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| <b>Title</b> | <b>Demonstrate knowledge of the management of drug and alcohol-related problems in the workplace</b> |                |          |
| <b>Level</b> | <b>3</b>   | <b>Credits</b> | <b>4</b> |

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| <b>Purpose</b> | <p>This unit standard is intended for people who work in drug and alcohol prevention programmes in the workplace. They do not hold a management role but are carrying out these duties in addition to their everyday work role.</p> <p>People credited with this unit standard are able to: define drug classifications, offences and penalties in terms of the Misuse of Drugs Act 1975; describe the behaviour and protocols that are used when dealing with individuals under the influence of drugs; and describe how workers with drug and alcohol related problems are managed in an organisation.</p> |
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| <b>Classification</b> | Occupational Health and Safety > Occupational Health and Safety Practice |
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| <b>Available grade</b> | Achieved |
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## Guidance Information

### 1 Definitions

*Controlled drugs* refer to any substance, preparation, mixture, or article specified or described in the First Schedule, the Second Schedule, or the Third Schedule of the Misuse of Drugs Act 1975 and includes any controlled drug analogue.

*Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.

*Organisational requirements* may include but are not limited to:

- organisation purpose and/or direction
- organisation policies and processes
- compliance: legislative/legal, health and safety
- risk management
- sustainability.

### 2 Assessment and training activities and resources for this unit standard must take into consideration the Health and Safety at Work Act 2015, its regulations and any subsequent amendments. When assessment and training is contextualised for a specific industry, any industry specific legislation, codes of practice, guidelines and standards must be incorporated.

- 3 Specific legislation relevant to this unit standard includes but is not limited to – Misuse of Drugs Act 1975; Land Transport Act 1998; Employment Relations Act 2000; Health and Safety at Work Act 2015.

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## Outcomes and performance criteria

### Outcome 1

Define drug classifications, offences and penalties in terms of the Misuse of Drugs Act 1975.

Range Class A, Class B, Class C.

### Performance criteria

1.1 Define controlled drugs in terms of their classification.

1.2 Define the types of offences specified by the Misuse of Drugs Act 1975.

Range offences may include but are not limited to – possession, supply and use; use of premises, vehicles.

1.3 Explain terms that apply to dealing with offences involving controlled drugs.

Range terms include but are not limited to – consumption amount, possession for supply.

1.4 Explain penalties in terms of the Misuse of Drugs Act 1975.

Range penalties may include but are not limited to – individual, vehicle, company premises, fines, imprisonment, seizure.

### Outcome 2

Describe the behaviour and protocols that are used when dealing with individuals under the influence of drugs.

### Performance criteria

2.1 Describe personal behaviours exhibited by individuals in terms of being under the influence of alcohol and/or drugs.

Range personal behaviours may include but are not limited to – poor coordination, impaired senses, aggressive behaviour, irrational behaviour, moody behaviour.

2.2 Describe protocols in terms of confronting a worker under the influence of drugs and/or alcohol.

Range protocols may include but are not limited to – ensuring personal safety, personal contact, eye contact.

**Outcome 3**

Describe how workers with drug and/or alcohol related problems are managed in an organisation.

**Performance criteria**

3.1 Describe the process for managing workers with drug and alcohol related problems in terms of setting individual strategies for safer alcohol and drug use.

Range strategies may include but are not limited to – personal goal setting, awareness and education.

3.2 Describe the availability of external assistance for managing drug and/or alcohol abuse and/or addiction in terms of potential sources.

Range external assistance may include but is not limited to – government agencies, privately owned trusts, company programmes, company referrals.

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| <b>Planned review date</b> | 31 December 2022 |
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**Status information and last date for assessment for superseded versions**

| Process               | Version | Date             | Last Date for Assessment |
|-----------------------|---------|------------------|--------------------------|
| Registration          | 1       | 15 December 2005 | 31 December 2019         |
| Review                | 2       | 25 May 2007      | 31 December 2019         |
| Revision              | 3       | 21 May 2010      | 31 December 2019         |
| Rollover and Revision | 4       | 22 May 2014      | 31 December 2021         |
| Review                | 5       | 20 July 2017     | N/A                      |
| Revision              | 6       | 22 August 2019   | N/A                      |

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| <b>Consent and Moderation Requirements (CMR) reference</b> | 0121 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.