



PACM

Parakeelya Architecture +
Construction Management

Drug & Alcohol Policy

Parakeelya Architecture and Construction Management (PACM) are committed to ensuring a safe workplace free from risks to health and safety, for all our employees and those affected by our operations and activities. This includes **a zero tolerance to drugs and alcohol** in the workplace.

PACM is committed to achieving the above through the following measures:

- Providing clear guidelines and procedures to all personnel regarding drugs and alcohol in the workplace;
- Ensuring effective systems and programs are implemented for monitoring and addressing fitness for work issues including, but not limited to, drugs and alcohol;
- Regularly monitoring all personnel through random drug and alcohol testing;
- Preventing any person testing positive to drugs or alcohol from working;
- Conducting drug and appropriate alcohol testing following any incident, accident or near miss where we reasonably believe drugs or alcohol could have been a factor;
- Ensuring sub-contractors and their employees do not present to work affected by drugs or alcohol;
- Ensuring compliance with all relevant legal and specific site requirements regarding testing and fitness for work;
- Where required, immediately directing a person to stop work where the person is suspected as being in an unfit state for work;
- Enforcing any specific client or local requirements for drug and alcohol restrictions to the wider area (eg: community alcohol bans/ restrictions);
- Encouraging persons that have reason to believe they are unfit for work to notify their supervisor prior to attending site;
- Encouraging employees to seek confidential support through their Manager or Supervisor should they have a drug or alcohol problem; and
- Ensuring complete strict confidentiality of any and all information obtained.

This policy is communicated throughout our organisation and is available to the public.

All personnel are responsible for arriving at work fit for duty and are always expected to adhere to and remain committed to this policy when working on our behalf.

This policy will be reviewed annually.

PACM Director: David Cann

PACM Director: Ian Sandell

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