

DRUG & ALCOHOL MANAGEMENT POLICY

Adopted or Amended	By Whom	Date
Adopted	Board of Directors	Monday 29 th November 2010
Amended	Board of Directors	Monday 10 th September 2012

INTRODUCTION

This policy aims to provide a basis for the responsible management of alcohol and drug use by Swimming Northern Territory (SNTI). The Work Health & Safety (National Uniform Legislation) Act 2011 places a duty of care upon employers and employees to ensure they are not, by the consumption of alcohol or any other drug, in such a state as to endanger the safety of themselves or the safety other people.

It is recognised that where the health, well being and performance of staff members and members is adversely affected by alcohol or drug misuse, that it is in the best interest of SNTI, its members and affiliates that such illness be treated and controlled.

SNTI has developed this Policy on Alcohol and other Drugs as part of an overall commitment to the health, safety and welfare of staff and the health and safety of members. The policy recognises the need for effective and consistent action, while striking a proper balance between performance, privacy and concern for the individual.

SNTI recognises that alcohol, drug or other substance abuse will impair the ability to perform properly and will have serious adverse effects on the safety, efficiency and productivity of staff and members. Where it is demonstrated that alcohol and other drug use is adversely affecting performance or bringing SNTI into disrepute, management has a legitimate interest in taking action including, if necessary, rehabilitating or other assistance.

Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practices applicable to job performance requirements.

OBJECTIVES

This policy is designed to meet the following objectives:

- Ensure the safe and professional conduct of all SNTI events and work practices by minimizing alcohol related incidents and associated harm to participants, spectators, general community, and property;
- Reduce alcohol and other drug related personal and professional losses;
- Preserve the reputation of SNTI to members and the general community;
- Ensure compliance with the policy.

STATEMENT OF PRINCIPLES

This policy does not attempt to stop legal alcohol and drug use at SNTI events (unless venue or facility compliance bans the consumption of alcohol) but rather ensure, as far as possible, that when members drink alcohol, they do so moderately and responsibly.

SCOPE

This policy applies to all SNTI events and work practices including but not limited to;

- competitions, team travel, conferences, meetings, seminars, workshops and functions.

POLICY

The policy is that no employee or volunteer is to commence duty, or return to work while under the influence of alcohol or drugs. The purpose of this policy is to maintain a work environment free from the effects of the use of alcohol and drugs. The consequences of breaching this policy are detailed in the ***Discipline and Termination Policy***.

ROLES AND RESPONSIBILITIES

All employees, volunteers and members are responsible for ensuring that risks to themselves, others, SNTI and the sport of swimming, from alcohol or drug use is minimised. This section specifies the responsibilities of all parties involved in minimising the impact of alcohol and drug use within swimming:

Management;

- Is responsible for the implementation and continual review of this policy.

Volunteers, Staff and Officials;

- should recognise that performance of their duties could be affected by alcohol or other drugs;
- should not attend an event or drive a motor vehicle if affected by alcohol or other drugs;
- should not consume alcohol when supervising children;
- must exercise good judgment when consuming alcohol at a function organised by another company;

Athletes:

- must not participate in any SNTI event under the influence of alcohol or any other drug unless the use of the substance is approved in writing by fully accredited medical personal;
- under the age of 18 must not self administer any medication during any SNTI event or team travel. Athletes under the age of 18 self administering medication will be removed from the competition floor at an event and will be sent home in the case of team travel.

NOTIFICATION

Members that are under the age of 18 and require medication during team travel or during any other SNTI event are required to notify, in the event of team travel, the team manager, and in any other event the SNTI administration, of this requirement before participating in the SNTI event or team travel.

COMPANY VEHICLES

Vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. Swimming NT will accept no liability for any damage to a vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the vehicle is in breach of this policy or of the law. All liabilities shall rest with the driver concerned.

PRESCRIPTION DRUGS

If you take prescription drugs please check with your doctor to establish if the use of the drug will impact on work performance. If so, please obtain this advice in writing and provide this advice to your manager.

SMOKING

Swimming NT observes a no smoking policy in all premises, including company vehicles.

DRUG & ALCOHOL MANAGEMENT

1. Responsible Service of Alcohol
Where alcohol is to be served at a SNTI event, only venues that exercise the responsible service of alcohol will be used as the venue for that event.
2. Intoxication
Intoxication will not be tolerated at any SNTI workplace or at any SNTI event. In the event that a person becomes intoxicated at a SNTI workplace or event the following will occur:
 - The person will be refused any additional alcohol
 - The person will be reminded of this policy
 - The intoxicated person will be asked to leave the event
 - An incident report will be completed and submitted to the Executive Officer as soon as practicable following the incident
3. Safe Transport
In the event that a person is asked to leave a function on the basis of intoxication, SNTI, where possible, will organise safe transport for the intoxicated person.
4. Underage Drinking & the use of illicit substances
Underage drinking is defined as any person under the age of 18 in possession of or in the process of drinking an alcoholic substance.

The use of illicit drugs and underage drinking will not be permitted at any SNTI workplace or event. Members caught drinking underage or using illicit drugs will not be permitted to participate in any further SNTI events or team travel for **two calendar years commencing at the date of the incident.**

POLICY PROMOTION

This policy will be made available to all members via the Swimming NT website at www.nt.swimming.org.au and through the annual handbook, or its equivalent publication. This policy will be communicated to all staff members, board members, committee members and regional committees annually.

REVIEW

This policy will be reviewed by the Board of Swimming Northern Territory in July every even year (i.e. 2012, 2014, 2016).

ADDITIONS OR AMENDMENTS

In addition to the scheduled review of this policy recommended changes to the policy may be submitted to the Board of Swimming Northern Territory for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

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