



PRE-PLACEMENT DRUG POLICY

Adopted Date: 22 March 2011
Policy Number: GRC 0050
Policy Type: Administrative
Responsible Officer: Human Resource Officer
Department: Executive Office

Version	Decision Number or CEO Approval	Decision Date	History
1	GRC 0050	22 March 2011	Review March 2013
2	Reviewed December 2013		Review December 2014
3	Reviewed		Review December 2018
4	Reviewed & Amended	December 2018	Review December 2022

1. BACKGROUND

This policy is subject to review by Council in conjunction with its budget deliberations.

2. POLICY OBJECTIVE

Goondiwindi Regional Council is committed to minimising the harm to employees and the wider community associated with the use of drugs. Council also recognises that the inappropriate use of drugs can adversely affect workplace safety and performance and can significantly contribute to absenteeism and reduced morale.

3. POLICY STATEMENT

Council is committed to providing a safe, healthy and productive workplace that actively promotes the health of the workforce.

4. DEFINITIONS

Employee – for the purposes of this policy, an employee is taken to mean any person who is or will potentially be engaged for wages, salary, contract or other reward or is acting as agent or volunteer on behalf of Council.

Drugs – includes, but is not limited to amphetamines (speed, ecstasy), cannabis (marijuana), methamphetamines (ice, meth), opiates (opium, morphine, heroin), cocaine, phencyclidine (PCP, angel dust) and other controlled substances or medications other than those sold to the public on a non-prescription basis, or those prescribed to an employee or potential employee by a doctor.

5. ADMINISTRATION

Potential employees could be advised that an offer of employment maybe subject to their agreement to undergo a drug test as determined by Council and the results being satisfactory.

Testing arrangements will be made by the Human Resources section with appropriate medical professional and associated costs being covered by Council.

Positive Test Results

Where an applicant is subject to a positive test result for drugs, Council will inform the applicant that they will not be offered employment.

Where the applicant is taking Prescription or Pharmacy medications for a legitimate medical purpose, a declaration listing the medications should be signed prior to taking the drug test.

If a positive drug reading is indicated by the testing device then the applicant will be given the choice of either forwarding the sample to a medical professional for further testing and confirmation or withdrawing their application for employment.

All results from the testing will remain confidential to Goondiwindi Regional Council and will not be passed on to any law enforcement body.

6. IMPLEMENTATION

This policy applies to all advertised positions and potential new employees.

7. REVIEW DATE

December 2022