

WHS ALCOHOL & DRUGS AWARENESS

"Protecting your workforce through awareness, education, and action on alcohol and drug-related risks."

Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

► **Available delivery methods:** In-House Training

Introduction

This course equips participants with the knowledge and strategies necessary to identify, manage, and reduce the risks associated with alcohol and drug use in the workplace. With a focus on compliance, duty of care, and promoting a safe and healthy work environment, it covers physical, psychological, legal, and organizational aspects of substance misuse. Whether in high-risk industries or general workplaces, the course aligns with WHS legislation and supports a zero-harm culture.

Objectives

By the end of this course, participants will be able to:

- Understand the effects of alcohol and drugs on health, safety, and workplace performance
- Identify signs of substance misuse and behavioral indicators
- Recognize WHS obligations and legal responsibilities of both employers and employees
- Apply policies and procedures for managing substance-related incidents
- Promote early intervention, support programs, and rehabilitation strategies
- Foster a culture of wellbeing and personal accountability

Why Attend

Substance misuse threatens productivity, safety, and team morale. This course is essential for building the awareness and systems needed to minimize the impact of alcohol and drugs in the workplace while maintaining compliance with health and safety laws.

Target Audience

- WHS Officers and HSE Managers
- HR and People & Culture Professionals
- Supervisors and Team Leaders
- Site Safety Coordinators
- Emergency Response and Security Personnel
- General Employees in High-Risk Industries (e.g., mining, oil & gas, construction, logistics)

Individual Benefits

- Gain confidence in identifying and responding to substance-related risks
- Improve knowledge of WHS rights and responsibilities
- Learn strategies to support affected colleagues appropriately
- Promote a safer, healthier, and more productive workplace

Organizational Benefits

- Reduce accidents, absenteeism, and productivity loss
- Improve compliance with WHS legislation and reduce liability
- Strengthen workplace culture and employee wellbeing
- Enhance early intervention systems and referral processes

Instructional Methodology

- Instructor-led sessions and interactive presentations
- Case studies and video scenarios
- Group exercises and role-playing
- WHS documentation and policy review
- Assessment and action planning

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Training Hours: 7:30 AM – 3:30 PM
Daily Format: 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Understanding Substance Risks in the Workplace

- Module 1:** Introduction to Workplace Substance Use and its Impacts (07:30 – 09:30)
- Module 2:** Common Substances: Effects on the Body and Performance (09:45 – 11:15)
- Module 3:** Legal and WHS Frameworks in Australia and International Standards (11:30 – 01:00)
- Module 4:** Risk Assessment Workshop – Alcohol & Drug Hazards in Different Workplaces (02:00 – 03:30)

Day 2: Policies, Procedures & Testing Protocols

- Module 1:** Drug & Alcohol Policy Essentials: Zero Tolerance vs. Harm Minimization (07:30 – 09:30)
- Module 2:** Workplace Testing – Legal Considerations and Implementation (09:45 – 11:15)
- Module 3:** Role of Supervisors in Incident Reporting and Documentation (11:30 – 01:00)
- Module 4:** Case Study – Responding to Positive Tests & Disciplinary Challenges (02:00 – 03:30)

Day 3: Communication, Confidentiality & Culture

- Module 1:** Effective Communication in Difficult Situations (07:30 – 09:30)
- Module 2:** Privacy, Confidentiality & Ethical Considerations (09:45 – 11:15)
- Module 3:** Building a Supportive and Trust-Based Culture (11:30 – 01:00)
- Module 4:** Role-Playing Exercises – Talking to Staff About Concerns (02:00 – 03:30)

Day 4: Early Intervention & Support Pathways

- Module 1:** Early Warning Signs and Behavioral Indicators (07:30 – 09:30)
- Module 2:** Employee Assistance Programs (EAPs) and Referral Systems (09:45 – 11:15)
- Module 3:** Rehabilitation, Return to Work, and Ongoing Monitoring (11:30 – 01:00)
- Module 4:** Case Study: Supporting Recovery While Managing Risk (02:00 – 03:30)

Day 5: Leadership, Compliance & Action Planning

- Module 1:** Role of Leadership in Promoting a Substance-Safe Workplace (07:30 – 09:30)
- Module 2:** Aligning Safety and Wellbeing Strategies with Business Goals (09:45 – 11:15)
- Module 3:** Team Action Planning – Strengthening Workplace Readiness (11:30 – 01:00)
- Module 4:** Review, Certification Assessment & Course Wrap-Up (02:00 – 03:30)

Certification

Participants will receive a **Certificate of Completion in WHS Alcohol & Drugs Awareness**, certifying their competence in addressing workplace substance issues under WHS obligations.

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