



MANAGEMENT PLAN

ALCOHOL & OTHER DRUGS

Purpose

- To manage the impact on the health and safety of workers, and the impact on machinery, equipment, the environment and the company's reputation from the misuse of alcohol and other drugs.
- To ensure that all workers are aware of their responsibilities, obligations and the consequences of any non-compliance.
- To comply with the Work Health and Safety Act 2011
- The Plan will be reviewed annually.

Scope

The Plan applies to all of Musgrave Minerals Ltd workplaces and all persons accessing them including:

- Persons Conducting a Business or Undertaking (PCBU's)
- Officers of the company
- Workers (includes contractors, sub-contractors, volunteers and guests)

Where a contracting or sub-contracting company's Alcohol & Other Drugs Policy in relation to their own workers is more stringent than Musgrave Minerals, then the conditions of that Policy will apply to those workers.

Policy

Musgrave Minerals Ltd is committed to providing safe, healthy and productive workplaces and ensuring that all persons who enter those workplaces comply with the company's Policies, Procedures and the Work Health & Safety Act 2011.

Alcohol and other substance abuse may impair a workers ability to perform their duties properly and safely and can have serious adverse effects on the health and safety of themselves and others, machinery and equipment, the environment and the company's reputation.

Musgrave Minerals Ltd has a "zero tolerance" to alcohol & other drugs at its workplaces during working shifts.

Workers are required by the company and the Work Health & Safety Act 2011 to present themselves fit for work.

No worker shall possess, distribute or consume alcohol or illicit drugs while on duty at work.

All workers shall abide by any Statute or By-law prohibiting the possession, carriage, distribution, sale or consumption of alcohol in a specified location such as the Anangu Pitjantjatjara Yankunytjatjara ("APY") Land Rights Act (SA) 1981 relating to the APY Lands in South Australia.



Outside of the above areas and working shifts, the reasonable consumption of alcohol is permitted, eg; functions, airports, camp sites, hotels, motels, caravan parks and private residences, when consumed responsibly and in moderation.

All workers have a responsibility to use prescription medications in accordance with instructions from their medical practitioner. Where use of prescribed medications could potentially affect a workers ability to perform their duties safely, they must notify their line Manager immediately so that control measures can be implemented. Failure to advise may constitute misconduct.

Random alcohol and/or drug tests may be conducted at the company's workplaces at any time.

Alcohol & Drug Testing

All alcohol and other drugs testing at Musgrave Minerals workplaces will be conducted to comply with relevant Australian Standards.

Job seekers may be asked to undertake alcohol & other drug testing as a pre-employment condition regardless of whether a pre-employment medical examination is required.

Random alcohol and/or other drug testing may be conducted at any time at Musgrave Minerals' workplaces. Accommodation, vehicles, equipment and luggage may be inspected for prohibited substances while within APY Lands.

For Cause testing may be conducted at any time when it is suspected that any worker may be under the influence of alcohol or an illicit drug.

A positive test result will result in the person being suspended from duty and/or removed from the workplace until a negative test result is provided.

Refusal to undertake an alcohol and/or other drug test will be considered a positive test and the person will be removed from the workplace until a negative test result is supplied or disciplinary action has been implemented.

Self-testing and/or self-assessment is encouraged. In the case of a positive self-test the employee may take personal leave. Any second offence within any 6 month period may involve disciplinary action.

Disciplinary action may result from either a positive test or a refusal to be tested. Disciplinary action may include temporary exclusion from the workplace (which will be unpaid leave), referral to professional assistance for drugs of addiction, implementation of a performance management plan or termination of employment.

Testing at workplaces will be conducted by, or under the direction of, the Community HS&E Manager and test results will be confidential to the person being tested, the Community HS&E Manager and the Managing Director. Where the Managing Director is tested the results will remain confidential to the Chairman.

Management Strategies

The Alcohol & Other Drugs Policy will be provided to workers at induction.



Where a worker notifies their supervisor of a potential impairment, the supervisor will implement strategies to ensure the safety of all workers, machinery and equipment and the environment at that site.

Workers may be required to provide evidence from their medical practitioner that certain medications will not impair their ability to drive vehicles or operate machinery and other equipment safely.

Where a worker is identified as having an addiction, they will be referred to professional assistance and the Managing Director/Chairman will decide leave requirements. Leave without pay may be provided whilst treatment is on-going.

All workers are encouraged to report possible or actual breaches of the Alcohol and Other Drugs Policy.

Responsibilities

PCBU's and Officers of Musgrave Minerals Ltd are responsible for adequate dissemination of the Alcohol and Other Drugs Policy and this Management Plan.

Managers and Supervisors are responsible for ensuring compliance with the Alcohol and Other Drugs Policy and managing outcomes from this Management Plan.

Workers are required to present themselves fit for work and free of the effects of alcohol or illicit drug usage/abuse. They are also required to report suspected breaches of the Alcohol and Other Drugs Policy.

Review

This policy is to be reviewed annually.

Date	4 May 2012
Latest review date	28 January 2021