



A "reasonable suspicion assessment" would typically include the observation, investigation and interview of a contractor/volunteer demonstrating "reasonable suspicion criteria".

Where reasonable suspicion exists, following necessary measures to ensure safety at the work site, the matter will be referred to the most appropriate person/s for further investigation.

Following investigation, the Council reserves the right to terminate any contract for services.

**Would a contractor/volunteer be required to participate in an alcohol and other drug screen when reasonable suspicion exists?**

No. The contractor/volunteer would be directed to immediately cease performing services. Prior to being able to recommence service, Council reserve the right to require a contractor/volunteer to participate in an alcohol and other drug screen at their own expense.

**Would a contractor/volunteer be required to participate in an alcohol and other drug screen on an unannounced or random basis?**

Not in the short term. Council have deferred the decision to introduce unannounced/random screening until the completion of a review scheduled for the end of 2009. Should unannounced/random screening be introduced by Hornsby Shire Council following this review, all persons at a work site selected for screening (including contractors, volunteers and visitors) would be required to participate in the screening process.

For further information please contact

Council's Occupational  
Health and Safety Team  
on 9847 4853

## Alcohol and Other Drugs Determination & Procedures

### Contractor/Volunteer Responsibilities





## ALCOHOL CONSUMPTION:

### **Contractors/volunteers:**

- Must present for work in a fit state to perform their duties, not affected by alcohol.
- Must not consume alcohol during work hours or on Council work premises/work sites, except where the Council employee to whom they report gives authorisation.
- If alcohol consumption is authorised, it must not result in;
  - i. the exhibition of behaviour indicating the influence of alcohol; and/or
  - ii. a blood alcohol concentration (BAC) of 0.05 or greater, or other levels prescribed by law (such as 0.00 for "P" plate drivers or 0.02 for commercial drivers).
- Council officers have the right to refuse to allow the consumption of alcohol by a contractor/volunteer, particularly where alcohol may affect the safe performance of duties.
- Must ensure they observe a responsible attitude in relation to the consumption of alcohol at any Council related function.

## DRUG CONSUMPTION

### **Contractors/volunteers:**

- Must present for work in a fit state to perform their duties, not adversely affected by drugs.
- Other than "over the counter" or prescribed drugs that do not affect ability to safely perform duties, any consumption of drugs during work hours (including authorised break times), on Council premises/work sites, and/or at work related functions, is strictly prohibited.
- Contractors/volunteers, who are taking "over the counter" and/or prescribed drugs for medical reasons which may impact on their ability to safely perform their services, must provide the Council employee to whom they report a medical certificate certifying that they are fit for carrying out their services. The certificate should specifically refer to any vehicle use if such use falls within the contractor's/volunteer's services obligations.

How will a contractor/volunteer know if an "over the counter" or prescription medication they are taking will impact on their ability to perform safety critical tasks?

The treating doctor or pharmacist will be able to discuss with the individual whether the medication is likely to impact on ability to perform safety critical tasks. These discussions may include other possible, equally effective medication options.

**How will Council's determination and procedures be implemented with contractors/volunteers?**

Council Supervisors/Managers have the power to direct a contractor/volunteer to immediately cease performing services should there be reasonable suspicion that they are under the influence of alcohol and/or other drugs.

Reasonable suspicion exists when a contractor's/volunteer's behaviour, performance or appearance suggests they maybe under the influence of alcohol and/or other drugs.

Council Supervisors/Managers are trained to identify the signs and symptoms of alcohol and/or other drugs use and would undertake a "reasonable suspicion assessment" of the contractor/volunteer to determine if reasonable suspicion exists.