



## Drug and Alcohol

### Policy and Procedure

### National Railway Museum

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Operations Manager

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Date

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## **1.0 POLICY STATEMENT**

Under the Occupational Health and Safety Act of 1986 *The National Railway Museum* has an obligation to provide a safe working environment for all employees.

Other relevant Acts such as the Rail Safety Act and regulations include management measures need to be in place to address alcohol and drug issues.

The rights of individuals to drink socially are acknowledged, but when work performance suffers or individuals and private property are endangered, then action must be taken.

Staff and volunteers must not be affected by alcohol or drugs during working hours and must at all times carry out their duties and responsibilities in a safe manner.

The National Railway Museum actively encourages good management practices and will achieve this under its Drug and Alcohol policy,

The National Railway Museum is committed to a risk management review process and the prevention of incidents caused by unsafe work practices.

## **2.0 PURPOSE**

The purpose of this Policy and Procedure is to:

Provide a process for the management of persons who are actively involved with the National Railway Museum, and to ensure the safety of those persons and others implicated by their actions, who may be using alcohol and/or drugs.

## **3.0 APPLICATION**

The Alcohol Drug Policy and Procedure applies to all volunteers and staff of the National Railway Museum and to all activities undertaken on all sites.

This includes:

- National Railway Museum (Port Adelaide)
- Semaphore
- Miscellaneous external other events

## **4.0 RESPONSIBILITIES**

OHS&W Regulations Division 2- section 5 (1) part (c) means that all volunteers and staff must ensure that they are not actively engaged in NRM related duties whilst adversely affected by alcohol or drugs.

If after an authorised alcohol/drug test, the results determined that a volunteer or staff member is affected by drugs or alcohol, the National Railway Museum through an authorized person of the association ie Operations Manager, Rail Safety Manager, a delegated Board Member or a Duty Manager, will ensure that the volunteer ceases all duties immediately.

Volunteers and staff members are encouraged to seek assistance if they require support in dealing with the immediate findings of the test, or a drug or alcohol problem.

If a volunteer or staff member fails to seek assistance for a drug or alcohol problem and their behavior is deemed improper, unsafe or impacts on the wellbeing or enjoyment of others, disciplinary action ie under the Rules of the association or other appropriate measures may be taken by the NRM Board.

## **5.0 PROBLEM IDENTIFICATION**

Problems may be identified through:

- other volunteers or staff member observations
- by the Operations Manager or Rail Safety Manager
- by a test undertaken by an authorised person

Should any volunteer or staff member be identified with a drug or alcohol related issue it needs to be reported directly to either the Operations Manager, Rail Safety Manager, a Board Member or a Duty Manager.

Details surrounding the person will be strictly confidential and will not be discussed with anyone other than those delegated to do so.

## **5.1 Consumption Guidelines**

Alcohol and illicit drugs shall not be consumed on museum premises. The board may make an exception for designated 'special occasions' e.g. Christmas Eve where alcohol drinks may be consumed but no plant, equipment or trains can be operated by these people once alcohol has been consumed.

No alcohol or drugs should be consumed prior to commencing duty, particularly if required to operate any plant, equipment or trains.

## **6.0 RELEVANT LEGISLATION**

- Occupational Health and Safety Act of 1986 and Regulations
- Rail Safety Act of 2007 and Regulations
- Associations Incorporation Act 1985

## **7.0 PROCEDURE**

### **7.1 Trains operated under the Rail Safety Act.**

Train operations are infrequent due to this type of operation not being NRM's core business. Maximum train speed is 15 km/h and run on relatively short lengths of exclusively managed and controlled track. All rolling stock and track is maintained at a level fit for purpose.

Random or triggered alcohol and drug testing is endorsed by the NRM Board, and can be carried out by an authorized person or a person trained and authorized by NRM, or an person trained in the use of the test equipment and authorised by the NRM Board, Rail Safety Manager or Operations Manger. If the alcohol or drug test is carried out by an external person, it must be done in the presence of an NRM representative, who could be the Rail Safety Manager, the Operations Manager, a Board Member or Duty Manager. The NRM representative will be advised by the authorized testing person, should the person tested returns a positive result – and as a minimum the NRM representative is to immediately advise that person they are not to continue any operational activity.

NRM volunteers work close together and are aware of their fellow volunteers' behavior. Should their behavior be noticeably different, they are to report this immediately to the Operations Manager or Rail Safety Manager or at least the Duty Manager.

The National Railway Museum has an *Operational Fit for Duty Form* that must be filled out by any staff or volunteers before:

- Commencing any operating railway duties relevant to the Rail Safety Act.
- Any other duties as directed by the Rail Safety Manager or the Operations Manager.

#### **Alcohol Testing:**

A random alcohol test will be carried out during the course of each year (January – December) at a frequency and time determined by the Rail Safety Manager.

Tests must be carried out:

- by a person authorised by the Rail Safety Manager.
- the test will be carried out using a calibrated Breath Alcohol Testing Device and undertaken by the authorised person. The blood alcohol concentration must be (zero) 0.00%.

### **Drug Testing:**

A random drug test will be carried out during the course of each year (January – December) at a frequency and time determined by the Rail Safety Manager.

All volunteers are aware they must not be under the influence of any drug that may impair their ability to work safely. Any drug taken for medical purposes must be declared at the time of their respective medical examination. Volunteers and staff must also inform the Rail Safety Manager or the NRM Chief Medical Officer (CMO) if they are taking any medication that was not declared at the time of their last medical. If still unsure, make contact with the Rail Safety Manager or Operations Manager, who in turn will consult with the CMO.

Tests must be carried out:

- by a person authorised by the Rail Safety Manager.
- by a person trained in the use of the testing device, either by the supplier or a form of recognized training in South Australia. The testing will be undertaken using (not limited to) a saliva type drug screen test. This test kit will detect the type of drugs and using the prescribed “acceptable cut off limit” recommended by the Rail Safety Compliance Regulator.

All test results, for either alcohol or drugs, are kept on the personal file for that person, by the Operations Manager.

### **Triggered Testing:**

Any rail safety incident that involves serious injury to a person, or major damage to property/equipment, should involve an alcohol and/or saliva drug test as soon as practical, following advice of the incident to the Operations Manager or Rail Safety Manager. This could be carried out either by a person authorised by the Rail Safety Manager, or SA Police. Results of this test must be held by the Rail Safety Manager and be included in the incident investigation.

### **7.2 General OHS&W Activities (i.e. not under the Rail Safety Act)**

All volunteers are aware they must not be under the influence of alcohol or illicit drugs when conducting applicable activities. Any volunteer using prescribed medication must not operate any equipment if the drug may affect their ability to use this equipment safely. They must consult with their doctor first, and if still unsure inform the Operations Manager. NRM volunteers work close together and are aware of their fellow volunteer’s behavior. Should their behavior be noticeably different, they are to report this immediately to the Operations Manager.

### **7.3 Actions to be taken if the test is positive.**

If a random test proves positive, the NRM representative will liaise with the person tested in relation to their general overall well being and prevent them from continuing any activity that may cause further harm to the individual or to others or to property and equipment.

#### **Disputed Test Results:**

If the volunteer who tested positive disputes the test result, further testing in the form of a urine, blood, or hair follicle, test can be taken but by only using a doctor or Health Clinic that is authorized to undertake such tests. This test can be carried out but only after the agreement of the Operations Manager or Rail Safety Manager or a Board Member, in an attempt to ensure the person carrying out the test is authorized and legitimate. Test results must be forwarded to the Operations Manager or Rail Safety Manager, who in turn will furnish those results to the NRM Board. The NRM Board will then discuss any further action and/or investigation.

#### **Ongoing Actions:**

Further interviews and consultation will take place between a delegated NRM Board member and the volunteer concerned. The NRM Board reserves the right to suspend or expel or ban a volunteer from participating in any further museum operations or activities, pursuant to the Rules of the Association and under the Associations Incorporation Act 1985.