



DRUG AND ALCOHOL POLICIES IN THE WORKPLACE

INTRODUCTION

Drugs and alcohol can have a serious impact on individuals, relationships, and businesses. Under the Health and Safety at Work Act 2015, being impaired or affected by drugs and alcohol in the workplace is considered a hazard. People in the workplace under the influence of drugs and/or alcohol may have impaired judgement and could make poor decisions which pose a risk to themselves, colleagues, business operations, and members of the public.

More and more businesses have moved to put systems and processes in place to ensure that their employees are not working under the influence of drugs and/or alcohol. Implementing a robust Drug and Alcohol testing programme can help prevent and minimise the risk of drugs and/or alcohol in your workplace.

DRUG AND ALCOHOL TESTING – THE BASICS

EasyHR provides support to businesses who need help or guidance to develop and implement a drug and alcohol policy with supporting processes to establish a healthy, drug and alcohol risk-free workplace that keeps all people involved in the business safe. Any drug and alcohol programme needs to address several areas including:

- Implementing a robust policy
- Outlining the methods that will be used (e.g. saliva or urine) and the type of testing that is to be undertaken, which could include
 - Pre-employment
 - Post-incident
 - Reasonable cause
 - Random
 - Customer requested
- Ensuring that all employees understand what is expected of them in the workplace
- Providing training for employees and managers to understand their roles and responsibilities

IMPLEMENTING DRUG AND ALCOHOL TESTING

EasyHR can help your business implement a drug and alcohol policy and testing regime that provides the results that you are seeking.

Policy Development

A fair and effective policy is essential to provide a strong foundation for any Drug and Alcohol testing programme. At **EasyHR** we will work with you to develop a policy that is right for your business and meets the requirements of the legislation, recent employment relation authority, and employment court decisions. We will also review your current policies and employment agreements to ensure that you have a framework you can rely on.

Business Processes

EasyHR will work with you to implement simple and effective processes that support your policy and employment agreements, and deliver any business outcomes you are seeking.

Consultation and Education

Once the policy and processes have been developed, you may need to consult with your team as part of the communication or education process. At **EasyHR** we have significant experience in implementing a broad range of policies and have the tools and experience to help ensure you meet your compliance requirements to be able to demonstrate you have communicated expectations to your employees. Our education is designed to support managers and team members during the change process, and going forward as new employees join the company.

Drug Testing

While **EasyHR** does not undertake Drug or Alcohol testing, we do partner with leading organisations to ensure that a complete end-to-end process is undertaken with expert support; from policy development, training and education, right through to performance management or rehabilitation.

Test Result Monitoring

EasyHR will work with your managers to review test results and make recommendations on the actions that need to be taken, promptly. Ensuring that the correct action is taken immediately can be critical in ensuring that safety objectives are met.

Performance Management Processes

If an employee is not able to provide a clear test, or maybe refuses to be tested, our expert team can support you through the performance management process, ensuring you can make fully informed decisions. Formal disciplinary processes can be complex but the **EasyHR** team have extensive employment relations experience to help support you through this.

Rehabilitation

In some cases following a failed test, you may decide as an organisation to support an employee as they undertake a rehabilitation programme. For these cases, **EasyHR** can support both the employee and management to help ensure that agreed actions are undertaken and that the programme is completed as agreed, or non-compliance is effectively managed.

If you want to make your workplace a safe environment for everyone involved, contact the **EasyHR** team for expert support to help you develop or implement a Drug and Alcohol Policy and Testing programme.

