



POL 1.4.4 – Drug & Alcohol Policy (Excerpt)

Hawgood Haulage is committed to providing a safe and healthy place of work for its employees and others in the workplace. This commitment extends to the Company's obligation as an employer under the Workplace Health and Safety Act 2011 and Workplace Health and Safety Regulations 2011.

This policy applies to all Hawgood Haulage employees and contractors when they are engaged in work at Hawgood Haulage workplaces and in business hours/hours of work.

Hawgood Haulage employees and contractors are required to attend work in a good physical and mental condition so duties are performed in a safe, efficient and productive manner.

An employee who attends work in an unfit manner is operating outside Hawgood Haulage policy and may be subject to counselling and / or disciplinary action, depending on the degree of awareness and the severity of the risk to safety.

Hawgood Haulage is committed to:

- Contributing positively to the health and wellbeing of employees;
- Providing a work environment that is free from the negative impact of drugs and alcohol;
- Maintaining the privacy of employees and contractors and their rights as private citizens.

Hawgood Haulage's interests regarding this Policy and its application are restricted to:

- The workplace health and safety, behavior and performance of Hawgood Haulage employees;
- The workplace health and safety and performance of contractors and other employees;
- The health and safety of the general public; and
- The public perception of Hawgood Haulage and that of our way of conducting business.

For the purposes of this Policy:

Business Hours and Hours of Work – refer to an Employee or Contractor's ordinary hours of work (Hawgood Haulage) and includes time worked on overtime and attending to call-outs or other matters requiring attendance at Hawgood Haulage workplaces outside of an Employee or Contractor's ordinary working hours.

Drugs – any mind altering or legally controlled substance unless it is prescribed by a doctor and used in accordance with medical directions.



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This Policy may also include drugs other than those listed in Australian Standards 4308:2008 and 4760:2006 such as those drugs referred to as “designer drugs”, including (but not limited to) synthetic cannabinoids and herbal highs, as well as other synthetic drugs such as opioids, hallucinogens, piperazines, stimulants and sedatives in the definition of “drugs”.

Employees/Contractors include:

- Employees of the Hawgood Haulage including apprentices and trainees,
- Contractors and subcontractors and their employees when engaged in the provision of services to the Hawgood Haulage.
- Employees of a labour hire company who have been assigned by the labour hire company to perform work for Hawgood Haulage
- Persons providing services to Hawgood Haulage on a voluntary basis,

Fitness for Work – Describes the physical or mental condition of a person whereby the person can be reasonably expected to undertake a task without incurring unacceptable risks to the health and safety of themselves or any other person.

Tolerance levels:

- For Alcohol: A confirmed breath alcohol concentration reading of equal to or greater than 100 micrograms (0.01) of alcohol per litre of breath constitutes a positive test.
- For Drugs: A confirmed drug test reporting levels of drug or metabolites that exceed designated cut-off levels constitutes a positive test. Cut-off levels will conform to the relevant Australian Standard/New Zealand Standard, where such a standard has been issued in relation to the drug concerned.
- Workplace – a place where work is carried out for Hawgood Haulage and includes any place where a worker goes, or is likely to be, while at work.



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RESPONSIBILITIES.

Each employee and contractor is responsible for ensuring their own compliance with this Policy:

- Each employee and contractor is responsible for ensuring their own safety and the safety of others, and if an employee or contractor feels unsafe working with another person because they suspect that person is affected by drugs or alcohol the employee or contractor must refer the matter to the Directors and or their Depot Manager;
- Employees/contractors must present themselves at work in a condition in which they are able to carry out their duties without risk to themselves or others. This includes ensuring that they are not in an unfit state for any reason, including the adverse effects of alcohol or other drugs;

Employees/contractors must notify their Supervisor when displaying symptoms at work. This could be when they:

- Observe an Employee/Contractor using drugs or alcohol or finds evidence of usage; or
- Detect the odour of alcohol on an Employee/Contractor; or
- Suspect an Employee/Contractor is working with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy (for example through abnormal or erratic behaviour); or
- Learn from a reliable or credible source that the Employee/Contractor has consumed drugs or alcohol in breach of this policy

Supervisors and Managers are responsible for:

- Monitoring their staff, and investigating situations which may be in breach of this Policy;
- Taking appropriate steps to deal with the Employee/Contractor if they are displaying symptoms at work

The Directors, Executive Managers and Managers are responsible for ensuring this policy is understood and adhered to by all.



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Employees/Contractors are prohibited from:

- a) Working or conducting Hawgood Haulage business with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- b) Using, possessing, distributing or consuming drugs or alcohol on Hawgood Haulage property during work time;
- c) Driving a Hawgood Haulage vehicle with drugs and/or alcohol in their system in excess of the tolerance levels set out in this policy;
- d) Using or consuming drugs or alcohol at social events and work related functions held during business hours/hours of work, where the Employee/Contractor attending is representing Hawgood Haulage.

The Procedure developed for the implementation of this policy will, among other things, address, require and/or provide for the following:

- a) Prescription Medications
- b) Employee Assistance
- c) The Hawgood Haulage's right to search on reasonable grounds
- d) Attendance at social functions where alcohol will be available
- e) The consequences of a breach of this policy
- f) The provision of support and assistance to employees in addressing issues of drug and/or alcohol abuse.
- g) Employee/Contractor return to work after a non-negative or confirmed positive drug or alcohol test result
- h) Follow up drug or alcohol testing where an Employee /Contractor is found in breach of this policy
- i) The operation of an amnesty period from the date of introduction of this policy
- j) Confidentiality and Privacy
- k) The conduct of Drug and Alcohol testing by an appropriately accredited authorised person.
- l) The circumstances in which Drug and Alcohol testing will be conducted

BREACH OF THIS POLICY

Any deliberate breaches of this policy may result in disciplinary action being taken against the employee.