



WHS Drugs and Alcohol Policy & Procedure

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VERSION CONTROL

Table 1: Version Control

Version	Date	Author	Approval	Comments
0.1	1 May 23	Guy Peterson	James Hyndes	Initial Draft
1.0	5 May 23	Guy Peterson	James Hyndes	First Release

1.0 POLICY

1.1 PURPOSE

The purpose of this policy is to ensure that all workers and contractors at the motel are not under the influence of drugs or alcohol whilst on duty and/or at work. This policy aims to promote a safe and healthy workplace by minimizing the risk of harm from drugs and alcohol-related incidents and ensuring that all necessary precautions are in place.

1.2 SCOPE

This Policy applies to all Redhill Hospitality business operations identified in Table 2 below.

Table 2: Redhill Hospitality Properties

Motel Name	Entity Name	ABN	Address
Boulevard Motor Inn	RRAF2 MILDURA PTY LTD	74 652 768 217	385 Deakin Ave Mildura 3500
Crest Motor Inn	The Trustee for Redhill Hospitality Unit Trust	61 102 953 809	60 Crawford Street Queanbeyan 2620
John Hunter Motel	RRAF JH PTY LTD	35 646 161 239	91 Maitland St Muswellbrook 2333
Peninsula Nelson Bay Motel & Serviced Apartments	RRAF NBP PTY LTD	57 638 570 466	52 Shoal Bay Road Nelson Bay 2315
Redhill Cooma Motor Inn	REDHILL COOMA PTY LTD	15 624 995 946	35 Sharp Street Cooma 2630
Redhill Tamworth Motor Inn & Conference Centre	REDHILL TAMWORTH PTY LTD	27 633 786 919	236 Goonoo Goonoo Rd, South Tamworth NSW 2340
Centrepont Motor Inn	Rraf2 Rocky Pty Ltd	86 657 725 098	35 Sharp Street Cooma 2630
Seagulls Resort	RRAF2 TOWNS PTY LTD	87 656 987 209	74 The Esplanade Belgian Gardens, Townsville, 4810
The Henry Parkes Motel Tenterfield	REDHILL TENTERFIELD PTY LTD	88 661 440 928	144 Rouse Street, Tenterfield, 2372
The Oxley Motel Dubbo	RRAF2 DUBBO PTY LTD	91 652 546 337	79-85 Cobra Street Dubbo 2830

1.3 POLICY STATEMENT(S):

Redhill Hospitality is committed to providing a safe and healthy workplace for all workers, contractors, and guests, and to complying with the Australian Work Health and Safety Act

2011 with respect to drugs and alcohol. We recognise that the use of drugs and alcohol can pose serious risks to the safety of individuals on the premises and is committed to preventing incidents and minimizing their impact.

The motel will ensure compliance with this policy by:

- 1) Prohibiting the use of non-prescribed drugs and alcohol on the premises by workers and contractors whilst on duty.
- 2) Conducting regular inspections and audits of the workplace to detect any signs of drug or alcohol use.
- 3) Providing appropriate training to workers and contractors on the risks associated with drug and alcohol use in the workplace, and their responsibilities in maintaining a safe and healthy workplace.
- 4) Encouraging workers and contractors to report any incidents or near misses related to drugs and alcohol use.
- 5) Conducting drug and alcohol testing, when necessary, in accordance with the relevant Australian Standards and legislative requirements.
- 6) Providing support and resources to workers and contractors who may be struggling with drug and / or alcohol use.

1.4 RESPONSIBILITIES:

- 1) All workers and contractors have a responsibility to comply with this policy and to report any potential breaches of this policy to their supervisor or manager.
- 2) General Managers have a responsibility to:
 - a) Ensure that all necessary precautions are in place
 - b) Ensure that all workers and contractors are trained in drug and alcohol management.
 - c) Ensure compliance with this Policy and Procedure
 - d) Report any violations of this policy by submitting a 'Workplace Incident Report' through Redhill Hospitality Hub.

1.5 REVIEW AND EVALUATION:

This policy will be reviewed and evaluated on a regular basis, to ensure ongoing effectiveness and compliance with legislative and regulatory requirements.

2.0 PROCEDURES

- Step 1: The motel will regularly review and assess the workplace to identify potential drug and alcohol-related risks. This may include conducting drug and alcohol testing and reviewing incident reports and complaints. Any potential drug and alcohol-related risks identified will be assessed to determine the level of risk they pose and what control measures need to be implemented.
- Step 2: Control measures will be implemented to minimize the risk of harm from drug and alcohol use on the premises. These will include but are not limited to:
- a) Prohibiting the use of drugs and alcohol on the premises by workers and contractors whilst on duty.
 - b) Providing appropriate training to workers and contractors on the risks associated with drug and alcohol use.
 - c) Ensuring all staff involved in the sale of alcohol are RSA qualified.
 - d) Conducting drug and alcohol testing when necessary, in accordance with the relevant Australian Standards and legislative requirements.
 - e) Providing support and resources to workers and contractors who may be struggling with drug or alcohol use.
- Step 3: All workers and contractors will receive appropriate training and education on the risks associated with drug and alcohol use and their responsibilities in maintaining a safe and healthy workplace. Training will be provided during employment induction procedures and regularly thereafter.
- Step 4: The motel will ensure that all workers and contractors are aware of the drug and alcohol policy and procedures and understand their responsibilities in preventing and managing drug and alcohol-related incidents. This policy and procedure is to be communicated and made available to workers and contractors through training and the Redhill Hospitality Hub.

2.1 REPORTING ACTION:

- Step 5: Workers and contractors are required to report any incidents related to drugs and alcohol use to their supervisor or manager as soon as possible.

2.2 DISCIPLINARY ACTION:

- Step 6: In the event that a worker or contractor has violated this policy, following an investigation, disciplinary procedures are to be discussed with Redhill Executive.
- Step 7: The nature and severity of the disciplinary action will depend on the circumstances of the violation, and will consider the individuals history of drug or alcohol use, the risk of harm to others, and the impact of the violation on the workplace.