

What is the process for developing a Fitness for Work Alcohol Policy?

Phase 1
Design

Phase 2
Implementation

Phase 3
Management and
Evaluation

Design Phase

1. Understand and identify the rationale for responding to alcohol-related harm in the workplace.
2. Identify the policy type and establish supportive structures e.g. steering committee or working group.
3. Risk management - undertake a workplace risk and needs assessment.

Implementation Phase

4. Development and production of the workplace policy:

- develop procedures and an implementation timetable commencing with an education program, consider the inclusion of a trial period;
- content development;
- produce and review a draft policy by the appointed steering committee, working groups or representatives overseeing its development;
- seek feedback on the draft policy from all at the workplace who may be affected by the policy;
- incorporate feedback and present draft policy to the appointed steering committee, working groups or management representatives for consideration;
- present a final draft policy to management for endorsement;
- distribute the endorsed policy to management and all employees in the workplace; and
- ensure the policy is readily accessible, for example noticeboards, policy and procedures manual, designated computer file location or the workplace intranet.

5. Removal or reduction of workplace risk factors.
6. Awareness raising.
7. Workplace education and training.

Management and Evaluation Phase

8. Process and methodology for monitoring, reviewing and evaluating the policy.

References

Commission for Occupational Health and Safety. (2008). Guidance Note Alcohol and Other drugs at the Workplace. MIAC.
Worksafe WA. (2006). Workplace Guide to Alcohol and Drug Policy.