

Title	Demonstrate knowledge of drug hazard management in the workplace		
Level	4	Credits	12

Purpose	People credited with this unit standard are able to demonstrate knowledge of company procedures for drug hazard management; prepare plans for drug hazard inspections; and demonstrate knowledge of the implementation of hazard control plans, in relation to drug and/or alcohol use in the workplace.
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Classification	Occupational Health and Safety > Workplace Health and Safety Management
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Available grade	Achieved
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Guidance Information

- 1 Recommended entry unit 22316, *Demonstrate knowledge of the management of drug and alcohol-related problems in the workplace*.
- 2 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.
Legislative requirements include 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 (HSW Act); and any subsequent amendments and replacements.
Organisational requirements refer to instructions to staff on policy and procedures which are documented in memo and/or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, approved codes of practice and guidelines, and legislative requirements.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of company procedures for drug hazard management.

Performance criteria

- 1.1 Company procedures and legislative requirements for drug hazard management in the workplace are described in accordance with organisational and legislative requirements.

Range drug hazard management includes but is not limited to – accident and incident register, drug assessment and control documentation, hazard register, task analysis for drugs and alcohol, drug and alcohol inspection reports.

1.2 The identification and classification of controlled drugs is explained in terms of the Misuse of Drugs Act.

Range Class A, Class B, Class C.

1.3 The responsibilities of staff for drug hazard management are described in accordance with organisational requirements.

Range responsibilities include but are not limited to – managers, supervisors, workers.

Outcome 2

Prepare plans for drug hazard inspections in relation to drug and/or alcohol use in the workplace.

Performance criteria

2.1 Plans are developed that detail key personnel responsibilities and procedures for manual inspections, drug detector dog inspections and drug testing in accordance with organisational, statutory, and legislative requirements.

2.2 Plans for controlling drug hazards are developed and communicated in accordance with organisational requirements.

2.3 Plans incorporate the management of personal and company property prior to, during, and after a drug hazard inspection.

2.4 Procedures and protocols are detailed in terms of safe drug handling, documentation, managing workers under the influence of drugs and/or alcohol, and exhibiting of seized substances.

2.5 Plans incorporate descriptions of the possible symptoms exhibited by employees under the influence of drugs and/or alcohol.

Range drugs and/or alcohol include but are not limited to – alcohol, cannabis, heroin, cocaine, methamphetamine, ecstasy, morphine, nominated controlled drugs.

2.6 Plans are prepared to meet organisational, statutory, and legislative compliance requirements.

Outcome 3

Demonstrate knowledge of the implementation of hazard control plans in relation to drug and/or alcohol use in the workplace.

Performance criteria

- 3.1 Drug and alcohol hazards are described and rated in terms of severity and impact to a company.
- Range impacts include but are not limited to – the individual, co-workers, contractors, visitors, members of the public, non-injury, injury, fatality.
- 3.2 Priorities for drug hazard control are described in terms of importance and ease of implementation in accordance with organisational, statutory and legislative requirements.
- Range priorities include but are not limited to – responses, implementation of programmes, proactive strategies verses reactive strategies; legislative requirements include but are not limited to – Misuse of Drugs Act, Land Transport Act, Health and Safety in Employment Act.
- 3.3 Processes for communicating drug hazards are described in terms of organisational, statutory and legislative requirements.
- Range processes include but are not limited to – notification protocols, documenting and recording drug hazards, safe handling procedures, processing procedures, safe management practices.

Planned review date	31 December 2020
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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	N/A
Review	2	25 May 2007	N/A
Rollover and Revision	3	22 May 2014	N/A
Rollover and Revision	4	22 August 2019	N/A

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.