



Document Uncontrolled when printed

POLICY No. 5

Alcohol and other Drugs Policy

1. PURPOSE

1.1. As an organisation, we are committed to providing and maintaining a safe, healthy and enjoyable club. We recognise the concerns of members, visitors and the general community with regard to the impact from the **misuse of alcohol and/or drugs**. Our aim is to ensure all members return home safely and other club members are not negatively impacted by our actions. While we do not wish to intrude into the private lives of our members, if alcohol or **drugs** have a direct impact on an individual's handling of firearms and performance against our safety standards, it is our responsibility to intervene.

1.2. The objectives of this policy are to:

- a) reduce the likelihood of injury and damage resulting from the **misuse of alcohol and/or drugs** (including **prescription** drugs);
- b) provide members with an understanding of the behaviour expected of them during **club attendance**.
- c) ensure that members who are consuming alcohol or other drugs out of the club, don't do so in a way that impacts on their safe handling of firearms – for example, through a **hangover**; and
- d) explain how incidents will be handled when a member or visitor is demonstrating signs and symptoms that deem them **not fit to handle firearms**.

1.3 This policy applies to all members, visitors and to contractors, sub-contractors and any other people that may attend the club.

2 ALCOHOL AND DRUGS IN THE WORKPLACE

2.1 The Club has a no alcohol on the premises policy. We will take all appropriate measures to reduce the risk of harm to all members and visitors. All members and visitors also have a responsibility when it comes to identifying and managing risks associated with alcohol and other **drugs**. Members should be aware of the risks unique to our environment.

These risks include but are not limited to:

- Members fitness for driving to and from the club;
- risk taking behaviour and dangers caused by other members.
- use of firearms; and
- the image and reputation of our club and the shooting sports.

The effects of alcohol and **drug** use can be long lasting, including through **hangovers**. Substance use outside of club attendance may influence a member's performance at the club.

3 RESPONSIBILITIES - Club

3.1 Club responsibility overview

Under the *Occupational Health and Safety Act 2004 (Vic)*, we have a general duty of care towards members and others who may be present in our ranges to maintain a safe environment.

To help meet this general duty, the Club is responsible for:

- providing a safe range that ensures members are not exposed to unnecessary risks;
- giving members information, instruction, training and supervision to enable them to take part in club activities in a safe manner;
- ensuring that this policy is applied on a consistent and fair basis.

4 Members

4.1 Member responsibility overview

Everyone has a legal obligation to take reasonable care for their own health and safety in the club and for the health and safety of others who may be affected by what members do or don't do. This includes members not being adversely affected by alcohol or **drug** use when at the club. Members should be aware of their own ability to comply with this policy at all times. They should carry out a self-assessment (determine if you are fit to attend the club) and not attend if they are in any way impaired. Members are reminded that fitness to attend the club encompasses your physical, mental and emotional state.

Except as set out in this policy, members must not:

- be **not fit to attend the club** due to a **hangover** or the **coming down** effects of **drugs**;
- neglect to inform the Committee of any side effects of medications that may affect their ability to attend the club;
- **misuse** medication, for example without a **prescription** or for non-medical purposes;
- be under the influence or use **illegal drugs** at the club; or
- possess alcohol or **illegal drugs** at the club.

4.2 Prescription and over-the-counter drugs/medication

To possess firearms and be a member, the member must inform LRD and the Committee if they are taking any **prescription or over-the-counter drugs/medication** which has the potential to adversely affect them or their right to have a shooting licence.

4.3 Illegal drugs

Illegal drugs are not permitted at the club. If a member or visitor is found in the possession of an **illegal drug** or is deemed **not fit to attend the club** by a Club Representative (RO or Committee Member) as the result of **illegal drug** consumption, the person will be expelled from the premises and the person will be subject to disciplinary action and expulsion from the club. The Club will also be required to inform LRD of any such incident with a recommendation about fitness to hold a firearms licence.

4.4 Liability and compensation

The club will not accept liability for any damage to property or an injury to another person, if a member's use of alcohol and/or **drugs** contributed to the incident. The member will be personally liable in such circumstances.

4.5 Returning to the club after being deemed not fit to attend

If a member is expelled from our premises by the club because they are deemed **not fit to attend the club** due to alcohol and/or other drug consumption, prior to returning to the club, the member must make written application to the Committee. A medical certificate may be required from a medical practitioner prior to resuming attendance. Where the member has been reported to LRD, LRD will have the final say on the ability of the member to return to the club. Members are required to

cooperate in any investigation of such matters. Failure to cooperate or providing false information in an investigation may result in action being taken against the member, as set out in Section 6.1 below under the heading 'Breach of this policy'.

4.6 Concerns about another employee

Members who have concerns about any member **not fit to attend the club** should inform their RO or Committee Member immediately. Further information about concerning signs and symptoms are detailed in Annex B.

5 SUPERVISORS – RO or Committee Member

5.1 The definition of a supervisor

Assessing and determining if a member is impaired by alcohol or **drugs** can be a complex process but it is often necessary for it to be made immediately to protect the safety of all persons at the club. All members working in a supervisory capacity (collectively referred to in this policy as 'supervisors') are authorised under this policy to determine if someone is **not fit to attend the club**. Supervisors can make the assessment based on their observations and the conduct of the employee at the time.

Further information on how to determine if someone is **not fit to attend the club** is provided at Annex B.

5.2 Prescription and over-the-counter drugs/medication

The Club Supervisors will ensure that no member is disadvantaged by reporting that they are taking medication on the advice of a medical practitioner. The Club will not request unnecessary information (e.g. the nature of the members condition). If a supervisor suspects that an employee's ability to safely attend the club and handle firearms is affected, they may take steps to address the issue, for example requiring the member immediately leave the club premises.

5.3 Don't assume alcohol or drug use

Supervisors should not assume difficulties in talking, lack of balance or coordination are necessarily related to alcohol or **drug** use. Other causes of impairment may include head injuries, fatigue or a medical condition. When members are demonstrating these sorts of unsafe, concerning behaviours and there is no clear sign their behaviour is definitely a result of alcohol or **drugs**, appropriate medical intervention should be sought prior to arranging safe transport home for the individual.

5.4 When a member may be intoxicated, hungover or coming down from drugs

Supervisors should be proactive if they suspect, or another member suspects, someone at the club is intoxicated, has a **hangover** or is **coming down** from **drugs**, thereby making the employee **not fit to attend the club**.

It is the responsibility of supervisors to make themselves aware of the signs and symptoms and remember that fitness to be at the club encompasses the physical, mental and emotional state of a member (further information is provided in Annex B). If anyone is unsure of these signs and symptoms, they are to request assistance from their immediate supervisor.

Concerning signs of intoxication, **hangover** or **coming down** include engaging in unsafe work practices and diminished or impaired work performance. If you have **reasonable suspicion** (see Annex B) that a member is **not fit to be at the club** you must:

- stop the member from taking part in matches;
- remove the member from any position of risk (if this isn't possible due to the individual becoming threatening or violent, remove all other people from the area, if required, call the police); and
- inform the individual that they will not be allowed to return to the club until *deemed fit* to do so safely. Inform them again of this requirement after the incident to ensure they remember. If a medical certificate is required prior to returning the club, this must be explained before the member returns. A return to the club may require clearance by Victoria Police.

5.5 Managing the return to club process

When an member returns to club, following being sent home because they have been deemed **not fit to attend the club**, if there was no impact on their fitness to hold a licence the Committee must assess whether they are now fit to attend the club.

If the Committee suspects the member has a medical condition or an ongoing problem with alcohol and/or **drugs**, they can require the member to bring a medical certificate into work to prove they are fit to attend the club. This may involve clearance by Victoria Police

5.6 This paragraph has been left intentionally blank

5.7 Refusal

If an member refuses to undertake reasonable corrective action to improve their performance and behaviour at the club (e.g. seek medical treatment) or refuses to go home when told by a supervisor, this will be considered a 'breach of this policy' – as set out in Section 6.1 below.

5.8 This section has been left intentionally blank.

6 **DISCIPLINARY ACTION**

6.1 Breach of this policy

Members must comply with this policy at all times. If a member is found to have breached this policy, they may be subjected to disciplinary action in accordance with the club's Disciplinary Policy.

In circumstances where a member's behaviour may involve a breach of any laws governing the fitness to hold a firearms licence, the club will notify the police or other relevant authority and the member will be banned from attending the club until Victoria Police are satisfied the member is fit to hold a firearms licence

6.2 Agents, contractors or casual employees

Agents, contractors or casual employees, visiting shooters who are found to have breached this policy will be subject to a review of the terms and conditions of their attendance at the club and may have their contracts terminated.

REVIEW

Date Developed	17 May 2021
Date Revised	17 May 2021
Revised By	Giovanni Italiano

Cranbourne Dandenong Pistol Club Alcohol and other drugs policy

Revision Frequency	<i>Every three years</i>
-----------------------	--------------------------

DEFINITIONS

“coming down” – the experience of various unpleasant physical and/or psychological effects following the consumption of drugs. The specific “coming down” effects will depend on what and how much was taken and how your body responded. The “coming down” effects of drugs can sometimes last for several days, following the initial ‘high’.

“drugs” – refers to all legal and illegal substances, including performance and image enhancing drugs (such as steroids), pharmaceutical substances, “illegal drugs” and ‘new psychoactive substances’ or ‘synthetic’ drugs.

“hangover” – the experience of various unpleasant physical and/or psychological effects following the consumption of alcohol. The specific effects of a hangover will depend on what and how much was drunk and how your body responded. The effects of alcohol can sometimes last for several days, even following your body reaching a zero blood alcohol concentration.

“illegal drugs” – includes any drug prohibited by State or Commonwealth law in Australia. For the purposes of this policy, marijuana is considered an illegal drug as well as ‘synthetic’ drugs. In this policy, “illegal drugs” also includes the “misuse” of prescription or over-the-counter drugs including steroids, which are used without the necessary prescription or for non-medical purposes.

“misuse of alcohol and/or drugs” – when these substances aren’t used responsibly. For example, being intoxicated at work; having alcohol in your blood while working as a professional driver; drinking too much out of work hours and having a “hangover” at work; taking illegal or ‘synthetic’ drugs outside or inside work hours; not taking medication in accordance with health practitioner guidelines; and not being aware of how medication may be affecting you and your ability to work and then not declaring it to your supervisor.

“misuse of medication” – refers to the consumption of any prescription drug without a prescription. It also refers to the consumption of either prescription drugs or over-the-counter medication which isn’t in accordance with the doctor or pharmacist’s instructions, or those on the medication pack.

“not fit to attend” – an individual whose physical, mental or emotional state is adversely affected and they are therefore unfit to take part in club activities involving firearms or working bees. A member may become not fit to attend because they are intoxicated or because they have a “hangover”, are “coming down” from a drug or are experiencing negative side effects from medication.

“prescription and over-the-counter drugs/medication” – drugs/medication that, by law, must be prescribed by a medical practitioner or available only from pharmacies.

Cranbourne Dandenong Pistol Club Alcohol and other drugs policy

“reasonable suspicion” – a supervisor has an opinion that there are reasonable grounds to believe that an individual is impaired by alcohol or drugs and is therefore not fit for work.

“operating hours” – refers to the hours the member may attend the club.

SIGNS AND SYMPTOMS

Supervisors need to watch out for the signs and symptoms of a member being not fit to attend. It may be difficult to determine whether the member is not fit to attend due to alcohol or drugs, or some other reason such as a medical condition. Therefore, supervisors are encouraged in the first instance not to focus on why the member is unfit but the actual signs and symptoms, and how they determine if the person is not fit to attend. This will also assist in minimising conflict and managing the situation in a calm and professional manner.

Fitness to attend encompasses an individual’s physical, mental and emotional state. Even if the individual does not have alcohol or drugs in their system, they may still have a hangover or be coming down from a drug. In either case, they are not fit to attend.

The time to raise the possible causes of the concerning signs and symptoms is when the member has recovered and you have made a time to discuss the incident with them. It is reasonable for a supervisor to infer that a person’s condition may have been the result of alcohol and/or drugs if there is no medical explanation for the presenting symptoms.

Below are symptoms supervisors should look out for to help determine if a member is not fit to attend. Less concerning symptoms will need to be present in conjunction with other symptoms for a member to be deemed not fit to attend. For example, blood shot eyes would not be a reason to send a member home, but blood shot eyes in conjunction with uncoordinated movement, irritability and fatigue, might be. However, fainting on its own (irrespective of the cause) would be a reason to send a member home.

Physical Symptoms
Shakiness
Bloodshot eyes
Dilated pupils
Uncoordinated movements, loss of balance and problems walking
Irregular breathing
Slow reactions and responses
Vomiting
Slurred speech
Hyperactivity
Fainting
Fatigue

Psychological Symptoms
Unclear judgement/confusion
Aggression
Loss of memory

Cranbourne Dandenong Pistol Club Alcohol and other drugs policy

Depression
Irrational behaviour
Hallucinations
Anxiety
Irritability
Appearing 'high' or drunk by laughing or talking more than usual

ASSISTANCE AND SUPPORT

If you feel like you're struggling, it's important to take advantage of the many free services that could help you get back on track, including:

DirectLine

Confidential alcohol and drug telephone counselling and referral to treatment services.

T: 1800 888 236 (24 hours a day, 7 days a week)

Beyond Blue

Support for depression, anxiety and other mental health problems.

T: 1300 22 4636 (24 hours a day, 7 days a week)

www.beyondblue.org.au (chat online or email 24 hours a day, 7 days a week)

Hello Sunday Morning

Be supported by other people who want to cut back or stop drinking alcohol through an online forum.

www.hellosundaymorning.org

Txt the Effects

Text the name of a drug, it doesn't matter if it's a slang name or not, and get an instant text back with its effects. Standard SMS costs apply.

SMS: 0439 TELL ME (0439 835 563) (24 hours a day, 7 days a week)

1800 Ice Advice

The help line – 1800 Ice Advice will direct users and families to the treatment and support services they need and provide general information about ice and its effects.

T: 1800 423 238 (24 hours a day, 7 days a week)