

	<b>Procedure</b> People – Work Health and Safety	
	<b>Drug, Alcohol and Smoke Free Workplace</b>	WHS-PRO-4.02-01

## Scope

This procedure applies to all Board Members, SDN staff members, including maximum term and casual staff members, students and volunteers. It also applies to all contractors or visitors.

## Responsibilities

### SDN staff members

- ensuring that SDN is a drug, alcohol and smoke free workplace
- immediately reporting any person who is suspected to be under the influence of drugs or alcohol or found to be smoking on SDN premises.

### SDN Leaders

- managing staff members who are suspected to be or confirmed to be under the influence of drugs or alcohol.

### Human Resources (HR)

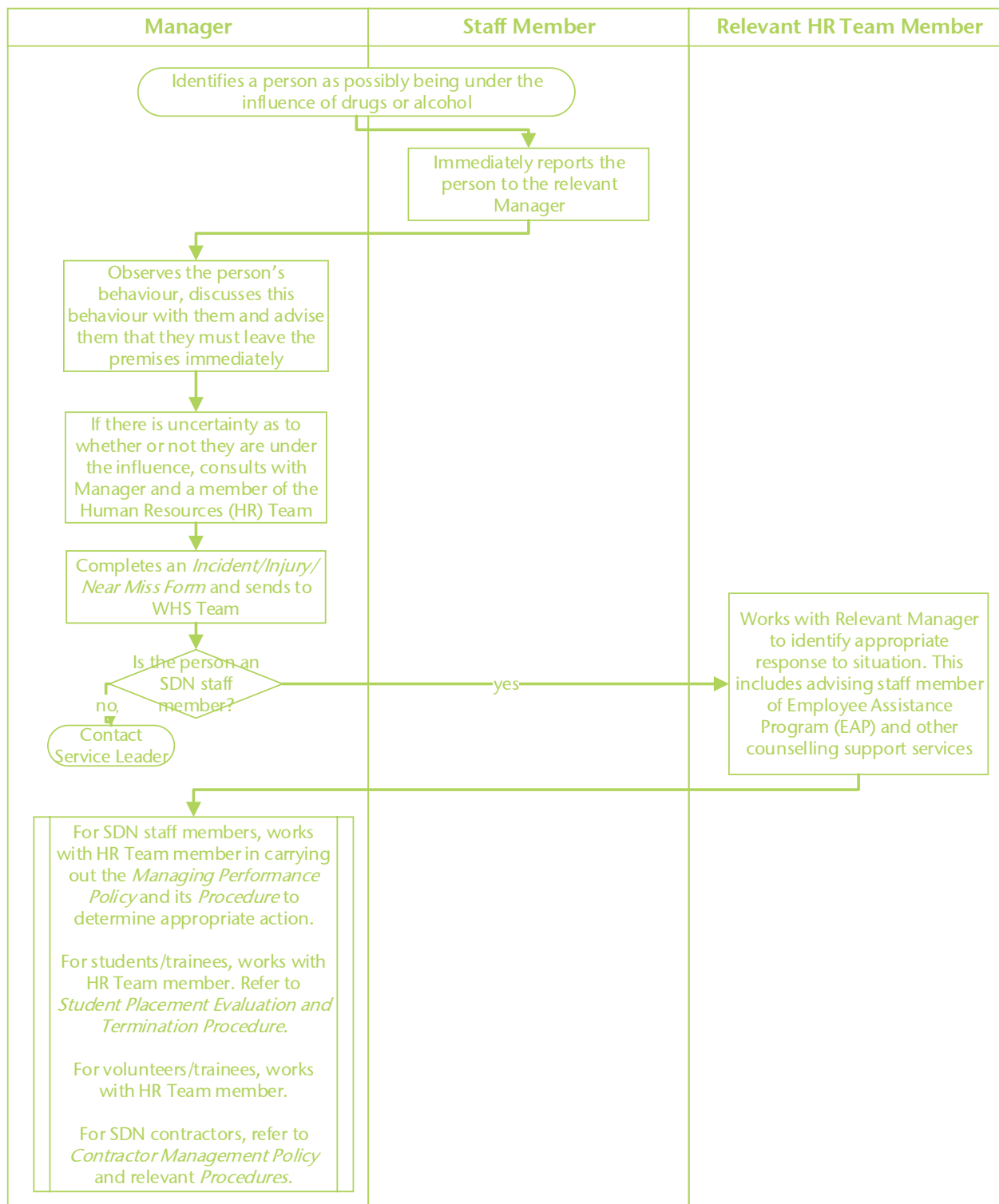
- providing support/advice on managing staff members who are suspected to be or confirmed to be under the influence of drugs or alcohol.

## Procedure Details

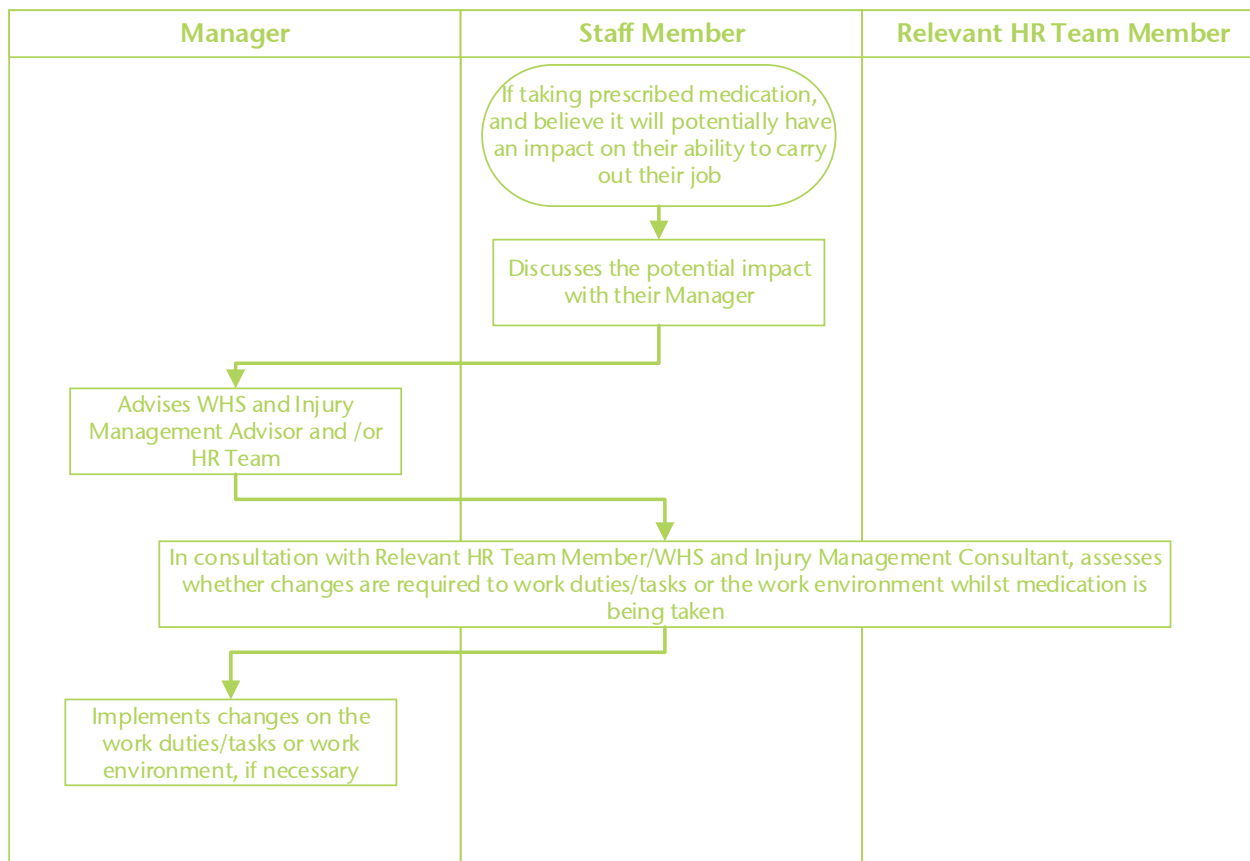
This procedure will be read in conjunction with the *Drug and Alcohol and Smoke Free Workplace Policy*. Please see next page for the procedure details.

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## Intoxication/Under Influence of Drugs



## Medication



## Related SDN Documents

### Policies

- GI-HLP-1.10: Code of Conduct
- HR-HLP-3.03: Code of Conduct for Staff Members' Interactions with Children
- HR-OP-3.08: Managing Performance
- HR-OP-3.20: Separation
- WHS-HLP-4.01: Work Health and Safety

### Procedures

- HR-PRO-3.08-01: Managing Performance
- HR-PRO-3.20-01: Separation

## Relevant Legislation/Regulations

- Work Health and Safety Act (NSW) 2011

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- Work Health and Safety Act (ACT) 2011
- Work Health and Safety Regulation (NSW) 2011
- Work Health and Safety Regulation (ACT) 2011
- Education and Care Services National Law Act 2010, section 171
- Education and Care Services National Regulations 2011, regulations 82, 83, 168 (2)(i)(i)
  - Schedule 1: National Quality Standard, element 2.3.2
- National Disability Insurance Scheme Act 2013
- NDIS Practice Standards and Quality Indicators
- NDIS Incident Management and Reportable Incident Rules 2018

### Other References/Related Documents

- Alcohol and Other Drug information Service (ADIS) – a 24/7 telephone information, advice & counseling service
  - (02) 9361 8000 - Sydney
  - 1800 422 599 - Country NSW
  - (02) 6207 9977 - ACT
- Alcoholics Anonymous - [www.aa.org.au](http://www.aa.org.au)
- Narcotics Anonymous - [www.na.org.au](http://www.na.org.au)
- Employee Assistance Program – 1800 81 87 28

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