

## Sydney Opera House Policy

<b>Title:</b>	Alcohol and other drugs
<b>Policy Number:</b>	SOH120
<b>Effective Date:</b>	28 December 2012
<b>Authorisation:</b>	Chief Executive Officer
<b>Authorisation Date:</b>	28 December 2012
<b>Superseded Policy:</b>	N/A
<b>Accountable Director:</b>	Director, Building, Safety & Security
<b>Responsible Officer:</b>	Head of Safety

### 1 PURPOSE OF THIS POLICY AND SUMMARY

Sydney Opera House Trust (**SOHT**) aims to provide a work environment that ensures everyone's health and safety. The use of alcohol and other drugs can impact your ability to perform your work safely, effectively and with respect for others around you and will become a work health and safety issue if it impairs your ability to exercise judgement, co-ordination, motor control, concentration and alertness during work hours.

- You must not perform *high risk tasks* (refer to section 3) with alcohol, illegal drugs or other medication used inappropriately, in your system.
- You must not consume alcohol during work hours (including meal or other breaks) except when attending approved work functions or official meetings where alcohol is served.
- You must not arrive or return to work if your sense of judgement, concentration or co-ordination is impaired by alcohol or other drugs in a way that affects your ability to perform your work duties or to work safely and effectively.
- You are considered to be representing Sydney Opera House whenever you are on the Sydney Opera House precinct, at other SOHT premises or attending approved work functions and as such you are expected to uphold the values in the SOHT Code of Conduct.
- SOHT offers assistance and support services to staff for any issues that may relate to alcohol or other drugs.

### 2 WHO IT APPLIES TO

2.1 This policy applies to everyone working for SOHT or at its premises. This includes Sydney Opera House staff, and anyone working for a business conducted onsite at Sydney Opera House or other SOHT premises (eg contractors, presenting companies, venue partners, business partners and hirers). This policy does not apply to anyone visiting Sydney Opera House or SOHT's other premises; and it does not apply to artists and performers at Sydney Opera House.

- 2.2 You are considered to be representing Sydney Opera House whenever you are on the Sydney Opera House precinct or other SOHT premises, as well as when attending work functions or official meetings on behalf of SOHT or with SOHT representatives. Sydney Opera House staff will also be considered to be representing Sydney Opera House when attending conferences and industry events. However, if you are attending the Sydney Opera House precinct outside of your work hours, you may consume alcohol provided it is within reasonable and safe limits.

### 3 DEFINITIONS

In this policy:

**high risk tasks** are tasks involved in operating, working on, or participating in any task associated with plant and equipment, including, but are not limited to, vehicles, mobile plant, lifts, hoists, cranes, winches, flying systems, lathes, power tools, chain blocks, scaffolding, ladders, trolleys, tallscopes, height safety installations and theatre related equipment;

**other drugs** includes illegal drugs, medically prescribed drugs and any non-prescribed substances that might impair a person's performance or capability;

**work hours** means the time between the commencement and conclusion of work duties or activities on any work day or shift, including meal or other breaks and any work conducted away from SOHT's premises;

**work functions** include formal and informal events attended by Sydney Opera House staff and anyone else who works on SOHT's premises (which may also be attended by guests and associates) being events arranged, authorised or sanctioned in advance by:

- a) a member of SOHT's Executive team or departmental management; or
- b) anyone conducting a business onsite at SOHT's premises (eg contractors, presenting companies, venue partners, business partners and hirers) but only if the event is on SOHT's premises or, if it is not on SOHT's premises, if Sydney Opera House staff are in attendance, or the business is representing SOHT at the event.

Attendance at such work functions is by invitation only.

### 4 RESPONSIBILITIES

#### *Your responsibilities*

You are responsible for maintaining a healthy and safe working environment for yourself and others. You must not commence or resume work activities, if your sense of judgement, concentration or co-ordination is adversely affected by alcohol or other drugs.

- *General*

- You must comply with this policy and report any breaches or suspected breaches of this policy to your supervisor or HR Consultant.

You must consult your supervisor or HR Consultant if you are concerned about working with others due to a risk to safety or performance standards.

- *Consumption of alcohol is not permitted except on certain occasions*

The consumption of alcohol is not permitted during work hours except in the following circumstances:

- a) while attending an official meeting on behalf of SOHT, or if you are not Sydney

Opera House Staff, while attending an official meeting with representatives of

SOHT, where alcohol is served; and

b) while attending a work function,

- provided any alcohol you consume is within reasonable and safe limits.

If you are Sydney Opera House staff, you are not permitted to return to work duties after attending such a meeting or work function if your sense of judgement, concentration or co-ordination is impaired by alcohol in such a way that it affects your ability to work safely and effectively. If you are not Sydney Opera House staff, you must not undertake any Sydney Opera House related work or attend SOHT premises while your sense of judgement, concentration or co-ordination is impaired by alcohol in such a way that it affects your ability to work safely and effectively. In any event, if you are performing high risk tasks you must not return to work following the consumption of alcohol or illegal drugs, or prescription or over the counter medication or other substances used inappropriately, until they have been eliminated from your system.

You should arrange appropriate safe transport home if you intend to drink alcohol that may result in you exceeding lawful driving limits for licences held. The responsible service of alcohol regulations under the NSW *Liquor Act 2007* apply to the provision and consumption of alcohol at work functions on the Sydney Opera House site.

- *No impairment by alcohol or other drugs*

When you arrive at work, your sense of judgement, concentration or co-ordination must not be impaired by alcohol or other drugs in such a way that it affects your ability to perform your work duties and to work safely and effectively. There must be no increased risk of endangering the safety of others as a consequence of your consumption of alcohol or other drugs.

- If you believe your sense of judgement, concentration or co-ordination is impaired by alcohol or other drugs, you must not attend work or continue to work, and must notify your supervisor or HR Consultant of your inability to work.

You must not perform high risk tasks with alcohol, illegal drugs, or prescription or over the counter medication or other substances used inappropriately, in your system. It is important to also consider that you may have alcohol in your system for much of the next day if you had a heavy night of drinking. You must not undertake high risk tasks until all of these substances have been eliminated from your system.

- *Other drugs*

Some other drugs may adversely affect your sense of judgement, concentration or co-ordination such that you cannot perform your duties safely and effectively (including, but not limited to, operation of machinery and driving a vehicle). If you are taking medication or any substance that may impair your sense of judgement, concentration or co-ordination, you should advise your supervisor. You may be requested by your supervisor to seek a medical certificate from a doctor regarding your fitness for work (and any work restrictions imposed).

- You should outline the duties of your job to your doctor or pharmacist, provide them with the Functional Job Requirements statement (if any) for your job and seek advice as to whether your sense of judgement, concentration or co-ordination will be impaired by what you are taking.

The possession, consumption, distribution and sale of illegal drugs, or legal drugs or substances for illicit purposes, is prohibited and will result in disciplinary action.

***Supervisors and anyone conducting a business on SOHT premises***

Supervisors and anyone conducting a business on SOHT premises are responsible for:

- Ensuring your staff (including contracted staff) are aware of this policy and monitoring adherence to this policy.
- Ensuring all operations, activities and workers are not put at risk by any of your staff whose sense of judgement, concentration or co-ordination is impaired by alcohol or other drugs.
- Addressing breaches relating to this policy by your staff (including unacceptable behaviour) promptly and fairly, including referral to People & Culture as appropriate.
- Supporting remedial action for any of your affected staff members, and encouraging them to seek assistance for problems related to alcohol and other drugs.

### **People & Culture**

People & Culture is responsible for:

- Assisting managers, supervisors and staff to investigate and take appropriate steps to manage incidences and cases involving alcohol and other drugs in accordance with the *Guidelines on Alcohol and Other Drugs*.
- Providing support to staff requiring assistance to manage problems related to alcohol and other drugs.
- Implementing remedial action and (if required) performance management and disciplinary action to address breaches of this policy.
- Providing education and training support to staff through the Learning & Development unit and safety managers.

### **Head of Safety**

The Head of Safety is responsible for:

- The implementation, review and monitoring of this policy.
- Consulting with the Work Health & Safety Committee on the implementation of this policy as required.
- Working with Learning & Development and other stakeholders to develop and implement education and awareness programs for staff, managers and partner organisations.
- Providing information on this policy and associated legislation.

### **Security Officers and Authorised Officers**

Security Officers and other authorised officers under the Sydney Opera House Trust By-law 2010 are responsible for directing people to comply with this policy while on Sydney Opera House premises or other SOHT premises. This may include direction to leave the premises for breach of this policy. Authorised officers include police officers, the CEO, anyone authorised by the CEO or SOHT, and Sydney Opera House staff designated as authorised officers (see the Sydney Opera House *Operational Delegations*).

## **5 GETTING HELP**

If you are dependent on alcohol or other drugs, SOHT can offer you help through its support services. Please refer to the *Guidelines on Alcohol and Other Drugs* for further information on the support services offered.

## 6 REPORTING AND HANDLING OF MATTERS

- 6.1 You are required to report to your supervisor or HR Consultant if you witness any unsafe incident, if you suspect a colleague is impaired by alcohol or other drugs such that they are unable to perform their duties safely, or if you are aware of a breach of this policy. Further information on reporting procedures is outlined in the *Guidelines on Alcohol and Other Drugs*.
- 6.2 All matters concerning alcohol and other drugs will be handled with sensitivity, and with regard for the wellbeing and needs of the person concerned. All matters will be investigated and appropriate management steps implemented.

## 7 CONSEQUENCES OF POLICY BREACHES

- 7.1 If you are Sydney Opera House staff, adherence to this policy is a condition of your employment at, or engagement by, Sydney Opera House. Any breach of this policy will be addressed and may result in disciplinary action. If you are not Sydney Opera House staff, you may be refused access to SOHT's premises and your employer may be required to prevent you from working on projects for SOHT.
- 7.2 Consequences relating to a breach of this policy may include (depending on severity): informal disciplinary discussion; formal disciplinary discussion; written warning; final written warning; suspension with pay; or termination.

## 8 SUPPORTING DOCUMENTS AND RELEVANT LEGISLATION

Sydney Opera House *Guidelines on Alcohol and Other Drugs*

Sydney Opera House *Code of Conduct 2012*

Sydney Opera House *Occupational Health & Safety Policy*

Sydney Opera House *Operational Delegations*

*Sydney Opera House Trust By-law 2010*

*NSW Liquor Act 2007*

*NSW Liquor Regulation 2008*

*NSW Work Health and Safety Act 2011*

### APPROVED



Chief Executive

Date: 28 December 2012

#### Version Control

Version	Date	Author	Approval Details/Comments
2.0	Dec 2012	Safety Team	Full Revision. Does not include <u>s m o k i n g</u>
1.0	April 2010	BDM – Strategy & Compliance	Final "Smoking, Alcohol and Other Drugs in the Workplace Policy"

