

## **Drug and Alcohol Policy**

---

### **1. Purpose**

- 1.1 The purpose of this policy is to show Coastguard's commitment to ensuring a safe and healthy organisation and operational environment, for staff and volunteers, free from alcohol and drug use and/or abuse.

### **2. Scope**

- 2.1 This policy applies to all CNZ and affiliated groups workplaces (rescue vessels, aircraft and shore facilities including operations and radio rooms) and covers all personnel including; staff, volunteers and all visitors at all times.
- 2.2 All individuals actively engaged with CNZ and its member groups are expected to report fit for duty. They must be able to perform assigned duties safely and acceptably, without any limitations due to the use or after effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications or any other substances.
- 2.3 CNZ has a zero tolerance for personnel who report for duty under the influence of alcohol or drugs and/or whose ability to perform their role is impaired in any way by the consumption of alcohol or drugs, or consume alcohol or drugs while on duty.

### **3. Roles & Responsibilities**

- 3.1 The Skipper, Captain, or Pilot in Command of the CRV or aircraft has ultimate responsibility for the safety of the vessel or aircraft. Crew considered, by the Skipper/Captain (or the Ops Room Duty Officer), to be under the influence of alcohol and/or whose ability to work is impaired by the consumption of alcohol or drugs shall be stood down from operations. The instance shall be logged/noted and the individual may be subject to disciplinary action as decided by Unit Management/Executive.
- 3.2 It is the responsibility of all employees and volunteers to identify concerns about an individual's immediate ability to perform their role, and take raise their concerns immediately and appropriately.
- 3.3 Unexpected circumstances can arise when an off-duty employee or volunteer is requested to report for duty. It is the employees and/or volunteers responsibility to refuse the request and ask that the request be directed to another person if the member feels unfit due to the influence of alcohol or other drugs.

- 3.4 Employees and volunteers who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on their performance. They are required to advise Coastguard if there is any potential risk, limitation or restriction for whatever reason.

#### **4. Drug and Alcohol Testing**

- 4.1 Coastguard employees or volunteers may be required to undergo non-intrusive drug and alcohol test (based on a urine test for drug residues and a breath test for alcohol) which will be conducted by or under the supervision of a registered medical professional. The testing process followed will be such as to ensure a safe and accurate test at any time. This will be as required by the Unit Management/Executive.

#### **5. Drugs & Alcohol in Coastguard Facilities**

- 5.1 Alcohol may be stored and consumed in Coastguard Facilities under the control and approval of the Facility Management. This does not apply to vessels, aircraft and other operational areas, storage and consumption of alcohol in these areas is strictly prohibited at all times
- 5.2 Any discovered or suspected use or storage of any illicit drug on any Coastguard named premises including buildings, vessels, aircraft or vehicles is strictly prohibited and will be sufficient cause for immediate Police involvement without warning.
- 5.3 Coastguard Facility Management teams reserve the right to conduct searches for the presence of illicit drugs including but not limited to bags, lockers, storage areas and desks which are in Coastguard named buildings, vessels, aircraft and vehicles under their control.

**Any breach of the above policy will be treated as serious misconduct and may lead to a person's involvement with Coastguard being terminated.**

#### **6. Review Procedures**

- 6.1 This policy will be reviewed by the Board of Coastguard New Zealand Inc. on an annual basis or other such period as deemed necessary by the Board.