

Policy: Drug & Alcohol Management



SM Automatic Doors Pty Ltd is committed to providing a safe, healthy and productive workplace.

Alcohol and drugs can have a negative effect on performance and safety.

This Policy facilitates the health, safety and welfare of all SM Doors workers by:

- Promoting personal responsibility in relation to the consumption of alcohol which may at any time affect their health or the performance of workplace activities
- Prohibiting the use of illicit drugs by all workers
- Promoting responsible and lawful use of prescribed and over-the-counter medication.

Dry Sites.

All SM Doors premises, vehicles & client work sites are "Dry Sites" – no alcohol is permitted to be possessed or consumed. Employees must not be impaired during a work shift, or when on-call.

SM Doors acknowledges the rights of workers to consume alcohol when not at work, and to use legal medications (prescribed or not) but action will be taken when this Policy is breached.

Client DAMP & SSA Requirements


On some client premises, SM Doors is required to implement a Drug and Alcohol Management Plan (DAMP) for workers undertaking prescribed "Safety Sensitive Activities" (SSA's) as specified in various Regulations governing airports, railways, roads, mines, schools, hospitals, and other hazardous sites. SM Doors is regularly engaged on such projects.

Pursuant to National & State Regulations, workers engaged in Safety Sensitive Activities may be subject to random drug and alcohol testing as directed by the authorities governing the specific industry & workplace. This includes direct employees, subcontractors, and service providers.

It is SM Doors Policy that:

- Illicit drugs will not be tolerated in any SM Doors Workplace
- Working while impaired by any substance (legal or illegal drugs, substances or alcohol) will not be tolerated in any SM Doors workplace, including vehicles, premises & customer sites.
- Individuals feeling affected by prescription drugs must stop work immediately and inform their supervisor or manager
- Alcohol must not be possessed or consumed during work hours at any SM Doors workplace
- Employees whose performance is affected by alcohol or drugs will be subject to this Drug and Alcohol Policy and the relevant client Drug & Alcohol Policies governing specific sites.
- Company social functions are included in this policy, except when held in client or licensed premises
- The SM Doors Drug & Alcohol Policy will be provided to every current SM Doors employee, upon the engagement of any new employee, and all relevant contractors & subcontractors.

Any questions or concerns as to this Policy may be directed to Health & Safety Representatives, Line Managers, or the Managing Director.

<p>Accountability. I commit SM Automatic Doors to the implementation of this policy, and to provide the resources necessary to achieve it. The health & safety of SM Automatic Doors' employees is key to our survival and prosperity.</p>	<p>Signed: Jeremy Michaelson Director SM Automatic Doors Pty Ltd Dated: 14th April 2021 Next Review: <u>on or before 14th April 2022</u></p> 
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