



# Wellbeing, Alcohol, Drugs & Smoking

## Policy Statement

*NBCA recognises everyone has the right to a safe and healthy lifestyle and aims to reduce or eliminate exposure to such influences.*

## Implementation

- NBCA values its employees and encourages the use of effective rest breaks, annual and personal leave.
- Drugs and cigarettes are prohibited from being consumed at the service and surrounding area.
- NBCA services are a non-smoking environment which includes all indoor and outdoor play areas and anywhere in sight of children and families during operational hours. This applies to families, staff and visitors.
- Staff are only to smoke on their rostered breaks, at least fifteen (15) metres away from the building, in a suitably appropriate area out of sight of children and families.
- Staff are not permitted to consume or be under the influence of alcohol or illicit drugs prior to commencement of, or during their shift. The presence and consumption of alcohol is prohibited during operational hours.
- If the director suspects a staff member is under the influence of alcohol or drugs during a shift, that person will be sent home on leave immediately and the matter will be dealt with as a formal issue. This may include drug or alcohol testing by an external party. At the discretion of the director, you may be subject to disciplinary procedures up to and including termination of your employment or engagement with NBCA services.
- Smokers are asked to perform steps to minimise the odour of cigarette smoke from their bodies, such as washing their hands, using a breath mint, spraying deodorant on their clothes, wearing a specific smoking jacket or any other measure they feel necessary to reduce the odour of smoke before entering the service.
- Family members, or other authorised persons, are not permitted to collect their children whilst under the influence of alcohol or illicit drugs. The director or responsible person in charge of the service will take all reasonable steps to minimise the risk of harm to all involved. In the case of a family member entering the service under the influence of alcohol or illicit drugs, the director or responsible person will contact the relevant authorities. The Management Committee will also be informed.



## Policy Links

### Policies:

- Child Protection
- Code of Conduct
- Exclusion
- Handwashing
- Sustainability and Environmental Awareness
- Health and Safety

NQS: 2.3, 4.2 and 7.2

Regulations: 82 and 83

### Sources:

- ACT Government Lease
- ACT Health
- National Quality Framework
- NBCA Employee & Workplace Health and Safety Handbooks

## Policy Document Status

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Directors Signature:



Date:23/08/22

Committee Representative Signature:



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