

VOLUNTARY SELF TESTING ALCOHOL POLICY

PURPOSE

To define the requirements for the voluntary self-assessment of Breath Alcohol Concentration (BAC) using an onsite portable Drager Alcotest 5510.

All workers and other persons at the workplace have a duty of care under the *Work Health and Safety Act 2020* not to wilfully place at risk the workplace health and safety of any person at the workplace and not to wilfully injure themselves. The use of the supplied self-testing device can assist the workers and other persons at a workplace to meet their obligation under the act in relation to BAC.

OBJECTIVE

The objective of this policy is to provide the tools, appropriate knowledge and skills and for the self-management of alcohol in the workplace. Meeting this object will:

- Minimise the risk to the individual, their colleagues, visitors and the public by encouraging individuals to utilise equipment and devices provided by Council to self-assess their fitness for work;
- Encourage persons who find themselves affected by alcohol to take the appropriate action so as to ensure there is a safe and healthy work environment for them and their workmates.

SCOPE

This Policy applies to all employees of Shire of Quairading, clients, contractors and visitors.

ROLES & RESPONSIBILITIES

Council understands that creating and maintaining a safe and healthy working environment is a major part of Council's overall responsibilities, and that all employees with management and supervisory responsibilities are accountable for the health and safety of employees and visitors in their respective work areas and managed facilities.

Managers and Supervisors are responsible for:

- Under workplace health and safety legislation, ensuring their own health and safety, the health and safety of employees and the health and safety of others in the workplace.
- Personally, demonstrating appropriate behaviour and promoting this Policy.
- Ensuring that employees are not under the influence of alcohol in the workplace.
- Ensuring that complaints of non-compliance received either informally or formally, are dealt with promptly.

The Chief Executive Officer and Executive Managers are responsible for ensuring that staff understand and adhere to this policy. The Chief Executive Officer has primary responsibility for dealing with complaints and ensuring that the process is followed.

Employees are to abide by the Policy and report to supervisors any breaches of this Policy.

DEFINITIONS

The following definitions are provided for the purposes of interpretation and application of the policy.

Council – Quairading Shire Council

BAC – Breath Alcohol Concentration

High Risk Work Activities – include but not limited to:

- High risk construction activities as defined in the Work Health and Safety Regulation 2011, Section 291
- High Risk Work Licence (Forklift; EWP; Crane; Dogging; Scaffolding)
- Confined space work
- Traffic control
- Explosive power tools
- Firearms
- Operation of a chainsaw
- Operation of wood chippers
- Operation of dingo/stump grinder
- Operation of vehicle loading crane
- Operation of a demolition or concrete saw
- Working with electricity or electrical components (240V or higher)
- Operation of RPA (Remotely Piloting Aircraft)

POLICY

1 Actions and Assessment Tools

The maximum acceptable BAC level for Council workplaces is 0.049% (any reading equal to or greater than 0.05% is considered a positive result).

To increase the awareness of the effects of alcohol consumption and BAC levels, the Drager Alcotest 5510 will be available for staff to utilise for self-testing.

The alcotest is provided for voluntary self-assessment purposes only as a means for employees, contractors and visitors to self-assess their fitness for duty in relation to the BAC levels.

The alcotest may be used at any time by any person at any council site that has one available.

1.1 Drager Alcotest 5510

The Drager Alcotest 5510 is a portable unit which will allow staff, contractors and visitors access to highly accurate Australian Standard testing equipment that produces results that does not identify the individual. The device will be able to detect if there is a BAC reading above or below .05% and therefore will allow the donor to make an assessment on their fitness for duty. The Alcotest has been calibrated in accordance with the manufacturer's specification with calibration of the unit being undertaken every 6 months. Instructions for how to use the Alcotest are displayed on each unit and a copy of the testing outcomes flow chart will also be located with the unit.

2 How to use the Equipment & Testing Outcome Actions

The Alcotest that has been supplied by council to staff, visitors and contractors to assist by identifying their fitness for work must be used in conjunction with the manufacturer's instructions and recommendations.

2.1 Using the Alcotest

Where a worker, supervisor, manager, contractor or visitor intends to voluntarily self-test for BAC, it is strongly recommended that they do so immediately prior to their commencement of work. This allows the individual to take action on an outcome that produces a positive test (equal to or above 0.05%) before they commence or recommence work, so that neither the individual concerned, nor any other person is placed at risk. Council is responsible to ensure the unit is within calibration date.

You will need to re-test on the Council provided equipment before commencing your next shift to obtain a negative result.

The instructions on how to use the Alcotest 5510 device are located on the front of the case. Please refer to these manufacturer's instructions to ensure an accurate result is obtained.

2.2 Recommended Actions for a Person who tests equal to or greater than 0.05%

Where an individual tests "positive" (i.e. equal to or greater than 0.05%) they should not commence work. They should wait at least 20 minutes and undertake a second test.

Where an individual's second self-test shows that the person BAC levels exceeds the maximum prescribed BAC limited (equal to or greater than 0.05%), it is strongly advised, and they are obliged not to commence work – to do so is a breach of their obligation under the *Work Health and Safety Act 2020*.

The person is not required to inform their supervisor of the positive test but must inform their supervisor of the fact they are not attending work for their current shift due to not being "fit for work".

If the test result is over the alcohol limit for the class of licence the person holds – they must not drive themselves home as per the Road Traffic Act 1974.

Licence or situation	Legal BAC
Open licence holders	Below 0.05%
Novice driver (novice driver has not held a driver's licence for a total period of 2 or more years)	0.00%
You have been recently disqualified for certain alcohol or drug related offences.	0.00%
You are a holder of an Extraordinary Licence.	0.00%
You are an alcohol offender	0.00%
You are a driver of a: <ul style="list-style-type: none"> • Bus (vehicle equipped to seat more than 12 adults, including the driver). • Vehicle carrying passengers for hire and reward (Uber; Ola; Taxi, Small Charter Vehicle etc.). • Vehicle carrying dangerous goods. • Vehicle of or over 22.5t GCM 	0.00%

If a Council employee requires transport home after they have informed their supervisor, they are not fit for work they have the option of:

- Requesting that their supervisor arrange their transport home; or
- Ringing a family member or friend to organise transport home.

The employee may apply for an appropriate form of leave to cover the duration of the absence due to being unfit for duty.

Where a contractor, consultant or visitor has voluntarily self-tested and has a BAC above the acceptable limit in accordance with this policy they should not commence work. The contractor or contractor's supervisor will be responsible for organising transportation.

3 Facts & Tips for Managing Self-Testing Outcomes

Listed below are some facts to assist the individual with managing their own testing and outcomes:

- The Alcotest 5510 readings are considered to be accurate at the time of the test
- A person BAC can rise for 1 hour or more after their last drink;
- Voluntary self-testing results can only be seen by the individual & will not be recorded and will not become part of any disciplinary process.
- Although you are obliged under the Work Health and Safety Act 2011 to advise your supervisor if you obtain a positive reading (equal to or greater than 0.05%) you are not obliged to divulge the result detail.

- Under no circumstances can you drive yourself home if you record a positive alcohol result. Arrangements will need to be made by your supervisor or by yourself to ensure you are transported safely to your home or place of rest.
- If you record a reading below 0.05% you can still remain at work however you will be allocated duties that do not include high risk activities until your reading reaches 0.00%.
- People who would like information on alcohol or other drug related problems or would like to discuss such issues can talk confidentially to the Council's Workplace Health & Safety Officer.

4 Leave Provisions

Should the employee be obliged to go home following a positive alcohol reading they may apply for an appropriate form of leave to cover the duration of the absence due to being unfit for duty.

This will depend on the terms of engagement the individual has with Council and may come in the form of:

- Annual Leave
- Time off in lieu
- Rostered day off
- Sick leave
- Leave without pay

GUIDELINES

Appendix 1 – Flowchart for Managing Self-Test Results

Work Health & Safety Act 2020

Work Health & Safety Regulation 2011

Road Traffic Act 1974 (WA)


Shire of Quairading Drug & Alcohol Policy

STATUTORY ENVIRONMENT

Work Health & Safety Act 2020

Work Health & Safety Regulation 2011

Road Traffic Act 1974 (WA)

Record of Policy Review						
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date	CEO Signature
01	Nicole Gibbs	27/10/22	98 – 22/23	New Policy	Oct 2024	

Appendix 1 – Flowchart for Managing Self-Test Results

