

### Purpose

Western Work Force is committed to providing a safe, healthy and secure work environment in which all our employees and those affected by its operations and activities. Western Work Force's quality of work will not be compromised by any employee under the influence of alcohol, non-prescribed drugs or over the prescribed dose of prescription medication in the workplace. Western Work Force recognises the inherent risks associated with alcohol abuse, drug use and abuse or misuse of other substances. This policy is to eliminate these risks from the workplace and their surrounding environments.

This policy outlines Western Work Forces commitment to a safe workplace and is aimed at preventing, or minimising the risk of injury or harm to the health and safety of our employees, or others at the place of work, from the use of alcohol or drugs. Western Work Force has a '**zero tolerance**' to drugs and alcohol. Employees are not permitted to work while under the influence of drugs or alcohol.

### Alcohol and Drug Testing disciplinary process

Western Work Force will carry out screening for alcohol and drugs to all employees. Testing may be carried out prior to the commencement of employment, any reasonable suspicion or following an accident or incident. The company reserves the right to carry out random testing where it is considered appropriate. The disciplinary process will be invoked, and may lead to dismissal, in the case of any direct employee who:

- Tests positive for illegal drugs
- Blood alcohol level of 0.00 or more, or the equivalent in urine or breath samples.
- Refuses to undertake a screening test for alcohol or drugs.
- Is found supplying illegal drugs in any company workplace.

An employee found to be exhibiting the effects of drugs or alcohol, or return a positive drug or alcohol reading, or refuse to participate in testing, will be required to cease work immediately and leave the workplace.

### Commuting to a workplace

All employees are prohibited to have illegal drugs or a blood alcohol level greater than 0.00% in their system.

### Commuting from a workplace

The following is applicable regardless of whether an employee is in control of a vehicle, or a passenger of a public transportation service such as taxi, airline or other means of transport:

- No illegal drugs in their system; and
- Blood alcohol concentration not to exceed 0.05%
  - Men – no more than 2 standard drinks in the first hour and no more than 1 standard drink per hour thereafter; and
  - Women – no more than 1 standard drink in the first hour and no more than 1 standard drink per hour thereafter.
- \*\*Non-standard drivers - Blood alcohol concentration should not exceed 0.00%. This relates to:
  - 'P' plate drivers
  - Holders of an extraordinary licence; and
  - Recently disqualified drivers.

*\*\*Only applicable where the non-standard driver is in control of a vehicle at any time whilst commuting from a workplace.*

'Commuting' is defined as travelling via various means, to and from home to a workplace. This can involve a singular means of transport such as a car-worksite, or multiple modes of transport such as personal vehicle – taxi – airline – bus-worksite.

### Manager and Supervisor Commitment

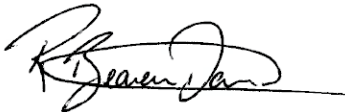
Managers and supervisors are responsible, within the scope of their authority, for ensuring that:

- All employees including management adhere to the company's policies and processes
- Ensuring that all employees understand and comply with this policy
- Report all policy breaches to senior management

### Assistance Provided

Western Work Force is committed to the health and safety of our employees. The company will provide ongoing training and education to ensure all employees are aware of the company's policies and processes and the importance of working safely – We strongly believe in working safely and going home safely.

Please contact your manager or supervisor in the first instance. If you require additional information in relation to this policy, please contact your manager or the Director.



**Ryan Beaven-Davis**  
Divisional Manager