

**FITNESS FOR WORK POLICY**

The *Work, Health and Safety Act 2012* makes it a requirement for all employers to provide a safe workplace. The Act also requires employees to ensure that they take reasonable care to protect their own health and safety and that of others whilst in the workplace.

Part of this responsibility is ensuring that employees present fit for work in an appropriate physical, mental and emotional state that enables them to perform their duties in a manner that will not impact on their own or another’s health, safety or work performance.

Bartsch Builders will comply with its obligations to ensure that it provides a safe workplace and ensure employee health by:

1. Providing a safe and health workplace, free from the potential hazards created by inappropriate use or influence of alcohol and/or drugs, and to this end have a zero tolerance stance on the possession, use or influence of alcohol and/or drugs;
2. Educating all under Bartsch Builders control that selling, distributing, manufacturing, possessing or consuming alcohol and/or drugs is strictly prohibited during working hours or while on Bartsch Builders premises or work sites (including Company vehicles);
3. Providing a fair, transparent and equitable approach to deal with issues in relation to the use of alcohol and/or drugs, and provide support and guidance to personnel under Bartsch Builders control in the rehabilitation from substance abuse; through external advisory and counselling services,
4. Ensuring that this procedure and any other related procedures are communicated to all under Bartsch Builders control so that it is clear what is expected from personnel working on Bartsch Builders premises and/ or worksites.

**Employee Responsibilities**

1. Employees must comply with this policy and any associated procedures.
2. Employees must make themselves available for testing in accordance with any associated testing procedure.
3. Employees must not be impaired by alcohol or other drugs during working hours or when on Bartsch Builders premises or work site, including Company vehicles.
4. Employees are prohibited from selling, distributing, manufacturing, possessing or consuming alcohol or other drugs during working hours or while on Bartsch Builders premises or worksite.
5. Alcohol may be consumed on company premises during officially sanctioned events but only in accordance with strict provisions that will be communicated prior to the event.
6. Employees required to take medically prescribed drugs that might or could affect their work or performance (as defined on the packaging of the medicine, or in the Consumer Medicine Information Sheet for the particular prescription) are required to immediately notify their supervisor/manager so that appropriate duties can be determined prior to attendance at work..
7. Any employee who is concerned about another employee due to possible alcohol or other drug use must report the matter to their supervisor/manager as soon as possible.

Bartsch Builders reserves the right to search its premises or work site for alcohol and/or other drugs, and employees must make themselves available for this purpose.

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## Employee Assistance

Bartsch Builders acknowledges that people are responsible for making their own decisions. However, employees have a responsibility to ensure that those decisions do not affect their health and safety or the health and safety of others while at work.

Bartsch Builders will provide employees with information on free community services for, those who may be affected by emotional, social or personal problems associated with drugs or alcohol, with confidential, independent professional counselling through contact with Drug & Alcohol Services SA who will advise our members about free Drug & Alcohol counselling Services in your local area.

## Metropolitan:

Appointments are required. To make an appointment and/or further information call **1300 13 13 40** 8:30 am – 10:00 pm, 7 days. (South Australian callers only - local call fee).

**DASSA Central Services**  
91 Magill Road, Stepney SA 5069

**DASSA Northern Services**  
22 Langford Drive, Elizabeth SA 5112

**DASSA Southern Services**  
1/209 Main South Road, Morphett Vale SA 5162

Alternately Mates in Construction (MIC) also offer “around the clock” counselling services and can be contacted on **1300 642 111**.

Any company employee wishing to access assistance should initially contact their immediate manager with the request, who shall, give the employee the DASSA contact details. However, Bartsch Builders expectation is that employee will take advantage of the assistance voluntarily and before any incident occurs.

## Disciplinary Action

Drugs and alcohol pose serious safety concern and any breach of this policy will be treated as serious. A breach of this policy may result in disciplinary action up to and including termination of employment.

Luke Bartsch  
Project Supervisor

13<sup>th</sup> July 2020

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