WHS DOCUMENTS & TEMPLATES

DOC-DAP-TPL · Drug and Alcohol Policy Template

Product Overview

For: Australian businesses of any size: owners, managers, HR and WHS advisers, especially where work involves driving, plant or other safety-critical tasks

Version 1.0 · 15 November 2026

A fair, practical drug and alcohol policy built on fitness for work: what is expected, safety-critical work, what supervisors do when someone may be unfit, medicines, support, an optional testing section, and a concern record.

The policy covers everyone who works for the business, at work, on breaks, driving for work, on call and at work functions. It sets clear expectations, names the business's safety-critical work, and gives supervisors six steps for when someone may be unfit: make it safe, talk privately, stand down, no driving, record it, and meet before the next shift.

It covers work functions, medicines, confidential support and breaches, and includes a testing section to keep, adapt or delete, written so testing is consulted on, done properly, confirmed before any decision, and kept confidential.

The Fitness for Work Concern Record (Word and PDF) records the signs seen, the actions taken and the follow-up meeting, in plain facts.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Drug and alcohol policy: expectations, safety-critical work, what to do when someone may be unfit, work functions, optional testing, medicines, support and breaches	02_TEMPLATE/Drug and Alcohol Policy.docx and .pdf
Fitness for work concern record: the signs seen, the actions taken and the follow-up meeting	02_TEMPLATE/Fitness for Work Concern Record.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Businesses with safety-critical work: driving, plant, work at height, machinery
- HR and WHS advisers writing or updating a fitness for work policy

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How to Use This Template

How to complete, adapt and keep the drug and alcohol policy template

1 What this template is for

Impairment from alcohol, drugs or medicines is a hazard like any other: it can be anticipated, and the risk can be managed. This policy takes a fitness for work approach. It aims to prevent impairment, respond safely and fairly when someone may be unfit, and support people who need help, rather than only to catch people out.

2 How to use it

Step	What to do
1	Decide your approach with your managers: what counts as safety-critical work, who approves work functions, and whether you will test.
2	Fill in the placeholders, and delete the testing section if you do not test.
3	Consult your workers and their health and safety representatives, and any union, on the draft. If you plan to test, get advice on the industrial relations and privacy laws first.
4	Have the owner or chief executive approve and sign it, and set a review date.
5	Brief every worker on it, train supervisors in the six steps for when someone may be unfit, and give it to contractors.
6	Use the Fitness for Work Concern Record every time. Keep records confidential.
7	Review the policy at least every two years, and after any serious incident involving impairment.

3 Who does what

Who	What they do
Owner or chief executive	Approves the policy and the approach to testing
Supervisors	Act on concerns straight away, safely and privately, and keep records
Workers	Come to work fit for work, and report concerns about themselves or others
HR or WHS adviser	Keeps records confidential, arranges support, and handles any breach fairly

4 The law, in brief

The general WHS laws have no specific drug and alcohol rules, but a business must manage the risks to health and safety, including the risk of impairment, so far as is reasonably practicable. Workers must take reasonable care for their own and others' health and safety, which means coming to work fit to work safely.

Some industries have their own laws on alcohol and drug testing, such as rail, aviation, maritime, heavy vehicles and mining in some jurisdictions. Testing also raises industrial relations, privacy and discrimination questions: an enterprise agreement or award may set conditions, and the way personal information is collected and kept is regulated. Get advice before you introduce testing.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Drug and Alcohol Policy

Fitness for work: alcohol, illegal drugs, and medicines that can affect safe work

1 Purpose

Alcohol, illegal drugs and some medicines can affect a person's judgement, coordination and reaction time, and put them and others at risk. This policy sets out how **[Company name]** manages that risk: by preventing impairment at work, responding fairly when someone may be unfit for work, and supporting people who need help.

2 Scope

This policy applies to everyone who works for **[Company name]**: employees, contractors, labour hire workers, apprentices, trainees and volunteers, and to visitors at our workplaces. It applies while working, during breaks, while driving for work, on call, and at work-related events, wherever they are held.

3 What we expect

- Arrive at work, and stay, fit to work safely: not impaired by alcohol, illegal drugs or medicines
- Do not drink alcohol, or use or have illegal drugs, at work, during breaks or while on call, except alcohol at an approved work function (section 6)
- Do not drive for work, operate plant or do safety-critical work while impaired, including the next morning after drinking
- Tell your supervisor before starting work if a medicine you take could affect your ability to work safely. You do not have to say what the medicine is for
- If you are worried that someone is not fit to work safely, tell your supervisor or **[WHS contact]**. Do not try to deal with it alone
- Ask for help early: support is available and confidential (section 9)

4 Safety-critical work

Some work carries a higher risk if the person doing it is impaired. At **[Company name]** this includes: **[Safety-critical work]**. Workers doing this work must be fit for work at all times, and any concern about their fitness is acted on straight away.

5 If someone may be unfit for work

Step	What to do
1	The supervisor makes the situation safe: stops the person doing safety-critical work and keeps them and others away from danger.
2	The supervisor talks to the person privately, with another manager or a support person present if possible, about what they have seen. They do not accuse or diagnose.
3	If the person may be unfit, they stop work for the rest of the shift. If they are unwell, get first aid or medical help.
4	The person is not allowed to drive. The supervisor arranges safe transport home, or for someone to collect them.
5	The supervisor records what was seen and done on the Fitness for Work Concern Record, the same day.
6	Before the person's next shift, a manager meets them to talk about what happened, the support available, and what happens next.

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Drug and Alcohol Policy Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A fair, practical drug and alcohol policy built on fitness for work: what is expected, safety-critical work, what supervisors do when someone may be unfit, medicines, support, an optional testing section, and a concern record.

What the full product contains

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  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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