



Department of  
**Education**

# **Alcohol and Other Drugs in the Workplace Policy**

Effective date: 11 December 2018

Version: 1.0

Accurate at the time of printing 29/07/2021.

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## 1. Policy statement

The Department of Education is committed to providing safe and healthy work and learning environments through practices that eliminate or reduce risk arising from the use of alcohol, medication or other drugs.

## 2. Policy rules

In the workplace, Department employees must not be impaired by alcohol, medication or other drugs.

Principals and line managers must manage employees who exhibit impairment as a result of alcohol, medication or other drugs in accordance with the Alcohol and Other Drugs in the Workplace Procedures.

Principals must grant permission, in accordance with the Alcohol on Public School Premises Procedures, for functions to be held on school premises at which alcohol is to be supplied or sold.

## 3. Responsibility for Implementation and Compliance

Principals are responsible for implementation in schools.

Line managers are responsible for implementation in non-school sites.

The Executive Director Workforce is responsible for compliance monitoring.

## 4. Scope

This policy applies to all employees.

### Guidance

The authority to manage visitors impaired by alcohol and other drugs in Department workplaces is governed by:

- section 57A of the Occupational Safety and Health Act 1984;
- Visitors and Intruders on Public School Premises Policy; and
- Community Use of Public School Facilities Policy.

The authority to manage students impaired by alcohol and other drugs in Department workplaces is governed by:

- Student Behaviour in Public Schools Policy and Procedures; and
- Duty of Care for Public School Students Policy.

## 5. Supporting Procedures

Alcohol on Public School Premises Procedures

Alcohol and Other Drugs in the Workplace Procedures

## 6. Definitions

### Drug

A substance that when taken in or administered primarily affects the central nervous system, resulting in changes in mental processes. For example, mood, thoughts or perceptions and behaviour. This term includes but is not limited to:

- alcohol;
- medication – prescribed or non-prescribed;
- illicit drugs – cannabis, cocaine, heroin, amphetamines, methamphetamines, etc; and
- other psychoactive substances such as solvents, petrol, glue, kava, nitrous oxide, synthetic drugs, etc.

### **Impairment**

The alteration of the normal physical or mental function which results in diminished performance, conduct or ability to perform tasks in a safe and productive manner.

### **Prescription medication**

Medication prescribed by a medical practitioner for that employee or another person.

### **Visitor**

All persons in Department workplaces, other than current students and employees of the Department, who have good cause to be there. Visitors include:

- parents;
- volunteers;
- contractors;
- Parent and Citizens Associations, School Councils/Boards and individuals employed by such bodies; and
- other community members.

### **Workplace**

A workplace encompasses public schools, other Department worksites and school or work-related activities, including travel associated with such activities.

## 7. Related documents

### Related legislation and authority

[Industrial Relations Act 1979](#)

[Liquor Control Act 1988](#)

[Occupational Safety and Health Act 1984](#)

[Occupational Safety and Health Regulations 1996](#)

[Public Interest Disclosure Act 2003](#)

[Public Sector Management Act 1994](#)

[School Education Act 1999](#)

[School Education Act Regulations 2000](#)

### Related Department policies

[Community Use of Public School Facilities](#)

[Duty of Care for Public School Students](#)

[Employee Performance](#)

[Occupational Safety and Health](#)

[Staff Conduct and Discipline](#)

[Student Health Care in Public Schools](#)

[Visitors and Intruders on Public School Premises](#)

### Other documents

[Code of Conduct and Standards \(staff only\)](#)

[Grievance Framework](#)

[Guidelines for First Aid in the Workplace \(staff only\)](#)

[Guidance Note: Alcohol and Other Drugs at the Workplace 2008](#)

[Commissioner's Instruction No. 7 - Code of Ethics](#)

[Reporting Misconduct](#)

[Retirement on Grounds of Ill Health Guidelines](#)

[Western Australian Mental Health, Alcohol and Other Drug Services Plan 2015-2025: Better Choices. Better Lives](#)

## 8. Contact information

### Policy manager:

Director Workforce Policy and Coordination

### Policy contact officer:

Manager Workforce Policy

T: 9264 5040

## 9. History of changes

<b>Effective date</b>	11 December 2018
<b>Last update date</b> <b>Policy version no.</b>	1.0
<b>Notes</b>	The new Alcohol and Other Drugs in the Workplace policy was endorsed by the Director General at Corporate Executive on 31 October 2018. This new policy replaces the Alcohol on Public School Premises policy.DETCMA

## 10. Appendices

## 11. More information

### Supporting content

#### Procedure

[Alcohol on Public School Premises Procedures](#)

[Alcohol and Other Drugs in the Workplace Procedures](#)

### Policy review date

11 December 2021

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