

4.2 DRUGS AND ALCOHOL POLICY

PURPOSE

Lindfield Montessori School is committed to providing a healthy and safe environment for all employees in the workplace and does not condone the misuse of alcohol or abuse of other drugs by any employee in the workplace.

CODE OF BEHAVIOUR

The Work Health and Safety Act 2011 places a general duty of care on a Person conducting a business or undertaking (PCBU) to provide a safe workplace. Employers must take all reasonable action to protect their employees and other people in the workplace from foreseeable risks to health and safety. In light of this responsibility, all employees at Lindfield Montessori School are to adhere to the following requirements:

- Employees must not consume alcohol or other drugs while at work, or during their work.
- Smoking is not permitted at any time.
- No employee is to commence work or return to work while affected by alcohol or recreational drugs.
- A breach of this policy is grounds for disciplinary action, which could lead to termination of employment.
- Employees who are aware of any change in the behaviour of their co-workers and have grounds to believe that person's ability to work safely may be impaired, have a responsibility to report it to the Nominated Supervisor so that action may be taken immediately. If an employee is concerned about the behaviour of the Nominated Supervisor, he/she is to report to the President of the Executive Committee.

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. 82, 83 Children (Education and Care Services National Law Application) Act 2010 Sections 167
Related to NQS QA	2.2
Related Policies	Staff Code of Ethics Ethical Conduct Statement
Sources & Further Reading	

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Checked regulations, updated copy	2024