

Policy:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Smoking, Alcohol & Other Drugs in the Workplace	H&S - SADW	Governance Motion 9/19/7	Health & Safety	24/09/2019	01/09/2020 (Annually)

SMOKING, ALCOHOL AND OTHER DRUGS IN THE WORKPLACE (SADW) POLICY

1 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

2 Scope:

This policy applies to GCC Governance, Staff, Volunteers, Contractors and their staff, and Visitors whilst at the Centre.

3 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/afternoon tea, lunch).

Policy:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Smoking, Alcohol & Other Drugs in the Workplace	H&S - SADW	Governance Motion 9/19/7	Health & Safety	24/09/2019	01/09/2020 (Annually)

- 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.

Policy:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Smoking, Alcohol & Other Drugs in the Workplace	H&S - SADW	Governance Motion 9/19/7	Health & Safety	24/09/2019	01/09/2020 (Annually)

- f) The misuse of alcohol or other drugs by individuals at the Centre will be addressed to provide a safe and healthy workplace.

4 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).

5 Legal Compliance:

- Health and Safety in the Workplace Act 2015

This policy meets or exceeds current statute, bylaws or regulations.

Policy:	Policy Manual No.	Authorised By:	Policy Section:	Effective:	Review Date:
Smoking, Alcohol & Other Drugs in the Workplace	H&S - SADW	Governance Motion 9/19/7	Health & Safety	24/09/2019	01/09/2020 (Annually)

6 Related Policy and Procedures:

- Health and Safety Policy

7 Document Management Control:

Prepared by: GCC Manager
Authorised by: Governance Group
Approved by: Governance Group Motion#: 9/19/7, 24 September 2019
Date issued: September 2019
Last review: September 2019
Next review: September 2020
Effective Date: September 2019