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Example content:

## INTRODUCTION

Employee's attending work under the influence of drugs or alcohol (illegal or prescription drugs) pose a significant risk to the health and safety of themselves and their co workers.

This handbook is a resource that will support *[the company]* to establish a drug and alcohol management strategy and control measures. The management strategy in conjunction with the policies will ensure that issues relating to drug and alcohol use can be dealt with ethically, legally and humanistically to the benefit of both the organisation and the employee(s).

*[The company]* has a legal obligation to protect its employee's from health and safety risks associated with drugs and alcohol in the workplace. *[The company]* has a duty to comply with the Occupational Health and Safety Act 2004 (OHS Act) and Occupational Health and Safety Regulations 2007 (OHS Regulations).

This handbook provides an outline for employers on how to:

- Develop a company drug and alcohol management strategy;
- Address drug and alcohol issues with employees through a consultation process;
- Conduct a risk assessment relating to risks or potential risks that are associated with drugs and alcohol in the workplace;
- Apply appropriate control measures to manage the risk; and
- Document the details of the assessment and control measures in the management plan.

The handbook also provides information for employees:

- Their obligations under the OHS Acts and Regulations
- How they can participate in the development of the drug and alcohol management strategy;
- Their role in the creating of policies and procedures for addressing drug and alcohol use in the workplace;
- Taking responsibility to present for work in a non-affected state from drugs and alcohol.

## LEGAL REQUIREMENTS