

Drugs and Alcohol Policy

ACT Cabs Pty Ltd

Version 1.2



Drugs and Alcohol Policy

1. Overview

1.1 ACT Cabs aims to provide a safe and healthy environment for all its workers. Certain factors can make the workplace unsafe, especially in the safety critical industry of transport. These issues include the consumption of drugs or alcohol. The consumption of drugs and alcohol can impair judgement and physical coordination. This can affect the safety of the individual under the influence of alcohol and any other person who may be affected by them. It is also against the law to operate a vehicle under the influence of drugs or alcohol.

1.2 This policy applies to all ACT Cabs workers and affiliates including and not limited to employees, drivers, operators, passengers, shareholders, contractors and other stakeholders of the company. It also covers bona-fide sub-contractors, their employees and labour only sub-contractors.

1.3 Both Drugs and Alcohol are a rising problem and those with ongoing drug/alcohol problems or just a one off, may be endangering themselves and others. This consumption may take place the night before work, but will still be able to affect the processes that an employee needs to fulfil their work obligations. Drugs and Alcohol can make people lose inhibitions and therefore take higher risks. It can also make people aggressive, which may lead to physical violence, which will not be tolerated.

1.4 The reason for this policy is to establish an understanding between all drivers, employees, managers and directors, that drug/alcohol consumption can be a detrimental factor to safety, health and productivity.

1.5 ACT Cabs has a zero tolerance towards both drugs and alcohol, but realises that some people may become dependent on such substances and therefore will provide advice and guidance to those who may be affected by such addictions.

2. Responsibility

2.1 It is the responsibility of all workers to read, understand and adhere to this policy. It is the duty of authorised Administration staff including the Managing Director to implement this policy and to use its guidance to discuss any issues with workers. It is the responsibility of ACT Cabs to provide a safe place of work, which can only be

achieved through the continued consultation with workers about such issues as drug or alcohol abuse. It is also the responsibility of workers to make sure they perform their tasks in a safe manner which does not give rise to risks to themselves or risks to others.

2.2 Overall responsibility for the implementation of this policy is:

- I. Managing Director of ACT Cabs Pty Ltd

The people responsible for the day-to-day implementation of this policy is:

- II. Authorised officers of the ACT Cabs Administration office

3. Company Rules

3.1 The company rules are: 'No Alcohol or drugs to be taken at work or consumed prior to working. If you are adjudged to be under the influence of drugs or alcohol you will be ejected from the work site, a taxi or any other place of work.

3.2 This includes consumption of drugs or alcohol the night before work'.

3.3 These rules must be implemented at all times. Drinking alcohol may take place during the night before or during break times on a working shift. The Transport industry is a high risk working environment and should be treated as such. When individuals consume drugs/alcohol or are under the influence of drugs/alcohol their judgement becomes impaired, reactions are slower and they lose their inhibitions. All these factors can cause health and safety issues which may result in serious injury and/or damage. There are several scenarios that may occur during a time under the influence of drugs/alcohol.

3.4 Drug/Alcohol consumption is prohibited during working hours. Not only is there a risk of injury or damage at work, but there is also a high risk from driving home or driving passengers. In both cases, the person drinking is not only putting themselves in danger but they are affecting the health and safety of people around them and ACT Cabs customers and stakeholders.

4. Prohibition of working under the influence

4.1 Workers are prohibited from working (Driving a taxi, Driving to work in their personal vehicles, driving company vehicles or working in the office) if they

are under the influence of drugs or alcohol. This includes a single unit of alcohol.

4.2 Workers are prohibited from drinking alcohol or taking drugs during working hours. This includes break times.

4.3 Workers adjudged to have a high alcohol blood concentration from drinking the night before work or seem to be under the influence of drugs, will not be permitted to work. (If you know you are going to have a few drinks for a special occasion, book the day off work).

5. Disciplinary Action

5.1 If you are believed to be under the influence of drugs/alcohol, the relevant authorised officer of ACT Cabs may inform the Police so they can perform tests to determine whether you have consumed any drugs/alcohol.

5.2 A breach of the rules in this policy will be defined as gross misconduct and it is likely that the worker in question will face summary dismissal.

5.3 Whilst under investigation, you may be directed to cease all work related activities or be placed under suspension from work related activities.

6. Drug and Alcohol Testing

6.1 Where deemed necessary, the company has the right to carry out drug or alcohol testing on their workers and sub-contractors. Random drug or alcohol tests may be carried out at the discretion of the Managing Director and delegated managers.

7. Support for Workers with Drug/Alcohol Dependence

7.1 Reasonable requests from staff for time to attend Drugs/Alcohol cessation groups will be treated sympathetically.

7.2 The managing director of ACT Cabs is responsible for maintaining the policy and will provide staff who wish to give up drugs/alcohol with details of where to seek help.

7.3 All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the *Privacy Act 1988* (Cth) and the company's Privacy Policy.

7.4 Nothing in this policy should be taken as excusing a worker if their conduct falls within the scope of the Company disciplinary procedures.

7.5 This policy has been approved & authorised by the Managing Director of ACT Cabs.

8.0 Support Services

8.1 ACT Cabs provides a list of support services below:

1. National Alcohol and Other Drug Hotline

The state and territory governments operate local alcohol and other drug telephone services that offer support, information, counselling and referrals to services. These Alcohol and Drug Information Services offer services for:

- individuals
- family and friends
- general practitioners
- other health professionals
- business and community groups.

For free and confidential advice about alcohol and other drugs, call the National Alcohol and Other Drug hotline: 1800 250 015. It will automatically direct you to the Alcohol and Drug Information Service in your state or territory.

2. Counselling Online

[Counselling Online](#) allows you to communicate with a professional counsellor about your own alcohol and drug use or that of someone you care about. You can:

- Chat to a counsellor – get help by chatting online to a counsellor
- Email a counsellor – get help and email your questions.

This service is free, confidential and available 24 hours a day, 7 days a week across Australia.

3. Family Drug Support

[Family Drug Support](#) (FDS) is a national service for families dealing with drugs and alcohol. FDS provides a toll free, 24-hour national telephone support line, as well as support groups, education programs, counselling and bereavement services for families.

FDS has also developed an online resource for families to help families deal with issues associated with ice and other drugs in a way that strengthens relationships and achieves positive outcomes – [FDS Online](#). Phone: 1300 368 186

4. Kids Help Line

[Kids Help Line telephone, web and email counselling](#) is available 24 hours a day, 7 days a week to children and young people aged 5–25. You can contact the Kids Help line on 1800 55 1800.

5. Lifeline

[Lifeline is a 24-hour phone and online counselling service](#) designed to help people through any problems. You can contact Lifeline for support on 13 11 14.

8.0 Identification

8.1 Signs and symptoms of recent use of Drugs or Alcohol may include and is not limited to:

- Smell of alcohol
- Drowsiness
- Slurred speech
- Lack of coordination
- Irritability or changes in mood
- Problems concentrating or thinking clearly
- Memory problems
- Involuntary eye movements
- Lack of inhibition
- Slowed breathing and reduced blood pressure
- Falls or accidents
- Dizziness

- A sense of euphoria or feeling "high"
- A heightened sense of visual, auditory and taste perception
- Increased blood pressure and heart rate
- Red eyes
- Dry mouth
- Decreased coordination
- Difficulty concentrating or remembering
- Slowed reaction time
- Anxiety or paranoid thinking
- Odour on clothes or yellow fingertips

9.0 Reporting obligations for taxi drivers

9.1 Any taxi driver who is the subject of a loss of points on their driver licence or a fine, penalty or court action due to driving under the influence (DUI) must report the matter in writing to ACT Cabs Administration.

9.2 The report must be made in writing by email to info@actcabs.com.au and include the following:

- I. Your full name
- II. Your driver licence number
- III. Details of the incident and the offence
- IV. Evidence of assurance that you continue to hold a public vehicle driver licence (taxi licence) and remain eligible to drive a taxi under the *Road Transport (Public Passenger Services) Act 2001* (ACT) and the *Point to Point (Taxis and Hire Vehicles) Act 2016* (NSW)

9.3 Failure to report a DUI offence or incident under this policy may result in disciplinary action by ACT Cabs Administration.

9. Related Policies or Procedures

9.1 Workers are encouraged to read this policy in conjunction with other relevant ACT Cabs policies, including:

- **ACT Cabs Code of Conduct;**