

EZE Solutions Pty Ltd.

ABN 31097713472

ALCOHOL AND DRUG POLICY

1. PURPOSE

- To provide a safe working environment for all at EZE Solutions Pty Ltd.
- To ensure compliance with relevant Australian Legislation.

2. RELATED DOCUMENTS

- Safety Manual.
- All relevant Australian Occupational Health and Safety Legislation,
- Australian Rail Safety Legislation.
- Complies with Quality Management System.

3. RESPONSIBILITY AND SCOPE

Responsibility

- It is the responsibility of the Director to ensure that this procedure is understood and complied with by ES staff and associates.
- Any amendment to this procedure, or issue of authorised amendments will be made generally in accordance with Quality Management System.

Scope

- This procedure is applicable to all permanent and temporary full and part-time employees including associates, carrying out work on behalf of ES.

4. DEFINITIONS

None

5. PROCEDURE

Pre-employment Screening

- As part of the pre-employment medical examination, all candidates selected for employment must be screened for the presence of drugs.
- Where a positive result is discovered, the candidate must be rejected.
- A candidate who refuses to undertake screening for drugs must be rejected.
- An applicant for employment who has been previously tested positive must not be re-considered after a positive test.
- All new employees will be briefed of the company's policy on alcohol and drugs.

Random Drug Screening

- Employees who carry out safety critical work are subject to periodic random drug screening whilst on duty.
- Approximately 5% of members of staff who carry out safety critical work will be selected for random screening over a 12 month period.
- Members of staff who are selected at random to attend for drugs screening must not be given more than 48 hours notice.
- Persons who test positive must be removed from safety critical duties and disciplinary action taken which will result in dismissal.
- Employees working off site where the NSW Rail Safety Act 2002 and the Rail Safety (Drug & Alcohol Testing) Regulation 2003 apply could also be subject to random testing under this legislation. If a positive result is found contractors will not return to the workplace and breach of contract conditions may apply in addition to any other investigation / prosecution. Employees would also be subject to ES disciplinary procedure.

For Cause Drug and Alcohol Screening

- Where there is a reason to suspect that an employee, contractor or visitor (whether carrying out safety critical work or not) is unfit to perform normal duties through the effects of alcohol or drugs, the Section Head or responsible person must remove the person from duty. Where the person is an employee of ES the Office Manager will arrange for a suitable qualified person to attend and administer a breathalyser test and/or obtain a urine sample for drugs screening.
- In the case of the breath test, subsequent action will depend on the level of alcohol in the person's breath, as determined by the breathalyser equipment.
- Until the outcome of the drugs screening is known, the person concerned must not be employed on safety critical duties but may be employed on non-safety critical work duties.
- A member of staff who tests positive, or refuses to undertake the screening process, will be subject to disciplinary action and will be liable to dismissal.
- Where the person is not an employee of ES, the Office Manager will notify the person's employer.

- If the Office Manager is not available, a responsible staff member is to arrange for a suitable qualified person to attend and administer the test.
- The Office Manager shall ensure a list of suitable person, qualified to administer alcohol and drug testing, is maintained and is available for responsible staff members.

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General

- A copy of the Safety Policy and Guidelines must be issued to all employees and associates detailing the company's policy on alcohol and drugs together with the risks associated with alcohol and drug abuse.
- Managers should endeavour to identify any developing problems amongst their staff without recourse to disciplinary action.
- Employees who voluntarily seek help for alcohol or drug related problem, must not be subject to the disciplinary action but supported through their period of rehabilitation. Employees who fall into this category may be given alternative duties whilst involved in the rehabilitation process.
- Any employee or associate who is required to take prescribed medication which may affect their ability to undertake their day to day duties must declare this to their Section Head. Form Notification of Prescribed Medication should be completed, and forwarded to the Office Manager for filing on the individual's personal file.
- Any member of staff who believes they are unfit for duty due to effects of alcohol or drugs should not report for duty. Should this situation arise, annual leave should be taken. Failure to comply will result in disciplinary action.

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Records

- All records relating to alcohol and drug screening activities in respect of employees and associated will be maintained by the Office Manager.

6.0 APPENDICES

None