DRUG AND ALCOHOL POLICY

MTACS
MINING TRANSPORT AND CONSTRUCTION SERVICES PTY LTD
RTO ID 52053

STATEMENT

The RTO recognises that alcohol and drug abuse can affect one's ability to safely perform training and is deemed to be a work health and safety risk. Our RTO has a zero-tolerance policy in regard to the use of drugs and consumption of alcohol whilst on any of the RTO sites or training locations. We do not tolerate students attending training under the influence of drugs or alcohol. If the student is affected by prescription medications, they must cease any activities immediately and report this to their Trainer.

DEFINITIONS

CEO – Chief Executive Officer.

COO – Chief Operating Officer - Training.

RTO - Registered Training Organisation:

- MTACS Training & Consulting Pty Ltd (ABV) (RTO 52053)

SCOPE

This policy applies to all RTO staff, contractors, visitors, and enrolled students.

RESPONSIBILITY

All RTO staff members are responsible for ensuring this policy is adhered to.

PROCEDURE

RTO staff, contractors, visitors, and students are to be advised that they may be subject to Random Drug Testing.

Anyone requested to submit to a test has the right of refusal however they need to be advised of the outcome if they chose to decline the test.

- Courses located at Tamala Park: a refusal to submit to a test will mean immediate removal from the site with no opportunity to return for any future courses.
- Courses at other locations: the person will be referred to the Training Manager or appropriate line manager.

Any drug testing performed at Tamala Park that returns a non-negative result will mean an immediate removal from the site.

If a student is suspected of being under the influence of drugs and/or alcohol, the matter will be further investigated by the Training Manager and the student will be temporarily suspended from the course. If an RTO staff member or contractor is suspected of being under the influence of drugs and/or alcohol, the matter will be referred to their direct line manager.

The suspected person may be required to undergo appropriate testing or screening (e.g., a drug test) at an authorised collection centre. Proof of testing must be presented within 24 to 48 hours of suspicion. The test results must be provided to the Training Manager or COO Training as soon as they are available, and before the individual is allowed to return to the course. The cost of the testing or screening (drug test) will be borne by the suspected person.

In the event that a student fails a drug test, the Training Manager or COO Training will discuss the result with the student to determine the cause of the failure. If the student has a valid reason for failing the test (e.g., approved prescription medication use, false positive result, etc.), the RTO will arrange a retest at no cost to the student. If the student is deemed not to have a valid reason but wishes to contest the result, they may retest at their own expense.

Where a student submits a negative result and their training is located at Tamala Park, the student will be relocated to another suitable course location to complete their training.

The outcome of the matter will be documented and noted on the student's VETtrak profile.

If there is a repeat offence, the student will be permanently removed from the course.

In the event a staff member or contractor fails a drug test, the person's direct line manager will discuss the reason and provide the same options available to enrolled students.

ENDORSEMENT / REVISION NOTES

Approved by COO – Training

Name: Jegath Jisangar

Approved Date: 03/12/2024