

Drugs and Alcohol Policy

Policy type	Year	Approved by
MTSCT Governance	2021	Mountains to Sea Conservation Trust – Co-Director Poutokomanawa - Fresh & Marine

Introduction

This section outlines our management of drug and alcohol-related risks in our adventure activity. All endorsed contractors/coordinators of the MTSCT programmes: Experiencing Marine Reserves and Whitebait Connection are expected to complete a satisfactory police vet and safety check from September 2021 prior to commencement of delivery of the above programmes.

Policy

We will operate a workplace free of impairment from drugs and alcohol.

Risk Assessment

Snorkelling is determined as a safety sensitive task.

Activity Risk

- We've assessed our activity level of risk as low
 - We snorkel only
 - We snorkel in favourable conditions
 - We use body boards as floatation devices
 - We snorkel with safe ratios

Workforce risk

- We've assessed our workforce risk as low
 - We operate as a team, utilising the skills of our community to increase our supervision system
 - We vet all our contractors prior to commencement to determine any possible history of problems with drugs and alcohol.
 - Most of our team are volunteers before they become contractors, so are well known prior to appointment
 - MTSCT has been in operation for 20 years and has never had any alcohol or drug related incidents.
 - Surveillance and monitoring is in place, as our Programme Coordinators are under the constant scrutiny of teachers, parents and other team members
 - In the information provided to the schools/parents, we notify them that the school should provide adequate adult 'supervisors' to comply with EMR's ratio

requirements. These supervisors need appropriate skills to supervise a group of students in the water. Appropriate skills are defined in the snorkel guidelines as being able to assist and supervise the students in-water and are expected to be confident swimmers, fit and healthy and free from the influence of drugs or alcohol.

Assessment Conclusion

Impairment due to drugs and alcohol is a minor hazard in the organisation and its programmes.

Procedures & Staff Responsibilities

The MTSCT policy is to operate a workplace free of impairment from drugs and alcohol.

This will involve staff:

- Avoiding drugs and alcohol during working hours; (Note: With prior approval, staff may drink alcohol at social events in designated areas. Staff are responsible for remaining in a condition to be able to get home safely and for ensuring they're not in breach of this policy on their return to work).
- Carefully managing their alcohol consumption in evenings before working, particularly when scheduled to perform a safety-sensitive task, or when they could be required to do so at short notice;
- Disclosing any increase or potential increase in the drug and alcohol hazard to the Poutokomanawa – Co-Director marine lead or MTSCT Trust chairperson;
- Monitoring each other, particularly when taking medication and after drinking alcohol the previous evening;
- Bringing concerns to the attention of Poutokomanawa – Co-Director marine lead immediately;
- Standing down from safety-sensitive roles if there is doubt about the amount of drugs or alcohol consumed the previous evening;

Drug and Alcohol Testing

It is the responsibility of all contractors/coordinators to identify concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, they will advise the Co-Director who will investigate any staff member who is suspected of breaching this policy, pending investigation and a decision on appropriate consequences including potential disciplinary action.

Administration of the policy

If contractors/coordinators or any MTSCT member, or any person associated with that member, volunteers and any other person(s) engaged in work for the MTSCT programmes arrive at the workplace and you have reasonable cause to suspect that they are under the influence of

alcohol or drugs, the Co-Director shall immediately remove him/her from the safety sensitive activity of snorkelling to a shore-based role. If there is any doubt about whether they are, or are not impaired, we will err on the side of caution and remove him/her from any safety sensitive role.

Unexpected circumstances can arise when an off-duty contractor/coordinator is requested to work. It is the contractor/coordinator responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.

Contractors/coordinators who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on job performance. They are required to report to the Co-Directors if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment, and provide appropriate medical verification on any restrictions in performance of their duties.

If a contractor/coordinator believes the Co-Directors or other senior MTSCT member is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify the MTSCT chairperson.

In support of those who may have developed or are developing chemical dependence, all contractors/coordinators or any MTSCT member, or any person associated with that member, volunteers and any other person(s) engaged in work for the MTSCT programmes, are required to document and report any violations of this policy. Any contractor/coordinator not complying with this is enabling the dependence. Enabling behaviour leads to ongoing health and safety concerns for an addicted individual and those around him or her.

We communicate well with each other and expect our policy to be easy to enact without further documented procedures.

Managing the drug and alcohol hazard with clients

We will not permit a person to participate in snorkelling if we believe the person is affected by drugs or alcohol such that they may be a hazard to themselves or others.

Disciplinary Procedure

The disciplinary procedure will follow a four step progression:

1. Investigate suspicion or complaint
2. Removal from safety sensitive tasks
3. Warning with 1 week suspension
4. Termination on contract

Reviewing our policy

The MTSCT policy is to review our hazard assessment annually as part of H & S review. If the drug and alcohol hazard has increased in significance, we will revise our policy to ensure that the hazard is managed.