



Melbourne Market Authority Drugs & Alcohol Policy

Prepared by: QMS Coordinator
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Approved

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1. Purpose

The Melbourne Market Authority (MMA) is committed to providing a safe and healthy work environment.

MMA wishes to make it clear to its employees and contractors, as well as tenants, businesses and individuals when entering the Melbourne Market Site that it is unacceptable to come to work under the influence of alcohol or prohibited drugs. The use of alcohol and prohibited drugs can manifest into workplace health and safety risks and hazards.

The purpose of this policy is to provide a clear documented statement about the MMA's position in relation to the use of alcohol and prohibited drugs in the workplace and the Melbourne Market site.

2. Scope

This policy applies to all:

- MMA employees, contractors, volunteers, tenants, businesses and individuals that access or operate from the Melbourne Market site including visitors to the site; and
- other places where MMA employees and contractors may be working for MMA, including vehicles and remote sites.

This policy does not form part of any contract between MMA and any of its employees or contractors. Any reference to an obligation or requirement of MMA in this policy is not intended to give rise to contractual obligations binding on MMA. MMA reserves the right to review, amend and replace this policy from time to time.

3. Requirements

Alcohol and prohibited drug use will not be tolerated. MMA absolutely prohibits:

- the consumption, use, possession, and sale of alcohol and prohibited drugs by persons bound by this policy within the Melbourne Market site and/or whilst they are at work for MMA; and
- any person performing work for MMA (including employees, contractors and volunteers) being under the influence of, or impaired by, alcohol and/or prohibited drugs within the Melbourne Market site and/or whilst they are at work for MMA.

For the purposes of this policy, a person is under the influence of alcohol if their blood alcohol concentration (BAC) exceeds a reading of 0.00.

All persons presenting for work or entering the Melbourne Market site must at all times be fit for duty.

Any person found to be using, abusing, in possession of, under the influence of, or impaired by, alcohol or prohibited drugs whilst:

- In the employ of or contracted to the MMA - may be subject to formal disciplinary action that may result in the termination of employment or, in the case of contractors, termination of the relevant contract or the application of specific contractual conditions;
- Trying to enter the Melbourne Market site - may be refused entry temporarily or permanently;
- On the Melbourne Market site - may be escorted from the site and refused future entry temporarily or permanently including having their lease or licence terminated.

MMA Management reserves the right to determine a person's ability to work safely and their fitness for duty.

Any matters involving the use, sale, possession or distribution of prohibited drugs at MMA workplaces will be referred to the appropriate authority.

All individuals are responsible for their behaviors and actions at all times, for understanding and complying with this policy, for informing MMA Management if they consider there to have been a breach of this policy and for seeking advice from MMA Management before undertaking any action or activity that may be contrary to this policy or the objectives of the MMA set out in the MMA Act.

MMA contractors and businesses that enter or operate from the Melbourne Market site, are responsible for ensuring each of their employees, contractors and visitors comply with this policy.

This policy sets out a minimum standard of conduct. MMA may apply additional drug and alcohol requirements from time to time depending on the circumstances – for example where heavy machinery or construction activities are involved.

MMA reserves the right to conduct drug or alcohol testing and to determine the circumstances in which such testing occurs, who is tested and the method of testing.

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Any employee or contractor who refuses to submit to such a test may be subjected to disciplinary action up to and including termination of employment or engagement.

A person who returns a non-negative test result will be deemed unfit to remain on site and appropriate arrangements will be made to transport them to their designated home address. The person will be stood down (or in the case of a contractor or volunteer, not permitted to provide any services to MMA) pending further analysis of their sample.

A person whose specimen returns a positive result may, at their own expense, have a second confirmation test made on the same specimen. This request must be made to the nominated screening service provider within 24 hours of the person being notified of the positive result by MMA.

Before a positive test is recorded as an incident, the person will have an opportunity to present a valid medical report or alternative explanation as mitigation. An independent investigation may be conducted.

A person may be stood down (or in the case of a contractor or volunteer, not permitted to provide any services to MMA) during the period of any confirmation test and/or pending the outcome of any investigation.

4. Consumption of alcohol

If a person attends an event or function where the consumption of alcohol is available and authorised by MMA's CEO or General Counsel (or their delegate), the person must ensure that at all times:

- they consume alcohol responsibly and do not become inebriated or drunk;
- they uphold an appropriate standard or behavior at all times;
- upon event conclusion they do not drive a vehicle whilst they are in excess of legal blood alcohol concentration levels;
- they do not provide alcohol to an employee of MMA or any other person who is under 18 years of age.

5. Prescription and pharmacy drugs

If a person is taking prescription or pharmacy drugs for medical reasons, he or she shall not be in breach of this policy by attending for work or any work-related function or event if he or she:

- takes the drugs in accordance with the instructions of their medical practitioner and the normal directions applicable to the medication they are using and are not misusing or abusing the drug;
- consults with their medical practitioner or pharmacist in relation to any adverse effects the medication may have on their ability to safely and effectively perform normal work duties or to drive a motor vehicle;
- notifies MMA of any adverse effects the medication may have on their ability to safely and effectively perform their normal work duties or to drive a motor vehicle and if requested, provides medical evidence to satisfy MMA that they are fit to perform their work safely; and
- is not otherwise adversely affected or impaired whilst at work as a result of taking the drugs.

6. Education and further assistance

From time to time MMA may provide educational sessions in relation the health and safety implications of the misuse of prohibited drugs and alcohol.

Individuals in need of advice or help will be treated in a sensitive and confidential manner. If you consider that someone you know may need professional support please consider contacting any one of these services:

- Turning Point Alcohol & Drug Centre 24/7 Counselling service (1800 888 236) www.turningpoint.org.au
- Lifeline (13 11 14) www.lifeline.org.au
- Beyond blue (1300 224 636) www.beyondblue.org.au

7. Definitions

For the purposes of this policy **prohibited drugs** means any drugs and other intoxicating substances which are prohibited under any regulations or laws of Victoria or the Commonwealth of Australia.

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