

Considerations for Inclusion in a Fitness for Work Alcohol Policy

While a policy may vary from one workplace to another, the content of the policy will be based on the identification of hazards and the assessment of workplace risks and the strategies identified to address them. Considerations for inclusion in a workplace alcohol policy are: ^{1,2,3}

- the rationale, including why the policy is being implemented
- purpose, including a clear statement of the workplaces' position on alcohol
- scope, including application of the policy to employers and all employees including management, supervisors, consultants and contractors
- aim and objectives
- workplace specific content and details:
 - » responsibilities of the employer and employees
 - » workplace procedures and guidelines developed on the basis of the workplace risk and needs assessment which address
 - identifying, reporting and managing alcohol-related fitness for work issues
 - alcohol availability and consumption in/or related to the workplace including work-related and sponsored functions and events
 - alcohol testing including managing positive results, follow up action and outcomes if required
 - fitness for work assessment processes and return to work management plans
 - » education and training
 - » access to support, counselling and treatment services e.g. Employee Assistance Programs, community alcohol and drug services and general counselling and treatment services
- privacy and confidentiality
- procedures for complaints and grievances and processes for policy breaches
- procedures for ongoing review and monitoring including timeframes
- relevant legislation, standards and references

References

1. Pidd, K. and Roche, A. (2013). *Policy Talk. Workplace alcohol and other drug programs: What is good practice?* Australian Drug Foundation.
2. Commission for Occupational Health and Safety. (2008). *Guidance Note Alcohol and Other drugs at the Workplace.* MIAC.
3. Worksafe WA. (2006). *Workplace Guide to Alcohol and Drug Policy.*