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	Drug & Alcohol Policy			

Document Status

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A	May 2009	Rev.0	SM	M Connors B Muldoon	MGT Committee
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Revision Record

Revision	Date issued	Description of Changes
0	01/11/2015	Edit Document
Rev 1	01/07/2019	Reformat, updated due to ONRSR reporting 1 July 2019

Drug & Alcohol Policy

POL-004

1: Introduction

Members of the Oberon and Tarana Heritage Railway Inc. (OTHR) and all rail safety workers employed by OTHR are required to comply with the requirements of the Rail Safety Act 2008 and the relevant occupational health and safety requirements.

OTHR recognises its responsibility for ensuring that all risks to workers' health and safety in the workplace are identified and assessed, then eliminated or controlled. These risks include those associated with the use of alcohol or other drugs. Throughout this document reference is made to how OTHR manages this lifestyle-related problem.

It must be noted that OTHR's drug and alcohol policy and program has been developed for a small volunteer organisation. OTHR envisages that all line reconstruction and rolling stock operation and maintenance will be undertaken by its volunteer members.

2: Policy Statement

No volunteer rail safety worker, contractor or other employee is permitted to attend any OTHR active workplace or activity under the influence of alcohol or other drugs, nor are they permitted to consume alcohol or other drugs at any OTHR workplace.

OTHR's policy is designed to instil in members of the public and in all its rail safety workers a confidence that the safety hazards posed by alcohol and other drugs are being monitored and controlled in an ongoing and rigorous manner.

3: Guiding Program Principles

- (a) OTHR recognises alcohol and other drug problems must be dealt with as health and lifestyle problems with an emphasis on education and rehabilitation provided it is consistent with the requirements of safety.
- (b) OTHR fosters consultation with its members in all stages of program development and implementation.
- (c) All volunteer members, contractors and employees are informed of their responsibilities in relation to the consumption of alcohol or use of other drugs which may adversely affect work performance or conduct.

- (d) OTHR provides practical guidelines and training to managers and supervisors for dealing with rail safety workers whose work performance or conduct is adversely affected by alcohol or other drugs, including the application of disciplinary sanctions.
- (e) OTHR treats in the strictest confidence personal information received from volunteer workers, contractors or employees during counselling treatment or rehabilitation.
- (d) The concentration of blood alcohol which a volunteer, contractor or employee is allowed when working shall be less than 0.02 gm of alcohol per 100 ml of blood.
- (e) OTHR has established the following system to maintain the confidentiality of all information communicated to it concerning alcohol and drug-related problems.
 - Any reported drug or alcohol incident is reported for action. A drug & alcohol incident is recorded on the Drug and Alcohol Report Form (F-019 Drug & Alcohol Report).
- (f) Before any volunteers, contractors or employees take part in any OTHR work operations they will be informed of the contents of OTHR's alcohol and other drugs program
Contracts awarded by OTHR will have mandatory specifications to ensure the policies regarding drug and alcohol use are adhered to in full.
- (g) Currently, OTHR's Operations Manager, Track Manager and work gang supervisors rely on visual and verbal assessments to form a reasonable impression as to whether a person's behaviour is affected by alcohol. One or more of the following signs may indicate that the worker is affected by alcohol:
 - The breath smells of alcohol
 - Speech is slurred or incoherent
 - The employee is unsteady on his/her feet
 - Eyes are watering or bloodshot
 - The worker has a flushed or ruddy face
 - The worker may be aggressive, argumentative or inappropriately jovial
 - The worker may be very sleepy.
- (h) A volunteer worker, contractor or employee will be automatically tested for alcohol or drug use if involved in a serious incident or accident resulting in the Injury of themselves, others or damage to OTHR assets or a breach of safe working rules.
- (i) When OTHR is operating rolling stock, random testing for alcohol or drug use will be undertaken or organised by an authorised officer.

3: Responsibilities of OTHR's Rail Safety Workers

Through Toolbox meetings and signage, OTHR has impressed upon its rail safety workers the aim of having safe-working practices at all times. OTHR has also impressed upon its workers the key responsibility they have in contributing to and supporting safe work practices and a safe environment.

- (a) Rail safety workers must be aware that the consumption of alcohol and other drugs may endanger their own safety or the safety of other persons in the workplace or a member of the public.

- (b) Rail safety workers are responsible for absenting themselves from rail safety activities if they are under the influence of alcohol or other drugs.
- (c) Rail safety workers are responsible for notifying the Track Manager or their supervisor if they are concerned that the behaviour of other workers presents a perceived safety risk.
- (d) Rail safety workers are responsible for following OTHR's directions and rules applicable to alcohol and drugs in the workplace.

4: Disciplinary Actions

Alcohol and other drugs are not permitted to be consumed in any OTHR workplace. Furthermore, no OTHR contractor, volunteer or employee will be permitted to commence duties under the influence of alcohol or other drugs. The following disciplinary actions apply to all persons who do not observe OTHR's alcohol and other drug policies.

- (a) Any volunteer rail safety worker, contractor or OTHR employee suspected of being under the influence of alcohol or other drugs will be refused admission to the workplace.

5: Related Documents

SOP-015 D & A ONRSR Reporting

F-019 Drug & Alcohol Report.