

SMOKING, ALCOHOL AND OTHER DRUGS POLICY

POLICY STATEMENT

Brisbane School of Theology (BST) provides an environment, which aims to ensure the health, safety, respect and productivity of all workers, students, volunteers and visitors.

The use of alcohol and other drugs may impair an individual's capacity to perform their job safely, efficiently and with respect for colleagues and others.

The use of such substances may result in the risk of injury or a threat to the wellbeing of the worker, other workers, students, visitors or any other parties.

The policy is that smoking, alcohol and other drugs are strictly prohibited on the BST campus.

The purpose of this policy is to maintain a work environment free from the effects of the use of alcohol and other drugs and smoking. The consequences of breaching this policy will result in disciplinary action being taken.


PRESCRIPTION DRUGS

If you take prescription drugs please check with your doctor to establish if the use of the drug will impact on work performance. If so, please obtain this advice in writing and provide this advice to your P.C.B.U. (Person Conducting a Business or Undertaking).

Policy Area:
Work Health & Safety

Version: 1.0

This Policy was approved by



Richard Gibson
Principal

Approved:
13 May 2014

Next Review:
May 2016

RETURN TO WORK POLICY

POLICY STATEMENT

Under Work Health and Safety and Workers Compensation legislations the P.C.B.U's and Officers are required to establish a workplace return to work program that is consistent with the insurer's injury management program to assist injured workers' return to work.

Rehabilitation aims to provide an early and safe return to work for workers suffering from work related injury or illness, by using the workplace itself as a vital part of the rehabilitation process.

Brisbane School of Theology is committed to the prevention of illness and injury by providing a safe and healthy working environment at the highest level possible.

Brisbane School of Theology is committed to the rehabilitation of injured workers. The company aims to manage the process of rehabilitation in the workplace to ensure that all injured workers have the opportunity to recover and return to work to:

- ensure that a return to work as soon as possible is a normal practice and expectation
- ensure early access to rehabilitation services, e.g. accredited rehabilitation providers (or similar professionals) for all who need them
- provide suitable duties for an injured worker as an integral part of the rehabilitation process
- consult with workers and where applicable, any industrial union representing them to ensure that the rehabilitation program operates smoothly and effectively
- inform workers of their rights in relation to a worker's compensation claim including the choice of doctor and accredited rehabilitation provider
- provide access to interpreter services
- ensure that participation in a return to work plan will not prejudice an injured worker
- ensure no dismissal within the legislatively prohibited period of the injury occurring, solely or principally because of that injury

The role of the Return to Work Coordinator is to:

- determine the injured worker's needs
- identify suitable duties for the injured worker
- co-ordinate and monitor return to work plans
- liaise with all parties including the Rehabilitation Provider where appropriate
- provide information and support to the injured worker
- maintain confidentiality.

CONFIDENTIALITY

The confidentiality of rehabilitation records shall be maintained. Reports and records will only be available on a 'need to know' basis or to be disclosed as required by law.

PROCEDURE

The procedure for the management of injured workers is as follows:

1. If any work related injury or illness occurs it must be reported to the injured worker's supervisor and First Aid Officer as soon as the incident has occurred. An incident form must then be completed.
2. The Safety Representative must then be contacted within 24 hours with a completed incident form.
3. The Company will notify the insurer of any 'significant injury' (e.g. medical treatment, hospitalisation) within 48 hours and within eight days for any other type of injury.
4. Claims for compensation are to be forwarded to the insurer within eight days of receipt of the claim.
5. **Brisbane School of Theology** will arrange for a suitable person in the organisation or, where this is not practicable, their workers' compensation insurer, to provide advice to the injured worker to:
 - assist in filling out Workers Compensation forms
 - explain rights, obligations, benefits and rehabilitation procedures to the injured worker
 - where appropriate, arrange a return to work plan on the advice of the treating doctor or the accredited Rehabilitation Provider in consultation with the treating doctor.

Providing suitable duties/employment

The employer will endeavour to provide suitable duties/employment, as far as practicable, when the injured worker is, according to medical judgment, well enough to return to work on suitable duties. The Return to Work Coordinator, in consultation with the treating doctor, shall approve all suitable duties/employment. The Return to Work Coordinator can identify suitable duties in the workplace.

CONSULTATION

Brisbane School of Theology will consult with the injured worker and other workers on the rehabilitation process.

Resolving disputes

If any disputes arise, every effort will be made to resolve them in a spirit of cooperation through discussion with the worker, P.C.B.U's and where applicable the worker's union.


Responsibilities of workers

Every worker shall:

- take reasonable care, in the performance of work, so as to prevent injuries to self and others
- co-operate in reasonable workplace changes designed to assist in the rehabilitation of fellow workers
- notify the employer of an injury as soon as possible
- co-operate in reasonable efforts by the company to rehabilitate the person.

Rights of workers

Each worker who sustains an injury shall have the choice of treating doctor and of accredited Rehabilitation Provider, and access to an interpreter where necessary.

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