



Smoking, Alcohol and Other Drugs in the Workplace (SADW) Policy

Section	Health and Safety
Contact	GCC Manager
Last Review	April 2019
Next Review	April 2022
Approval	Governance Group
Effective Date	16 April 2019

Purpose:

Glenfield Community Centre Incorporated (“GCC”, “the Centre”) has an obligation to provide a work environment without risks to personal health and safety, so far as is reasonably practicable. This obligation includes eliminating or minimising, so far as is reasonably practicable:

- the health risks associated with the harmful effects of smoking;
- the risks associated with the use of alcohol
- the risks associated with the use of prescription, legal or illicit drugs

This policy is intended to meet or exceed obligations under current legislation.

Scope:

This policy applies to GCC employees, students, contractors and their staff, and visitors whilst at the Centre.

Policy:

- 1) **Smoking:**
 - a) Further to any current legislation, smoking at, on, or in Centre premises, Centre grounds or within any Centre vehicle is prohibited.
 - b) Cigarette vending machines and/or other cigarette sales outlets are prohibited on Centre property. Centre employees are only permitted to smoke during official work breaks (e.g. morning tea, lunch).

- c) GCC encourages individuals to quit smoking and seek assistance which may be obtained via any of the Ministry of Health-based or recommended 'quit smoking' websites, a treating medical practitioner.

2) Alcohol and Drugs

- a) The use of alcohol or drugs can impact a person's ability to perform tasks in a proper and safe manner, and may have adverse effects on safety, efficiency and productivity of self and others. Alcohol and drug misuse is a social and health problem that is amenable to prevention with appropriate diagnosis and treatment. Centre management has a legitimate interest in taking action to resolve such issues and to promote and maintain a good reputation within the community without such issues bringing the organisation into disrepute.
- b) All individuals at the Centre will:
- Abide by legislation with regard to the use and/or possession of alcohol and other drugs;
 - Recognise legal and social obligations in selling and/or supplying alcohol and promote a responsible attitude towards the use of alcohol;
 - Not be adversely affected by alcohol and/or drugs whilst undertaking work activities.
- c) Individuals participating in high-risk activities must be free from the effects of alcohol and/or other drugs. If any doubt exists as to an ability to pass such a test with a negative or zero reading, an individual should withdraw from the activity. High-risk activities include, but are not limited to:
- Working with plant and equipment which includes the use of a motor vehicle;
 - Supervising employees or students;
 - Working with chemicals and hazardous substances.
- d) Being under the influence of alcohol and/or drugs will not be accepted as an excuse for unacceptable behaviour including the wilful or reckless endangerment of health and safety of any individual at the Centre.
- e) The consumption of alcohol in public areas of the Centre is not permitted, nor is binge drinking or drinking games.
- f) The misuse of alcohol or other drugs by individuals at the Centre will be addressed to provide a safe and healthy workplace.

Definitions:

Terms not defined in this document may be in the GCC Glossary of Terms.

Other definitions in relation to Health and Safety in the Workplace Act 2015 can be located in the respective legislative documentation:

(<http://www.legislation.govt.nz/act/public/2015/0070/52.0/DLM5976660.html>)

Or through the Worksafe website: <https://worksafe.govt.nz>

Terms and definitions

- **Smoking:** includes the use of cigarettes and other tobacco-related products (herbal cigarettes, loose smoking blends, cigarette papers, cigarette making machines, cigarette filters, chewing tobacco and electronic cigarettes) or other devices used for similar purpose.
- **Electronic cigarettes:** includes any device used for the inhalation of a substance as defined by legislation (e-cigarettes, e-cigars, vapour pens or a personal vaporiser).

Legal compliance:

Health and Safety in the Workplace Act 2015

Related procedures / documents:

Health and Safety Policy

Document Management Control:

Prepared by:	GCC Manager
Authorised by:	Governance Group
Approved by:	Governance Group Motion#: 4/19/4, 16 April 2019
Date issued:	16 April 2019
Last review:	April 2019
Next review:	April 2022
Effective Date:	16 April 2019