

July 2008

TABMAtalk

WELCOME NEW MEMBER - T-Pac Lumber

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T-Pac Lumber
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T-Pac Lumber PTY LTD opened the doors July 2005 so we are now into our 4th year of operation.

We specialise in importing Asian hardwood timbers; all forms of decking, screening, flooring, dressed Merbau and a full range of Merbau finger jointed laminated posts and handrails.

We also stock sawn products for the joinery market such as Merbau, Surian, Meranti and NG Rosewood.



We offer great service to our customers and try our best to package our products to our customers needs. Feel welcome to call Brian if you would like more information about our product range and services.

Contract Details:

PO BOX 261, Burpengary Q 4505
Shed 5/ 11 Sodium St, Narangba Q 4504
Ph: (07) 3888 6444
Fax: (07) 3888 6844
Email: brianp@t-pac.com.au

Timber & Building Materials Association (Qld) Ltd

Phone:

(07) 3847 4637

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(07) 3847 4637

Email:

Info-qld@tabma.com.au

Website:

www.tabma.com.au

QUEENSLAND TIMBER INDUSTRY AWARDS

You're invited.... Reservations are now open to attend this timber industry gala night of nights! With a superb fine dining menu, world class entertainment and the presentation of awards to recognise achievements in excellence, don't miss your chance for attending an evening of fun and frivolity. Please complete the attached reservations form & return it by fax (3847 4632) by Friday 18th August, 2008.



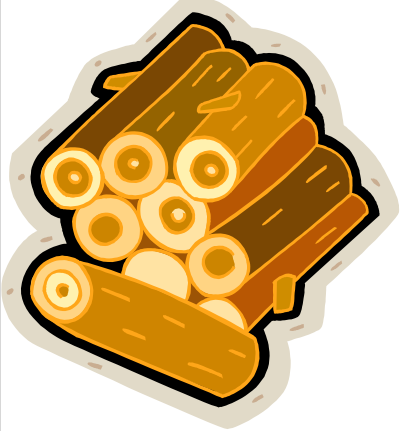
WHEN: Saturday 30th August, 2008
6.30pm Pre-Dinner Drinks for a 7pm Start

WHERE: The Sofitel Brisbane, Le Grand Ballroom

COST: Includes 3 Course Dinner & Beverages - \$115 (incl.GST) per person or \$1,100 (incl. GST) per table of 10



TRAINING COURSE - Visual Stress Grading Hardwood



There is a maximum of 6 participant slots available for this *Visual Stress Grade Hardwood (FPICOT2215A)* course that is being organised by urgent request from a TABMA (Qld) member. If any of your staff require this knowledge **CALL KAREN NOW on 3847 4637**.

This course trains students in the knowledge & skills to visually stress grade hardwood, including identification and measurement of characteristics & their evaluation against the grading rules to determine the applicable stress grade and addresses the following units of competence; prepare for stress grading, evaluate hardwood and grade hardwood.

WHERE: Sunstate Timbers; 72 Lipscombe Road, Deception Bay

WHEN: 5th & 6th August, 2008

COST: \$370 per person (no GST)
Includes training and lunch/morning tea both days.

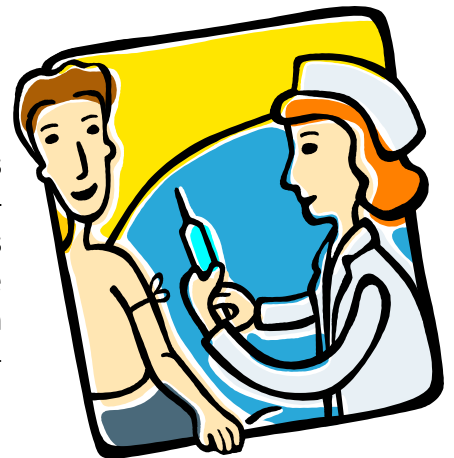
Successful participants will receive a nationally recognised Statement of Attainment upon completion of this course.

COMPANY POLICY - Drugs & Alcohol

I'm sure we all agree that a no-tolerance policy is standard practice when it comes to the issue of drugs and alcohol in the workplace. In the timber industry it is *especially* important when staff are operating potentially dangerous machinery and driving vehicles. Safety is paramount not only for ethical but also legal reasons due to OH & S requirements.

In the course of visiting members last week, Michael Kennedy from Kennedy's Classic Aged Timbers informed me of their **Personal Safety Audit** program. This program is company policy which both existing and new staff sign agreement to, and involves random drug and alcohol testing of staff. Michael said this policy has had an extremely positive impact on the operations of his business, with *obvious decreases in absenteeism as well workplace accidents*. Michael also mentioned that through this system they identified that over 90% of previous workplace incidents were involving staff that tested positive for either drugs or alcohol.

Commerce Queensland advised that as long as the policy is 'reasonable' and staff have signed and agreed to this as a condition of employment, then random drug and alcohol testing is perfectly legal. Please find attached to this newsletter more information issued by Commerce Queensland in the form of an Industrial Relations Fact Sheet relating to Drug and Alcohol Policy in the workplace.



2008

QUEENSLAND
TIMBER INDUSTRY

Awards

EXCELLENCE | RECOGNITION | CELEBRATION

Join Industry peers for a breathtaking evening of celebration, elegance & entertainment

It is with great pleasure that **TABMA QLD** hosts the 2008 Queensland Industry Awards.

This is the only industry event of its kind for the Queensland Timber Industry and is our chance to showcase and recognise the industry's finest.

Join us at this gala event where we celebrate achievements in excellence.

Saturday 30th August 2008

Ballroom Le Grand, Sofitel Brisbane, 249 Turbot Street, Brisbane

6.30pm Pre-Dinner Drinks for 7.00pm Start

Cost includes 3 Course Dinner & Beverages: \$115 (inc gst) per person or \$1100 (inc gst) per table of 10

RSVP by Friday 15th August 2008 by completing the enclosed reservation form & faxing it to (07) 3847 4632

Please direct any queries to Karen Johnston on (07) 3847 4637



Proudly presented by the Timber and Building Materials Association (Qld) Limited

Thankyou to the following companies for their contribution and support of the 2008 Queensland Timber Industry Awards

GOLD SPONSORS



SILVER SPONSORS



EVENT SPONSORS





RESERVATION FORM

Company: _____

Address: _____ P/Code: _____

Phone: _____ Fax: _____ Email: _____

Please reserve _____ seats at \$115 each (GST Inc) Total= \$ _____

OR _____ tables of 10 at \$1100 (GST Inc) Total= \$ _____

Names of attendees:

Special Dietary Requirements:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Accommodation:

Accommodation packages are available at the Sofitel Brisbane and can be booked by phoning the reservations department on (07) 3835 3535 and quoting **TIM0908**. The rates are \$195.00 per Superior (known as Classic) room per night **room only** and \$235.00 per Luxury (known as Concierge) room per night, **room only**. The discounted breakfast rate is \$30.00 per person.

Payment:

Please send payment with reservation form. A tax invoice will be issued on receipt of payment.

Payment methods: Cheque, Direct Deposit or Credit Card (Bankcard, MasterCard, Visa only)*.

Bankcard MasterCard Visa

Direct Deposit Details: BSB: 012 204 A/C Number: 108 753 282

Credit Card Number Exp Date: /

Please make cheques payable to TABMA QLD

**Note; credit card transactions attract a 2% additional charge.*

PLEASE FAX COMPLETED FORM TO TABMA ON (07) 3847 4632



INDUSTRIAL RELATIONS FACT SHEET: 020

DRUG AND ALCOHOL POLICY IN THE WORKPLACE

This fact sheet is relevant to employers in Queensland, including those under WorkChoices.

What is a drug and alcohol policy?

A drug and alcohol policy is a formal written document that outlines the expectations placed on employees while at work with regards to drugs and alcohol. If an employee breaches the policy, the employer may be able to undertake disciplinary action. Commerce Queensland consultants are able to draft or review drug and alcohol policies to suit your workplace needs.

Why have a drug and alcohol policy?

Under the Workplace Health and Safety Act 1995, employers have an obligation to ensure a safe and healthy workplace for employees. Failure to do so may result in penalties and other liabilities. To help comply with this requirement, employers often implement policies and training programs. This raises awareness of employee obligations and provides some protection against vicarious liability should an incident occur.

From an internal perspective, a drug and alcohol policy can be instrumental in counselling and terminating employees who attend for duty in an unfit state. If an employee is aware of a policy, and understands the consequences of breaching it, the employer is in a stronger position to take disciplinary action up to and including dismissal (as long as the policy is reasonable in the first place).

Having a strong stance supported by a policy on drugs and alcohol at work can also reduce costs associated with:

- Absenteeism;
- Poor performance;
- High staff turnover; and
- WorkCover premiums.

Certain industries, such as mining and transport for example, are subject to strict codes of practice in relation to drugs and alcohol. Non-compliance with these codes can result in severe penalties, including monetary fines, bars against tenders and criminal charges. A recent development in the transport industry has been reported on in the Focus box at the end of this fact sheet.

What if the employer doesn't have a drug and alcohol policy?

The absence of a drug and alcohol policy at the workplace does not prohibit an employer from testing or disciplining an employee - it just makes it more difficult. An employee may be able to argue that they didn't understand the expectations of them, or that they weren't advised on appointment that testing was a term of their employment, so the employee may consider it an unlawful or unreasonable direction.

What should a drug and alcohol policy contain?

Why the policy is necessary

It is important to explain why the policy has been put in place. An employee who sees worth in the policy is more likely to follow it. The statement might say that the policy is necessary for compliance with workplace health and safety laws, due to contractual obligations, or in light of the special nature of work that the employee performs.

When the policy applies and who the policy applies to

The policy may not cover all employees, it may only apply to those employees in a particular area or those performing a particular task. Sections of the policy may apply differently to different categories of employees and this should be outlined in the beginning of the policy. It is also diligent to advise when the policy applies. You may wish for the policy to only apply during work on a specific project, or you could specify that it applies at all times, even at work functions and whilst on-call.

The employee's obligations

The employee must be advised in no uncertain terms exactly what is expected of them. The employer may wish for employees to attend for work with no trace of drugs or alcohol in their system, or may tolerate a 0.05 blood alcohol content limit as set by the police. This decision will be influenced by the reasons for implementing the policy and the accuracy of the testing procedures available. If drug and alcohol testing will be implemented, the employee should be advised that they are required to submit to the testing, and what the consequences will be if they refuse.

Selection for testing

The policy should stipulate how employees will be selected for testing. Targeted testing would involve only selecting those employees who are suspected of being under the influence of drugs or alcohol. This method is recommended if the main reason for the policy is to manage drug or alcohol related performance issues. Managers may decide to test a person based on their behavior, speech, odour or appearance, or a third party report. It is important when selecting an individual for testing that care is taken not to harass that person. The policy should also stipulate that the decision to test is at the sole discretion of the employer.

Random testing is usually recommended when an organisation has a very strict requirement for a drug and alcohol free workplace. If possible, indicate how often employees are likely to be tested, and how many are likely to be tested at this time. This ensures that employees are prepared for the testing if approached, and do not feel singled out.

What the testing will involve

Employees should be aware that testing will take place during paid working time, at no cost to the employee and that results will be kept confidential. Giving consideration to cultural constraints, costs and the need for accuracy, determine how the testing will be performed (e.g. blood sample, urine collection, saliva swab). Also outline what quality assurance measures are in place (e.g. retesting of positive results, margins of error, tester qualifications).

Test results

The policy should outline what should happen if the test yields a positive or negative result. A negative result may not result in disciplinary action under the drug and alcohol policy, however does not prevent the employer from undertaking disciplinary action under another policy (i.e. absenteeism, dress policy). A positive result will usually bring about disciplinary action up to and including dismissal. It is important that an affected employee does not resume work, and is not disciplined until they have regained sobriety.

Implementing the policy

The policy is only enforceable if the employees are aware of and understand it. The following steps are recommended to ensure maximum effectiveness.

- Provide new employees with a copy of the policy to sign prior to commencement;
- Ensure a copy of the policy is readily available for employees to access;
- Train all managers in the correct, fair and consistent application of the policy;
- Conduct training for all employees, and test their understanding;
- Consider having a grace period, for employees to raise concerns or adjust to a new policy.

Additional considerations

- Complement your policy with guidelines for work functions where alcohol may be served.
- Some genuine pharmaceutical products can produce a positive result when broad spectrum testing is performed - ensure that validation procedures are in place to manage this risk.
- What measures will you put in place to keep the test results confidential? Who will have access to them and where will they be kept?
- Consider engaging the services of an Employee Assistance Program provider. They can provide counselling to employees with personal issues including substance abuse.
- Special consideration may need to be given to employees who disclose an addiction to drugs or alcohol, especially if they are receiving treatment. In severe cases, addiction can be deemed an impairment, which is an attribute subject to anti-discrimination legislation.
- Consider involving employees in the policy drafting process. For more information see Fact Sheet 029 Workplace Consultation & Workplace Health and Safety.

How serious is a breach of a drug and alcohol policy?

The gravity of a breach of any policy must be taken in context, however when an employee risks their own or another persons health and safety, immediate and decisive action must be taken. The Workplace Relations Act recognises the severity of intoxication at work by categorising it as serious misconduct that may warrant instant dismissal. The Act defines intoxication as "*if the employee's faculties are, by reason of the employee being under the influence of intoxicating liquor or a drug ... so impaired that the employee is unfit to be entrusted with the employee's duty or any duty that the employee may be called upon to perform*". Of course all disciplinary action should be in accordance with the workplace policy, and giving consideration to the nature of the employees' work.

FOCUS

on the transport industry

New Legislative Requirements in the Transport Industry

A decision by the NSW Industrial Relations Commission, currently subject to a jurisdictional challenge by Commerce Queensland, seeks to bind road freight transport providers traveling *in or through* NSW, and requires:

- Blue Card Safety Training (conducted by the union);
- Reporting of remuneration on safe driving plans;
- A written drug and alcohol policy; and
- Compulsory union representation during drug and alcohol training.

All transport operators must adopt a **written drug and alcohol policy** by 2 May 2007, which is designed to ensure that:

- Professional drug-taking amongst employees is entirely eliminated; and
- No employee performs work whilst impaired by the effects of drugs or alcohol