

  	Nunawading Swimming Club	OH&S
	Alcohol and Drugs Policy	

Alcohol and Drugs Policy

Purpose

Nunawading Swimming Club (NSC) is committed to providing a safe, healthy, and productive environment for all staff, contractors, athletes, and visitors. The misuse of alcohol and other drugs including prescription, over the counter, and illicit substances poses significant health and safety risks. This policy outlines NSC's expectations, responsibilities, and procedures for managing these risks in the workplace and during work-related activities.

Scope

This policy applies to all employees, contractors, volunteers, athletes, and visitors involved in any activity under the auspices of Nunawading Swimming Club or Just Swimming, including at external venues, club events, competitions, and functions.

Guiding Principles

- NSC is committed to eliminating or minimising the risk of harm associated with alcohol and other drug use.
- Safety-critical environments such as aquatic supervision require full alertness and unimpaired function.
- Individuals are responsible for ensuring they are not impaired by alcohol or drugs while performing their duties.
- All actions will be consistent with legislative privacy obligations, relevant laws, and principles of procedural fairness.

Key Policy Provisions

1. Prohibited Behaviour

- Attending work under the influence of alcohol or other drugs.
- Consuming alcohol or drugs in the workplace, unless approved at an event.
- Possessing, using, or distributing illegal drugs in the workplace or during work-related activities.
- Misusing prescription or over the counter medications that may impair safe performance.
- Engaging in conduct involving alcohol or drugs that could endanger minors or harm the reputation of NSC.

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2. Medication Disclosure

- Staff and contractors must notify their supervisor or HR if they are using medication that could impair their performance or judgement.
- Role adjustments may be made to ensure safety is maintained.

3. Events and Alcohol

Alcohol may only be consumed at NSC approved events or functions and must be managed to ensure the safety and wellbeing of all attendees.

- Alcohol consumption is only permitted where staff are not responsible for the supervision of children or the delivery of programs.
- At any event where alcohol is served and children or program participants are present, designated non-drinking supervisors must be appointed.
- Staff must not consume alcohol if they have supervisory responsibilities, are on duty, or are likely to resume duties later in the event or immediately after.
- All staff are expected to behave responsibly and in a manner that upholds the reputation of the Club at any function or event.
- NSC encourages staff to plan for safe transport if consuming alcohol and reminds staff they must not drive under the influence of alcohol following work-related events.

4. Staff Training and Awareness

- All staff will receive training on this policy during induction and through annual refresher sessions.
- Training will cover the effects of drugs and alcohol, recognition of impairment, and the reporting procedure.

5. Impairment Identification and Response

If impairment is suspected:

1. Ensure immediate safety by removing the individual from any safety-sensitive tasks
2. Notify a senior staff member (e.g. CEO, HR Manager).
3. Document the concern in Safety Champion.
4. HR will assess whether further action is required.
5. Disciplinary action may be taken in line with organisational procedures.

Athletes and Anti-Doping Obligations

Nunawading Swimming Club (NSC) is committed to ensuring that all athletes understand and comply with their obligations under the **Australian National Anti-Doping Policy**, as governed by **Sport Integrity Australia (SIA)** and adopted by Swimming Australia.

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1. Compliance with Anti-Doping Regulations

All NSC athletes must comply with:

- **The Australian National Anti-Doping Policy**, which includes rules around the use of prohibited substances, therapeutic use exemptions (TUEs), and testing protocols.
- **Swimming Australia's Integrity Framework**, which mandates education and understanding of anti-doping obligations.
- Any directions provided by SIA regarding in-competition or out-of-competition drug testing.

2. Athlete Education

Athletes and their parents/guardians (where applicable) will be:

- Informed of anti-doping obligations during induction and through regular education sessions.
- Encouraged to complete the Sport Integrity Australia eLearning courses on anti-doping.
- Provided access to relevant materials including Prohibited Substance lists, TUE forms, and educational resources via the Sport Integrity Australia website.

3. Drug Testing Procedures

Athletes may be subject to random or scheduled drug testing during training sessions, competitions, or at other times. If an athlete is selected for testing:

- NSC will, where possible, provide a support person of the same gender or the athlete's preference to act as a support person throughout the testing process.
- The athlete must comply fully with testing requirements, including sample provision, form completion, and identity verification.
- In cases involving minors, NSC will ensure a responsible adult is present during any interactions with testing officials.

4. Medication and Supplements

- Athletes must take responsibility for ensuring that any medications or supplements they take are not on the **Prohibited List**.
- It is recommended that athletes use the **Sport Integrity Australia's "Check Your Substances" tool** before using any product.
- Where a prohibited substance is medically necessary, a **Therapeutic Use Exemption (TUE)** must be obtained in accordance with SIA procedures.
- NSC encourages athletes to consult with staff if they are unsure about any medication or supplement.

5. Breaches and Consequences

Any breach of anti-doping rules will be treated seriously and may result in:

- Suspension from training or competition.
- Reporting to Swimming Australia or Sport Integrity Australia.
- Additional disciplinary action under NSC's Code of Conduct.

Additional Considerations

- Any storage of alcohol (e.g. for fundraising) must be locked and inventoried.
- Staff must not drive under the influence following work-related events. Transport options should be organised by the individual.

Roles and Responsibilities

Role	Responsibility
CEO	Responsible for overseeing policy implementation and overall safety compliance.
OH&S Specialist	Maintains the risk assessment and monitors compliance.
Managers and Coordinators	Monitor staff behaviour, enforce the policy, and act on any breaches.
Staff	Adhere to this policy, disclose impairing medications, and report concerns.

Related Documents

- Risk Assessment – Alcohol & Drug Use
- NSC Code of Conduct
- Consumption of Alcohol at Workplace Functions Policy
- Sport Integrity Australia – Anti-Doping Policy
- Watch Around Water Policy

Breaches of Policy

Breaches may result in disciplinary action, including suspension or termination. Where illegal behaviour is suspected, authorities may be notified.

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Review

This policy will be reviewed every three years, or earlier if required due to legislative changes, incidents, or organisational needs. The review will be coordinated by the OH&S Specialist in consultation with the CEO.

Document History

Version No	Description	Board Endorsed Date	Review Date	Author
1.0	Initial version		30/07/2028	Jessica O'Halloran