

DRUG & ALCOHOL POLICY

O'Donnell Griffin is committed to protecting the health and safety of all employees and others who may carry out work on our behalf or who are associated with our activities. This includes protection from incidents, accidents and injuries arising from the misuse of drugs or alcohol. It is the responsibility of all O'Donnell Griffin employees to ensure the requirements of this policy are followed.

In order to meet the above requirements, O'Donnell Griffin will:

- Ensure the objectives of this policy are integrated into work practices;
- Prohibit the use, consumption, sale, distribution and possession of illegal narcotics, drugs and controlled substances on company premises and work sites and in company supplied vehicles;
- Prohibit the consumption, sale and possession of alcohol on company premises, except as may be specifically authorised by senior O'Donnell Griffin management for company related function or social events;
- Identify and assess risks arising from the inappropriate use of drugs or alcohol;
- Implement effective control strategies to manage risks arising from the misuse of drugs or alcohol;
- Focus control strategies on assessment of job performance and safety behaviour;
- Accept that addiction to drugs and/or alcohol is an illness and encourage rehabilitation in conjunction with the company's Employee Assistance Program;
- Provide all staff and employees with information and support so that issues associated with misuse of drugs or alcohol can be managed effectively;
- Encourage employees to report drug and alcohol problems where they are identified;
- Treat the possession, distribution and sale of drugs and alcohol at the workplace as a serious offence that could result in dismissal; and
- Comply with the requirements of customers' and clients' drug and alcohol policies, which may include pre- engagement and random testing.

My signature records my personal commitment to implementing the requirements of this policy.



December 2010

Keith Blind
Chief Executive



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