHOL CONSUMPTION

PURPOSE:

Breakaway Toowoomba Inc. has a duty of care to provide a safe environment for all people who access the service and a safe environment for employees.

SCOPE:

- Areas in which can/cannot smoke
- Procedure to be followed should an employee be considered unfit for duty.

POLICY:

- 1 Smoking of drugs or cigarettes is not permitted by employees of Breakaway Toowoomba Inc. while on duty in:
 - 1.1 Any Breakaway Toowoomba centre (except in a smoking designated area), or in any Breakaway Toowoomba vehicle.
 - 1.2 Private vehicles when employees are transporting service consumers.
- 2 Consumption of alcohol:
 - 2.1 Employees are not permitted to consume alcohol whilst on duty. All staff must have a zero blood alcohol level when on duty.
 - 2.2 If, in the opinion of the on-duty staff, an employee is unfit for duty, they should contact the facilitator On – Call.
 - 2.3 If, in the opinion of the Facilitator the employee is deemed unfit for duty, a Doctor's certificate can be requested to establish an employee's fitness for duty.
 - 2.4 Staff affected by alcohol and/or drugs will not be allowed to take over a shift. Either the on-duty staff will be asked to remain on duty until a replacement is found, or the Facilitator will take over until a replacement staff person is available

Approved (Facilitators) *David Bell* Date *23.06.08*

Approved (Chairperson) *Paul Edrington* Date *23.06.08*