



Sydney Heritage Fleet Drug and Alcohol Policy

Date adopted by the Board	27 th July 2021
Replacing policy dated	9 th July 2007
Date of latest review	28 June 2022
Date for next review	June 2023
Related policies and documents	Sydney Heritage Fleet Work Health and Safety Policy Sydney Heritage Fleet Complaints Policy Sydney Heritage Fleet Volunteer Code of Conduct

1. Purpose

Sydney Maritime Museum Ltd (trading and hereafter referred to as Sydney Heritage Fleet or SHF) is committed to providing a safe environment for everyone engaged in Fleet activities. In this regard, Sydney Heritage Fleet recognises the need to combat the adverse effects of alcohol and drugs on any person who is in a position to either directly or indirectly affect the safety of passengers, volunteers, staff or any other person engaging with SHF.

2. Scope

This policy applies to any person engaged in Sydney Heritage Fleet activities.

All workers and volunteers have a duty to take reasonable care for their own health and safety and ensure they don't adversely affect that of others. This means they must be fit and well enough to do their job, not be under the influence of alcohol or drugs, or use alcohol or drugs while at work.

In this policy 'drugs' refers to both illegal drugs and legal drugs that have an impact on a person's cognitive state.

3. Objectives

The objectives of this policy are to:

- ensure no Sydney Heritage Fleet employee or volunteer works whilst under the influence of drugs or alcohol
- ensure the safety of passengers, visitors and vessels is not compromised through the inappropriate use of drugs or alcohol.

4. Applicable Legislation

Sydney Heritage Fleet recognises that all workers (staff and volunteers) must observe and comply with all laws that relate to their engagement, including, but not limited to:

- Work Health and Safety Act 2011
- NSW [Work Health and Safety Regulation 2017](#)

All operational vessels under survey, when at sea or at the dock, must operate in accordance with relevant Australian Maritime Safety Authority (AMSA) Marine Orders, Regulations and Standards.

The Fleet is bound to operate under the Guidelines for Drug and Alcohol Testing as issued by the Government Independent Transport Safety Regulator and as such will require all workers (including volunteers) to submit to drug tests should the Heritage Fleet so wish.

5. Implementation:

The following strategies will be employed to implement this policy:

- If alcohol is served at a public event, the service will be overseen by someone who has a Responsible Service of Alcohol Certificate.
- All Ships Officers, watch leaders, team leaders, managers and supervisors are to be alert to the signs of drug and alcohol use, on starting work or on returning from a break.
- The Master or his/her deputy will suspend from duty any affected person immediately, pending possible disciplinary procedures.
- Steps may be taken to test any person at any time who is suspected as being under the influence of drugs or alcohol. There will be no financial loss to employees unless the individual being tested returns a positive test result.
- The Master or his/her deputy will notify the police in the event of an accident or incident and ask them to test all workers concerned.
- The Fleet will endeavour to refer any worker who is identified as having a problem with drug and alcohol abuse or who volunteers that they are suffering from a problem related to drugs or alcohol to a relevant support agency.
- The Fleet will be guided in its response by the NSW WorkCover Guide: [Alcohol and Other Drugs in the Workplace](#).

Sydney Heritage Fleet respects the right of employees and volunteers have to confidentiality. This means drug or alcohol test results, whether positive or negative, and the procedures that follow, will be kept in confidence.