

Chelgrave Contracting Australia Pty. Ltd. is committed to providing a safe and healthy environment for all employees and visitors in accordance with the Occupational Health and Safety Act 2004. Chelgrave Contracting Australia Pty. Ltd. has a duty of care to all its employees and will take early action to respond to situations where the use of alcohol and drugs may risk health and safety in the workplace.

The Objectives of this Policy are to:

- minimise the risk to health and safety in the workplace due to impairment caused by drug and alcohol use,
- increase employee awareness of the harmful effects of drugs and alcohol in the workplace.
- inform employees of the availability of drug and alcohol referral/assessment and treatment services,
- intervene when an employee's job performance becomes affected, or when there is reasonable cause to believe the safety and productivity of the employee or employee's co-workers may be in jeopardy due to alcohol or drug use.

Employees are expected to report for and remain at work in a condition to perform assigned duties free from the effects of alcohol and drugs. Consumption of and possession of alcohol in the workplace is prohibited during normal working hours.

Employees must not attend work or drive a company vehicle or mobile plant if their performance is adversely affected by alcohol or drugs. An employee, who is considered by their Manager to be unfit to safely perform their duties due to the effects of alcohol or drugs, shall not be permitted to remain at the workplace.

Employees are required to inform the employer if their performance is or may be affected by taking prescription and/or non-prescription medication. If, as a result of taking prescription or non-prescription medications, an employee is unable to perform their usual job safely, they will be given alternative work where available. If alternative work cannot be found, the employee will not be permitted to remain at the workplace.

Illegal drug activity or alcohol abuse which could have an adverse effect on an employee's job performance or which could jeopardise the safety of other employees, the public, company equipment or the company's relations with the public will not be tolerated. Any involvement with alcohol or drugs which adversely affects the workplace or the work environment will be investigated.

In order to fulfil our responsibility to provide reliable and safe service to our clients, employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Where required by a client or at Chelgrave Contracting Australia Pty. Ltd. discretion, candidates may be required to undergo drug and alcohol testing. A positive result may jeopardise the individual's employment where a negative result is a condition of the role.

All matters relating to drug and alcohol use will be treated with the utmost importance, sensitivity and in line with all privacy act provisions.

It is acknowledged that in some instances employees and potential employees will be prescribed drugs for the management of a medical condition. In such a case Chelgrave will work with the candidate, the client and medical professionals to ensure the individual is not discriminated against because of their condition.

**Mark Hale**  
**General Manager**  
**Chelgrave Contracting Australia**