

# Drug and Alcohol Policy



Torrens Connects vision is to operate and maintain the Adelaide Tram Network in accordance with WHS and RNSL regulatory requirements and Australian & International Standards. To achieve this, we will adhere to the regulatory requirements and embrace safety as a core value for our network and ensure that our operations are free from the potential to cause harm to our employees, contractors, passengers, and the public.

## Our Commitment

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- Torrens Connect is committed to providing a safe work environment by:
  - having a zero tolerance to the consumption of alcohol
  - having a zero tolerance to the possession, solicitation, selling, distribution and consumption of illegal drugs at all TC workplaces;
  - ensuring workers are not affected by drugs or alcohol whilst at work;
  - maintaining a drug and alcohol testing program that also covers contractors and visitors who can be tested blanket, randomly, triggered by suspicion or post incident.
  - Any worker who is identified, or suspected, to be affected by drugs or alcohol is not allowed to commence work, return to work or continue working;
  - ensuring the confidentiality of personal information in relation to drug or alcohol testing, counselling, treatment, or rehabilitation
- Ensuring the safety of our employees, contractors, third parties and the public.
- Provide fitness for work programs that actively engage our employees and meet industry requirements.
- Consolidate the implementation and ongoing compliance of our Integrated Management System and foster an environment that identifies opportunities for process improvement and the management of risk control processes.

## Our Approach

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Torrens Connect recognises that consumption of alcohol and illegal drug use can occur within the community. Torrens Connect has a lead role to play in the community. We do this by:

- providing internal drug and alcohol awareness training;
- providing appropriate support for workers who may have difficulty addressing alcohol and/or drug related issues;
- communicating and promoting a drug and alcohol-free workplace; and
- working with SAPOL and the Client (DIT) to identify trends, recommend and implement strategies to improve safety across the Adelaide Tram Network.
- ensuring a consistent approach incorporating procedural fairness in managing any breaches of this policy.
- develop a positive culture within Torrens Connect that facilitates an open and transparent business embracing safety as a core value.
- ensure all accidents, incidents and near miss events are reported and investigated, as required, in a timely manner to identify the causal factors and corrective actions.
- Torrens Connect will ensure compliance with applicable Acts and Regulations, Codes of Practice, guidelines and Australian & International Standards that impact the workplace.



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## Continuous Improvement

- Provide access for employees and contractors to the required knowledge and resources that facilitate their compliance with safety obligations.
- Conduct critical reviews of organisational training and development requirements to ensure content is accurate, current, and effective.
- Perform regular site inspections and audits of our railway operations to ensure ongoing compliance, identify opportunities for improvement and verify Regulatory and Statutory compliance.
- Ongoing education regarding drug and alcohol awareness

## Managerial Accountability

ROLE	RESPONSIBILITIES
General Manager	The GM must ensure: <ul style="list-style-type: none"><li>• Heads of Department and members of the Senior Leadership Team are aware of their responsibilities in relation to maintaining a drug and alcohol free workplace;</li><li>• appropriate resources are allocated to educate and train workers, and conduct and enforce drug and alcohol testing processes; and</li><li>• promote and foster a culture of awareness through the provision of information.</li></ul>
Heads of Departments and Senior Leadership Team members	Must ensure: <ul style="list-style-type: none"><li>• Managers/Supervisors are aware of their responsibilities in relation to maintaining a drug and alcohol free workplace;</li><li>• promote and foster a culture of awareness through the provision of information; and</li><li>• the requirements of this policy are implemented within their business units</li></ul>
Supervisors/Team leaders	Must ensure: <ul style="list-style-type: none"><li>• workers are advised about the policy, training and support available, and the misconduct process for policy breaches;</li><li>• monitor workers to ensure compliance with this policy;</li><li>• take an appropriate action when workers are known or suspected to be adversely affected by alcohol or drugs; and</li><li>• appropriate support is provided for workers having difficulties addressing alcohol and/or drug related issues.</li></ul>
Workers/Subcontractors	Must ensure: <ul style="list-style-type: none"><li>• they understand and comply with this policy; and</li><li>• inform all persons entering a TC workplace of this policy where appropriate.</li></ul>

Digitally Signed By:

*General Manager - Sarah Kelley* at:02/11/2022 09:11

General Manager

Torrens Connect

