
SUBSTANCE ABUSE POLICY

POZZTECH ENGINEERING is committed, and required by law, to provide a safe workplace. As a consequence POZZTECH ENGINEERING requires it's employees [or POZZTECH ENGINEERING agents] to consider whether they attend work when their capabilities of performing their normal duties are affected by any substance overuse.

Similarly, all employees, in accordance with their responsibilities under the principle of Duty of Care, are obliged to ensure that no POZZTECH ENGINEERING employee is putting themselves or other individuals in any danger.

In the case where an employee's behaviour is seen to be affecting [through perceived substance overuse] the safety of themselves, other employees or equipment, it shall be investigated immediately.

If it is considered that the behaviour is as a result of overuse and therefore inappropriate for the individual to continue at the workplace, steps will be taken to have them undertake a Drug and Alcohol Test and arrangements made to be transported home.

The test results will be discussed with the individual and a return to work will be only when the employee is capable of performing their normal duties [using a further test to determine that the levels are within acceptable limits].

A further review, by all relevant parties, will occur as soon as practicable after the event, and if necessary appropriate action [a verbal or written warning or summary dismissal] will be taken.

In the circumstance where there is a specific long term problem employees will be encouraged to undertake counselling [at their own cost]. Where positive steps are being taken employees will be able to use their available sick and annual leave to cover any absence. However should the behaviour re occur, then the employee will be the subject of summary dismissal.



Tony Pozzato
Managing Director
POZZTECH ENGINEERING

Date: 10-1-2015.